



Indiana Arts Commission
100 N Senate Ave., N505
Indianapolis, IN 46204

www.in.gov/arts

FY23 Arts Project Support Guidelines

Grant awards up to \$5,000 for art projects by nonprofits

About the Program

Arts Project Support (APS) grants provide funding to Indiana 501(c)3 nonprofit organizations and public entities for a specific arts project or arts activity(ies). Some examples of eligible projects include a one-time art event, a single performance, an exhibition, an educational workshop, or series of related arts activities such as art classes or training sessions that are open to the public whether free or for a fee. APS is administered by the Regional Arts Partners (RAP) (<https://www.in.gov/arts/programs-and-services/partners/regional-arts-partners/>) across the state, and was created with a focus on the Indiana Arts Commission's Funding Imperatives (<https://www.in.gov/arts/programs-and-services/funding/funding-imperatives/>).

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

This grant program has the following objectives: provide the general public access to quality arts activities, with special attention to underserved communities, and support Indiana artists who are a vital part of Indiana's economy and community life.

Definitions:

"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 as substantiated by the applicant.

"Public access" means the project must result in a product or activity available to the public. "Available" means activities must be accessible to persons with disabilities and open to the audience, participants, or public, either free or by reasonable admission or service charge.

Making the Project Accessible to All

Recipients of public funding are required to make reasonable efforts for projects to be accessible to the public. Applicants should consider physical and programmatic accessibility as an integral part of the planning and budgeting process. Accessibility involves both the location (the facility) and the content (the activity or product). Thinking about accessibility issues in the early design and planning stages of a project (e.g., accessible websites,

sign language interpreters, recordings of printed materials, audio-description describers, or large-print labeling) is key to ensuring that persons with disabilities will be able to participate. For information and resources, see Making Your Programs and Services Accessible on the IAC website: <https://www.in.gov/arts/programs-and-services/resources/accessibility/>

Eligible nonprofit and public entities details

Arts organizations, non-arts organizations, and public entities are all eligible to apply for this grant. The IAC defines non-arts organizations as 501(c)3 nonprofits that do not have the arts as their primary mission. Eligible non-arts organizations and public entities include (but are not limited to) pre-K, elementary, secondary, schools, and, in some cases colleges and universities; senior centers; parks and recreation departments; civic and community service organizations; Main Street and other community development organizations; professional associations; public libraries; public broadcast stations; health and human service agencies; public agencies such as municipal and county governments; and private nonprofit tax-exempt community based organizations. Arts organizations are 501(c)3 nonprofits whose mission and primary work are arts related.

Request Amount and Match Requirement

APS applicants may request up to \$5,000 to support their arts project. Grant funds must be used for allowable expenses only. (See below for more detail on allowable expenses.)

Match Requirement: There is no match requirement for Arts Project Support in Fiscal Year 2023.

Grant Process Timeline	<i>All times Eastern Standard Time</i>
Grant Period	July 1, 2022 - June 30, 2023
Applications Open	January 4, 2022
Deadline to request draft application review	February 23, 2022
Application Due	March 9, 2022, 4:30 p.m. eastern time
Panel Review	Last week of April. Panel information will be available starting April 11.
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%)	July - August 2023

Before applying, review the following:

1. Important things to consider before applying (<https://www.in.gov/arts/programs-and-services/funding/consideration/>); and

2. Requirements for organizations (<https://www.in.gov/arts/programs-and-services/funding/requirements-of-grant-recipients>).
3. FY22 APS grantees that received an extension into the new fiscal year cannot apply for FY23 APS or AOS funding.

Applicant Eligibility Requirements

All applicants must meet all of the following eligibility requirements:

1. Must be a 501(c)(3) nonprofit organization, a unit of state or local government, an institution of higher education, or a federally recognized Indian tribal government;
 - a. A 501(c)(3) organization may act as a fiscal sponsor/agent for an organization that has not secured their federal tax-exempt status. Please contact your Regional Arts Partner representative (the contact in these guidelines) if you wish to apply using a fiscal sponsor/agent. Learn more at https://www.in.gov/arts/files/IAC_Fiscal-Sponsorship-Guidelines.pdf
2. Must be incorporated in the State of Indiana at the time of application and for the duration of the grant period;
3. 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;
4. **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. For more information on how to obtain a UEI visit https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=6b8149b2db2e7c10060d5425f39619a8;
5. Must not have any overdue and/or unresolved Final Grant Reports with the Indiana Arts Commission or the Regional Arts Partner;
6. Organizations whose primary purpose is higher education (e.g. universities, colleges, division of a college) are eligible to apply for arts activities that are open to the public and clearly serve the needs of surrounding communities and involve community input during planning and implementation. Activities that are credit-producing or oriented primarily to university students and the academic community are not eligible;
7. 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;
8. An organization may only apply for one of the following grant programs in the same fiscal year: APS, AOS I, AOS II, or AOSIII;
9. **APS funding may not be used for projects already supported by the Indiana Arts Commission (for example, more than one organization receiving APS funding for the same project is not allowable).**

Allowable Project 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; conferences**

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

Non-Allowable Project 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 programming, activities, and/or services by degree-granting colleges and universities outside of what is explicitly allowable for project-based grants.
- 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 with specific communities served, 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 only available to first-time applicants and organizations who are not currently receiving funds from the IAC. Reviews are only for general feedback and suggestions around application completeness and clarity and does not guarantee funding. A review may be requested by emailing the Regional Arts Partner at any time the applicant feels their application is complete. 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 and scored 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 may observe the panel reviews online but cannot lobby or address the panel on behalf of their application 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-project-support/>

Grant Review Criteria

Applications will be scored on a 100-point scale. The scores will be utilized as part of a funding formula that determines the allocation of grant awards. Applications must receive a total score of 75 or higher to be considered for funding. Evaluation criteria details can be downloaded as a [PDF online](#). Information submitted in the application will be reviewed according to the following evaluation criteria:

- **Artistic Quality** (20 points): 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, and quality and/or authentic artistic experience(s).
- **Artist(s) Benefit** (10 points): Extent to which the project will financially benefit and/or support the work of Indiana artists (e.g. budget includes artist stipend/honoraria and/or the extent to which the project will benefit artist(s)).
- **Community Engagement** (20 points): 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),
- **Commitment to Inclusion, Diversity, Equity and Access** (20 points)
Extent to which the project includes intentional strategies for inclusion, diversity, equity, and/or access (IDEA) for 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 as substantiated by the applicant.*)
- **Project Management** (30 points): The extent to which the applicant organization can demonstrate the ability to successfully design and implement the project through effective planning, financial management, staffing and evaluation.

Grant Award Determination

Following the panel meeting, a Commission-approved funding formula is applied that takes into consideration the panel score, the number of eligible applicants, and the amount of available funds to determine specific grant award recommendations.

Funding Priorities

While the Indiana Arts Commission would like to fund all eligible applications, the amount of available funding does not always make that possible. Committed to its organizational values and funding imperatives, the IAC's funding priorities for FY23 are as follows:

1. **Ensuring geographic access** to arts opportunities by first funding the highest scoring eligible application from each county in a region; and,
2. **Benefiting local or Indiana artists** by supporting applications that will directly financially benefit and/or support the work of Indiana artists; and,
3. **(new) Increasing access to funding** by prioritizing eligible projects from applicants that are not current or past APS grantees.

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 <http://www.in.gov/arts/apply>.

Contact Information

The IAC welcomes applications from people with disabilities. 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.

Questions about the program itself, application, and panel process should be directed to the applicant's Regional Arts Partner <https://www.in.gov/arts/programs-and-services/partners/regional-arts-partners/>.

1. Kelly Freeman, South Shore Arts, kelly@southshoreartsonline.org
2. Kayla Myers, Community Foundation of St. Joseph County, kayla@cfsjc.org
3. Philip Slane, Arts United of Greater Fort Wayne, pslane@artsunited.org
4. Ann Fields Monical, Tippecanoe Arts Federation, coo@tippecanoearts.org
5. Braydee Euliss, Comm. Found. of Randolph Co., beuliss@randolphcountyfoundation.org
6. Sherri Wright, Arts Illiana, sherri@artsilliana.org
7. Aili McGill, Nickel Plate Arts, grants@nickelplatearts.org
8. Sean Hildreth, Brown County Community Foundation, sean@bccfin.org

- 9. Kris Roberts, Columbus Area Arts Council, kroberts@artsincolumbus.org
- 10. Anne McKim, Arts Council of Southwestern Indiana, anne.mckim@artswin.org
- 12. Paige Sharp, Indiana Arts Commission, psharp@iac.in.gov

