

Requests for alternative formats of these guidelines (large print, braille, ASL, etc) can be sent to the IAC's accessibility coordinator Stephanie Haines at shaines@iac.in.gov



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FY23 Arts Organization Support, Level I

Region 10 – Knox, Daviess, Gibson, Pike, Dubois, Posey, Vanderburgh, Warrick, Spencer, and Perry Counties

About the Program

Arts Organization Support I (AOS I) is an Indiana Arts Commission (IAC) grant program that provides annual operating support for the ongoing artistic and administrative functions of eligible arts organizations. This program is administered by the IAC's Regional Arts Partners (RAP) (<https://www.in.gov/arts/programs-and-services/partners/regional-arts-partners/>) across the state and is intended for arts organizations with a budget size of \$50,000 to \$250,000 (although eligible organizations with a budget size greater than \$250,000 may apply, funding amount will be limited to AOS I level only).

The IAC is funded by the Indiana General Assembly and the National Endowments for the Arts, a federal agency. On behalf of the people of Indiana, the IAC advocates engagement with the arts to enrich the quality of individual and community life.

Grant Program Objectives

To support arts organizations that:

- align with the IAC's public Funding Imperatives (<https://www.in.gov/arts/programs-and-services/funding/funding-imperatives/>), and
- provide quality arts and cultural activities to the public, with special attention to underserved communities. Underserved communities are defined as people lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ethnicity, cultural differences, disability, or other circumstances.

Eligibility Questionnaire: Required of All New Applicants:

Has your organization received AOS funding before? If yes, the Eligibility Questionnaire is not required.

To ensure program eligibility, all new applicants to the program must complete an Eligibility Questionnaire by the January 18, 2022 deadline. The Eligibility Questionnaire is a series of questions in the AOSI application form. To access the form, create an account in the IAC online system (or login to a previously established account), open the AOSI application, and select "No" when arriving to the question "Has the organization previously received Arts Organization Support funding from the IAC?". **The form must be**

completed in the online system by January 18, 2022, 4:30PM EST. To be eligible to apply, the applicant must receive a Notice of Eligibility via email.

Timeline	<i>all times eastern</i>
Grant Period	July 1, 2022 - June 30, 2023
Applications Open	January 4, 2022
Eligibility Questionnaire Due (<i>first time applicants</i>)	January 18, 2022, 4:30 p.m. eastern time
Eligibility Notifications Sent to New Applicants	Week of January 31, 2022
Deadline to request draft application review	February 23, 2022
Application Due	March 9, 2022, 4:30 p.m. eastern time
Panel Review	Week of April 25, 2022
Award Notification	Early July 2022
First Payment (75%)	September - October 2022
Final Grant Report Due	July 13, 2023, 4:30 p.m. eastern time
Second Payment (25%)	August - September 2023

Before applying, review the following:

- Important things to consider before applying (<https://www.in.gov/arts/programs-and-services/funding/consideration/>); and
- Requirements for grant recipients (<https://www.in.gov/arts/programs-and-services/funding/requirements-of-grant-recipients/>).

Applicant Eligibility Requirements

Applicant must meet all of the following eligibility requirements:

1. Be an organization whose primary purpose is arts producing, promoting, presenting service or teaching organization as demonstrated by:
 - a. Significant evidence that it is viewed as an arts organization by its community;
 - b. Arts as core purpose, mission, and focus. The organization’s Articles of Incorporation and/or Bylaws must reflect this core purpose;
 - c. The majority of public programs are arts programs and occur with regular, scheduled frequency throughout the year;
 - d. Facility space (indoor and/or outdoor) is utilized predominantly as arts production or arts activity space (as applicable);

- e. A proportionate amount of operating budget is allocated to direct arts programs and services;
 - f. Provide significant, verifiable arts education-focused programming.
- 2. Be an active private, nonprofit tax-exempt agency with either 501(c)(3) status from the Internal Revenue Service (IRS) OR be an Indiana public entity (part of city or county);
- 3. Organizations whose primary purpose is educational or instructional e.g., schools, universities, colleges, etc. are ineligible. **(New)** This includes entities/branches operating under the same 501c3. These entities are eligible to apply to Arts Project Support <https://www.in.gov/arts/programs-and-services/funding/arts-project-support/>;
- 4. Any organization whose sole or primary purpose is to fundraise (e.g., “friends of” groups, foundations, etc.) is ineligible
- 5. Entities that receive state-level operating support or non-project support directly from the Indiana General Assembly are ineligible. This includes any line items/support or contributions from the state within the organization’s operating, facility, or other budgets or the organization being part of a larger state.
- 6. Must be physically located in Indiana, have an address in the region to which the organization is applying, with the majority of its arts programming, services, or activities taking place in Indiana, and must primarily serve and engage Indiana audiences and participants;
- 7. Before applying to the Arts Organization Support grant program for the first time, an organization:
 - a. must have at least three consecutive years (by March 9, 2022) of 501c3 operating history as an Indiana-based arts organization; and,
 - b. be formally approved to apply (see Eligibility Questionnaire on page 1).
- 8. Must have a governing body that is representative of the organization’s service area;
- 9. Must annually implement program planning and evaluation processes with input from the community to be served;
- 10. Must have an annual cash operating income of \$50,000 or more as supported by the most recently completed, board-approved, year profit and loss statement.
- 11. All grant recipients must provide a match for every dollar provided by the Indiana Arts Commission with one dollar of the organization’s own funds. The match can include in-kind, but at least 50% of the match must be cash. The cash match can constitute funds from the applicant organization’s budget;
- 12. **(New) If awarded funding, organizations will be required to obtain a Unique Entity Identifier (UEI) prior to payment.** Since 2010, this has been a Dun & Bradstreet number, or DUNS. In April 2022 the Federal government will switch to the use of a UEI created in SAM.gov to be the official UEI. [Click here](#) for more information on how to obtain a UEI.

13. Must not have any overdue and/or unresolved Final Grant Reports with the Indiana Arts Commission or the Regional Arts Partner;
14. Must comply with all federal, state, and local laws and ordinances, including but not limited to those that prohibit discrimination on the basis of race, color, national origin, gender, sexual orientation, age, or disability; and,
15. An organization may apply for only one Regional Initiative Grant (APS, AOS) in the same fiscal year. This includes an organization's "friends of" or "foundation" arm.

Allowable Expenses (updated)

Funds awarded by the IAC may be used to support the following:

Personnel

- Salaries and fees
- Contractors
- Artist contracts, honorarium, stipends
- Staff or contractor training

Operations

- Rent or mortgage payments
- Utilities
- Space rental
- Promotion and marketing
- Printing
- Security
- Insurance
- Building Maintenance
- Personal Protective Equipment (PPE)
- Cleaning services
- Information Technology (e.g. software, captioning, streaming - including increased bandwidth, hardware, specialized audio-visual equipment, etc.)
- Fee subsidies for presenting services

Capital Expenditures (not to exceed \$5,000)

- Equipment (purchase or rental) provided it plays an integral part of the project (for project support grants) or the organization's operations (e.g. theatre rigging, exhibition pedestals)
- Construction and renovation-type projects that are integral to an organization's mission or that facilitate accessibility (e.g., accessibility-related construction and renovation, substantial exhibition design, the installation of climate control systems for a museum, etc.,) are allowable.
- Construction and renovation:

- Organization Support – must be integral to the organization’s mission or facilitate accessibility (e.g., accessibility-related construction and renovation, substantial exhibition design, the installation of climate control systems for a museum, etc.,) are allowable.
- Project Support – must be integral to the project as in the project goal(s) could not occur without it.

Programming

- Production or commissioning costs
- Consumable supplies
- Costs associated with the creation of a temporary or permanent piece of public art

Not Allowable Expenses (updated)

Funds awarded by the IAC may not be used to support any of the following:

Operations

- Cash reserves, endowment accounts, deficit reduction or elimination
- Taxes and interest
- Compensation to foreign nationals
- Visa costs
- Travel outside the United States
- Indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities
- Resale items purchased for resale
- Alcoholic beverages
- Donations and contributions
- Entertainment costs (such as receptions, parties, galas, dinners, community gatherings, etc.)
- Fundraising and Investment costs
- Lobbying
- Home office workspace
- Prohibited telecommunications and video surveillance services and equipment
- Regranting to individuals or other organizations
- Applications for projects that primarily present political, denominational, religious, or sectarian ideas or projects that enhance the property of religious institutions.

Capital Expenditures

- Capital improvements, facility construction, structural renovations, and restorations not integral to an organization’s mission or that facilitate accessibility
- Purchase of artwork
- The purchase of vehicles

Programming

- Events not open to the public. (Project Support for schools, disability service organizations, and similar service agents must include an event/activity that is open to the public).
- Projects or programs to be delivered outside the State of Indiana

- Activities and expenses outside the grant period
- Activities that are solely for the purpose of fundraising

Draft Application Review

Draft reviews by Regional Arts Partners are available to first time applicants and organizations who are not currently receiving funds from the IAC. Draft reviews consist of general feedback and suggestions around application completeness and clarity. To request a draft review, email the Regional Arts Partner by the deadline, and let them know it's ready for feedback (do not submit the application). Reviews will be done in the order requests are received, and **the deadline to request a draft review is February 23, 2022.**

Application Submission Deadline

The application deadline is March 9, 2022 4:30 PM (EST). Late applications will not be accepted. Please note, no changes can be made to the application following the deadline.

Panel Review Process

All applications receive an initial review by the Regional Arts Partner to ensure that all required information was submitted and that the application is eligible for panel review. If any discrepancies are found (such as incomplete answers or uploads), the application may be deemed ineligible to move forward to panel review.

Each eligible application will be reviewed by a conflict-free panel of field professionals. The virtual panel review will take place online in April, will be open to applicants and the public for observation only, and will be recorded. Applicants are invited as observers only and cannot lobby or address the panel on behalf of their applications before, during, or after the panel meeting. The panel date, time, and registration information will be posted on the RAP website and/or IAC website at <https://www.in.gov/arts/programs-and-services/funding/arts-organization-support/>.

Panelists will evaluate applications based upon a Yes, Yes with Required Modifications, No evaluation process.

- Yes = recommend for funding
- Yes = recommend for funding with required modification(s)
- No = do not recommend for funding

If an organization is recommended for funding with required modification(s), the applicant will provide support information for staff review and approval prior to moving forward in the process. Panelists will recommend to the IAC information the applicant will need to provide for funding eligibility.

Grant Review Criteria

Information submitted in the application will be reviewed according to the following evaluation criteria. Evaluation criteria details can be downloaded as a [PDF online](#).

- **Organizational Excellence** - The extent to which the applicant organization can demonstrate sound fiscal management and administrative policies and a demonstrable commitment to continuous improvement, preservation and development of the art form.
- **Artistic Quality** - Relative to the budget size of the organization, the extent to which the applicant demonstrates a committed effort to provide its audience a meaningful, impactful, quality and authentic artistic experience(s).
- **Community Engagement & IDEA** - Extent to which there is an active, two-way, ongoing relationship between the applicant and community in the planning, participation, and evaluation of the proposed activity(ies), which includes intentional strategies for inclusion, diversity, equity, and access (IDEA).

Grant Award Determination

Applicants do not request a grant amount. Following the panel meeting, a Commission-approved funding formula will be applied that takes into consideration the number of eligible applicants and available funds to determine specific grant award recommendations. **(New) Award recommendations are based on the organization's most recently completed fiscal year, board approved, profit and loss statement total cash income figure (minus capital expenditures).** The award cannot exceed 20% of the applicant's cash income figure.

In the most recent grant cycle, organizations with budget sizes up to \$99,999 received a grant award between \$5,000 - \$6,000.

The Indiana Arts Commission will review and ratify the grant awards at its June quarterly business meeting. Commission meetings are open to the public for observation and may be recorded. All applicants will be notified after the Commission meeting.

Ready to apply?

Only applications submitted online will be accepted, except in the case of ADA accessibility accommodations. To access the application in the online system, visit www.in.gov/arts/apply.

For accessibility accommodation requests, contact Stephanie Haines shaines@iac.in.gov or 317-450-9973. For technical concerns with the online system, contact Chapin Schnick at cschnick@iac.in.gov or 317-619-9306.