

15MPD00032

## Project Information

For help on a question, hover over the ?. Press "Save" to avoid the loss of data.

Data will scroll in the box and stop when it has reached the character limit.

### A. General Information

1. Popular Name, Department, Art Program or Doing Business As \* : 2014 MCC-Longview Literary Festival

### B. Actual Numbers

Answers MUST be numeric and not estimates or approximates.

1. Number of Arts and Cultural Events Supported by MAC Funding \* : 1

2. Total Number of Individuals Benefiting \* : 358

3. Number of Children and Youth Benefiting \* : 6

4. Number of Artists Participating \* : 43

5. Full-Time Personnel Participating \* : 0

6. Part-Time Personnel Participating \* : 0

7. Volunteers Participating \* : 14

### C. Project Overview

**IMPORTANT: Click on this [link](#) for information and definitions to assist you in answering the questions in this Section.**

1. Project Race - Select the one predominant characteristic of the funded project. \* : No Single Group

2. Project Descriptors - Use **Ctrl-Click** to select any of the descriptors below which comprise 50% or more of the MAC grant's resources/activities. (MAC funds must be used specifically for the item chosen.) :

3. Project Discipline - Select the primary code that best Literature

describes the art form  
of the funded  
project. \* :

4. Type of Activity - Fair/Festival  
Select the one item  
which best describes  
the MAC funded  
activities. \* :

5. Arts Education No Arts Education  
- Select one code  
after determining  
whether the MAC  
funded  
project/activities meets  
the definition of arts  
education. \* :

6. Primary Strategic Outcome - Select the  
one item that best  
describes the outcome  
associated with the  
MAC award.  
**Most MAC grantees  
will select  
Engagement or  
Learning.** \* :

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## Project Description

### D. Project Description

1. Briefly describe the projects funded by this MAC grant occurring between July 1, 2014 and June 30, 2015.

Information to include:

- Project Date(s)
- Project Title/Brief Description
- Location (including full address)

An additional list of MAC funded projects may be uploaded on the Attachments page. \* :

Project Date: October 17, 2014

Project Title: MCC-Longview Literary Festival

Location: MCC- Longview Cultural Arts Center, 500 Southwest Longview Road, Lee's Summit, MO 64081

The 2014-MCC Longview Literary Festival benefited the community as well as students, faculty and staff of MCC-Longview by providing access to professional authors, editors, small press publishers, critique groups, and other experts in the field of creative writing (both fiction and non-fiction). All of the workshops and panel discussions were well-attended. Ande Parks', our Keynote speaker, presentation was a standing-room only event, and he also provided one of the most memorable moments of the festival.

Attendees had access to writing workshops, readings, panel discussions, book sales, autograph sessions, networking opportunities, open mic sessions, mini-story competition, story-in-bag competition and a magnetic poetry creation area.

Featured artists and participants were: Keynote - Ande Parks, graphic novelist and comic book inker/writer; Robin Wayne Bailey, science fiction and fantasy author; Steven F Murphy, author and MCC History instructor; local critique groups - Summit Scribes, Dead Horse Society; presses - Magnificent Cowlick Media, Whispering Prairie Press, The Undercurrent; KC Star Columnist - Lewis Diguid and Screenwriter - Carlos Perez.

### E. Disabled and Special Populations

1. What does your organization do to make reasonable accommodations for disabled and other special populations? List any provisions or special services implemented to make this project accessible to the disabled and other special populations. \* :

All sites must comply with the Americans with Disabilities Act per a binding site agreement. MCC complies with all federal laws and regulations related to individuals with disabilities. All promotional materials include the MCC Access Office contact information, which allows community members to request appropriate accommodations. At sites serving large numbers of Latino/Latinas, tellers speak Spanish. Sign-language services are provided at all performances and at year-round workshops on request; schools and libraries contribute signers free of charge.

### F. Public Value Stories

1. MAC would like to hear how the funded arts project(s) has made an impact on someone's life or affected the community whether through a memorable concert, play or arts learning experience. The arts play a part in everyone's life. For more information on public value and the arts, see the State of Ohio's website by clicking on this [Link](#). \* :

The 2014-MCC Longview Literary Festival benefited the community as well as students, faculty and staff of MCC-Longview by providing access to professional authors, editors, small press publishers, critique groups, and other experts in the field of creative writing (both fiction and non-fiction). All of the workshops and panel discussions were well-attended. Ande Parks', our Keynote speaker, presentation was a standing-room only event, and he also provided one of the most memorable moments of the festival. He was approached by a student who clearly knew who Mr. Parks was and was clearly excited to meet him. Mr. Parks took time to speak with him one-on-one, and even did a drawing of his favorite superhero and presented it to the young man, free-of-charge. At other events, Mr. Parks normally receives \$25-30 for these drawings. I saw Mr. Parks continue to create drawings and present them to students and volunteers. The larger picture of the event was made clear by the attendee surveys we received at the end of the event as well as the reviews of the event completed by students from English 101 classes. Everyone mentioned how surprised they were that there were so many published authors and publishing options available to them, and that there were so many active in the region. A number of attendees discussed how they did not read as much as they should, and the festival reaffirmed the importance of reading and writing to them. The festival accomplished its main purpose: to provide access to the world of creative writing and encourage the art of writing and reading.

### G. Project Variance

1. If the total project expenses on the financial summary varied by more than 10% of the approved project budget on the application, provide a brief explanation. :

N/A

## Financial Summary

1. Use **ACTUAL** Expenses and Income for the MAC funded project. (Do not use budget numbers.)
2. Income can exceed expenses, but a loss cannot be shown. Use Applicant Cash to cover a loss and balance the figures.
3. All figures will automatically be rounded to the nearest dollar.
4. For help, hover over the green corner by each line item.

### CASH EXPENSES :

1. Personnel - Administrative	0
2. Personnel - Artistic	0
3. Personnel - Technical/Production	0
4. Outside Artistic Fees and Services	350
5. Outside Other Fees and Services	0

6. Space Rental	0
7. Travel	0
8. Marketing	817
9. Remaining Operating Expenses	1,167
10. Capital Expenditures - Acquisitions	0
11. Capital Expenditures - Other	0
<b>Total Expenses</b>	<b>\$ 2,334</b>

**CASH INCOME :**

1. Admissions	0
2. Contracted Services Revenue	0
3. Corporate Support	0
4. Foundation Support	0
5. Other Private Support	700
6. Government Support - Federal	0
7. Government Support - State/Regional	0
8. Government Support - Local	0
9. Other Revenue	0
10. Applicant Cash (used for this grant)	774
11. Missouri Arts Council Grant (Amount Spent) Entire MAC Grant Unless Funds Were Released	\$ 860
<b>Total Income</b>	<b>\$ 2,334</b>

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## Attachments and Additional Grant Information

**Attach all documents at the bottom of this page.** Clearly title/name the file being attached. File formats include: documents .doc, .xls or .pdf (.docx and .xlsx can also be used); audio MP3; images .jpg; videos MP4. **PDF is preferred format for documents.** (For additional attachment information, click on the Guidelines and Forms tab and review the Tips for Using Grants Online or Guide to Support Materials.)

The first section describes documents that are required from all grantees. The next section describes documents that are required from select grantees. The final sections provide information on invoicing and requesting changes.

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## Required Documents

### Letter to Missouri Governor \*

Thank the Governor for his support of the arts.

### Letter to State Senator located in Jefferson City \*

Notify your State Senator of the MAC grant award and the arts project supported by state funds.

### Letter to State Representative located in Jefferson City \*

Notify your State Representative of the MAC grant award and the arts project supported by state funds.

Address information is on the Legislator LookUp. Click on this

Link [http://www.senate.mo.gov/LegisLookup/default.aspx/leg\\_lookup.aspx](http://www.senate.mo.gov/LegisLookup/default.aspx/leg_lookup.aspx). To view a Sample Letter to Governor & State Legislators click on the Sample Documents tab.

### Support Materials

Attach at least one item from the funded project (maximum three). Make sure that at least one item acknowledges MAC support with a MAC logo and/or credit line. Materials may include but are not limited to the following: programs, brochures, reviews, articles, annual report, newsletters or website screen shot.

### Required Documents Checklist

Letter to Missouri Governor * :	✓ Attached
Letter to State Senator * :	✓ Attached
Letter to State Representative * :	✓ Attached
Support Materials * :	✓ Attached

## If Applicable Documents

### Project Description

Briefly describe the projects funded by this MAC grant occurring between July 1, 2014 and June 30, 2015. Information to include: Project Date(s); Project Title/Brief Description; and Location (including full address).

### MAC Roster Artist Evaluation

Grantees using artists/producers from the MAC touring roster must complete a separate evaluation form for each MAC funded artist/producer. To access the form, click on the Guidelines And Forms tab and go to the Forms heading. Save the evaluation form and upload the file.

<b>If Applicable Documents Checklist :</b>	Project Description MAC Roster Artist Evaluation
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## Invoice Information

To access the Invoice instructions and form, click on the Guidelines And Forms tab and go to the Forms heading.

In order for MAC to process the invoice for reimbursement, do one of the following:

- Mail original signed form and a copy; or
- Email scanned (pdf) signed form; or
- Fax signed form

### Grant Change Request Information

To access the Grant Change Request form, click on the Guidelines And Forms tab and go to the Forms heading.

Complete the Grant Change Request form if any of the following apply:

- Legal name of the organization has changed
- Contact information has changed (also click on the [Manage Account](#) tab to update online)
- Changes were made to the project from the approved application
- Organization is unable to use the entire MAC grant and must release funds
- Authorizing official has changed

### Vendor Input Information for MAC Grant Recipients

To access the Vendor Input Information, click on the Guidelines And Forms tab and go to the Forms heading.

Complete the Vendor Input form if the organization has any of the following:

- a new address; or
- new financial institution information; or
- a change in legal name

<b>UPLOAD HERE :</b>	<b>Final Report MPD-2015 :</b>	MCC-Longview Literary Festival Program	LV_literary_fest_prog_2014_(2).pdf-
		MCC-Longview Literary Festival Poster	LV_literary_fest_poster_11x17_2014.pdf-
		Letter to Representative	Letter_to_representative.pdf-
		Letter to Senator	Letter_to_senator.pdf-
		Letter to Governor	Letter_to_governor.pdf-

To place uploaded documents in order, click on the icon above then drag and drop it.

## Final Compliance Statement

By clicking "Submit," I (1) attest that this final report is an accurate description and financial record of the MAC funded project; (2) shall keep records and documentation of the final report in accordance with the regulations of the Missouri Arts Council and National Endowment for the Arts; (3) shall maintain records for a minimum of three years.

Please note that the authorizing official's name and title below provides your agreement that the information submitted with this final report is correct.

Authorizing Official's  
First and Last Name \*  
:

Mark James

Authorizing Official's  
Title \* :

Chancellor

Lisa Bray

Submitting Person's  
First and Last Name \*  
:

Submitting Person's Title : Grants Management Coordinator

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**Don't forget to press "Save" and "Submit" below.**

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