FY25 Arts Project Support (APS)

Indiana Arts Commission

Section 1 - Before You Begin

Welcome!

This section is here to provide you with quick access to general information including deadlines, resources, and information about the online system. Most importantly, we want to make sure you're eligible for the program and provide you with what you need to be successful. If at any time you have a question, do not hesitate to contact us, we're happy to help.

Quick Access Links

- Guidelines
- How to Copy last year's application (FY24) into this one
- Evaluation Criteria
- Grant Writing Tips
- Regional Arts Partner Info

Pro Tips

1. Read the Guidelines before getting started.
2. Read the whole application first BEFORE completing the application.
3. Are you new? Introduce yourself to your Regional Arts Partner (RAP) - they'd love to help and are the primary contacts for questions about the APS program and application.
4. Echo the narrative question formatting in your responses. For example, if the question has multiple parts like "a. b. c.", put "a." in before your response to that section.
5. Review the IAC's Evaluation Criteria that panelists will review.
6. When writing, **focus on your project activities** (not your organization).
7. Check out these Grant Writing Tips!
8. The application has been designed to capture the specifics of your project with limited character count for the review. Be clear and concise in your narratives. You do not need to use the full character allowance.

Deadlines

- **First Time Applicants - Draft Application Review deadline February 23, 2024, 4:30 PM EST.** Draft reviews by Regional Arts Partners are available to first-time applicants to this

program and organizations who are not currently receiving funds from the IAC. Reviews are for completeness, clarity, and feedback on the overall application (not copy editing).

To request a review:

  o   Complete all of the fields in the application, but do not hit submit.

  o   Email your Regional Arts Partner and let them know you're ready for a draft review. They have access to review your online application (do not send a PDF).

- **Application deadline is March 7, 2024 by 11:59 PM EST.** Applications submitted after this deadline will not be eligible for review. **Staff will not be available after 5:00 PM EST.**

About the Online System

- A **PDF** copy of the application questions can be downloaded by clicking on the *Question List* button at the top of the form.

- The system auto-saves after every 100 characters typed or every time you click into a new question; however, there is also a "Save" button at the bottom of the page.

- If you copy and paste from an outside document into the online system, be sure to keep track of character limits (including spaces). Also note, formatted text won't transfer when pasted.

- If you do not provide an answer for one of the required questions, you will not be able to submit your application.

- For questions that require a document upload, you can only upload a single file. If you try to upload multiple files, it will override and delete the file previously uploaded.

- Remember to click "Submit Form" when you are finished.

- Once successfully submitted, you will receive a confirmation email, and the application is no longer available for editing.

Privacy Consideration

All documents submitted to the Indiana Arts Commission are public and subject to a public information request, unless marked otherwise. All grant applications are considered public documents and are reviewed and discussed in a public meeting. Applicants should therefore not include any information in the content of the application that cannot be shared publicly or would not be appropriate for panel discussion.

Questions?

- **About the Program:** Refer to the APS Program Guidelines or contact your Regional Arts Partner.

- **About the Online System:** grantsadmin@iac.in.gov

Section 2 - Project Overview

Grant ID*

Create your Grant ID using the following format: FY25APS-YourOrganization'sName

EXAMPLE: FY25APS-IndianaCeramicSupply

Character Limit: 100

Is your organization being fiscally sponsored for this project?*

GUIDANCE: If an applicant doesn't have a 501c3 designation, they can still apply if they're eligible and they find someone with a 501(c)(3) designation to sponsor them. If this might be you, following the Fiscal Sponsorship Guidelines is a must.

1. *To be eligible for fiscal sponsorship, the applicant cannot be an individual artist or for-profit entity. The applicant must be operating as a nonprofit, but hasn't received its 501(c)(3) status yet.*

2. *The application MUST be submitted by the organization implementing the project (Applicant). The fiscal sponsor MAY NOT submit an application.*

Choices

Yes
No

Past Grantee?*

Has this organization received an Arts Project Support grant from the IAC before?

Choices

Yes
No
Unsure

Project Title*

GUIDANCE: This is the name of the event or activity.

Character Limit: 100

Type of Activity*

Which best describes the activity for which you are requesting funding?

Choices

01 Acquisition
02 Audience Services
03 Fellowship
04 Creation of a Work of Art
05 Concert/Performance/Reading
06 Exhibition
07 Facility construction, maintenance, renovation
08 Fair/Festival
09 Identification/Documentation
10 Institution/organization establishment

12 Arts Instruction
13 Marketing
14 Professional Support, Administrative
15 Professional Support, Artistic
16 Recording/Filming/Taping
17 Publication
18 Repair/Restoration/Conservation
19 Research/Planning
20 School residency
21 Artist Residency
22 Seminar/conference
23 Equipment Acquisition
24 Distribution of Art (E.g. films, books, prints)
25 Apprenticeship
27 Translation
28 Writing About Art
29 Professional Development/Training
30 Student Assessment
31 Curriculum Development
33 Building Public Awareness
34 Technical Assistance
35 Website/Internet Development
36 Broadcasting
37 Public Art/Percent for Art
99 None of the above

Project Discipline*

Select the discipline that best describes what you're proposing to do.

Choices
01 Dance
02 Music
03 Opera/ Music Theatre
04 Theatre
05 Visual Arts
06 Design Arts
07 Crafts
08 Photography
09 Media Arts
10 Literature
11 Interdisciplinary
12A Folk Arts – Dance
12B Folk Arts – Music
12C Folk Arts – Crafts and Visual art
12D Folk Arts – Oral Traditions (include folk/traditional storytelling)
13 Humanities
14 Multidisciplinary
15 Non-Arts/Non-Humanities

Project Start Date*

(Must be <u>on or after</u> July 1, 2024) **- REMEMBER TO UPDATE THIS IF YOU COPIED FROM A PREVIOUS APPLICATION**

Character Limit: 10

Project End Date*

(Must be <u>on or before</u> June 30, 2025) - **REMEMBER TO UPDATE THIS IF YOU COPIED FROM A PREVIOUS APPLICATION**

Character Limit: 10

Is the organization part of a school, university, or public entity (local government)?*

Choices
Yes
No

Is the primary purpose of this project to fundraise?*

Choices
Yes
No

Project Summary*

Please write a short description of the proposed project and how the grant funds will be used.

This description should be 3-5 sentences and written in third person (she, he, they).
GUIDANCE: Click here *for examples.*

Character Limit: 500

Organization Mission Statement*

Provide the organizational mission statement.

Character Limit: 750

Marion County Status*

Is your organization located in Marion County?

Choices
Yes
No

Marion County Eligibility Question

Marion County Project Eligibility*
One of the IAC's funding priorities for the FY25 APS program is increasing access to arts opportunities for Marion County residents with the least access.

To be eligible for funding, applicant organizations in Marion County are required to direct their projects to these individuals *inclusive of, but not limited to* veterans, individuals in high poverty areas, persons of color, individuals with disabilities, those living in institutions (retirement/healthcare facilities, incarcerated populations, etc).

Please describe how your project provides access to arts opportunities for Marion County residents with the least access.

Character Limit: 1000

Section 2A - Fiscal Sponsor Info

Panelists will not review this information, just administrators.

Because your organization is being fiscally sponsored, please complete the following information about your Fiscal Sponsor.

- Failure to do so will result in an ineligible application.
- Be sure to follow the Fiscal Sponsorship Guidelines.

Fiscal Sponsor's Name*

Character Limit: 150

First and last name of the primary contact for the Fiscal Sponsor*

Character Limit: 150

Email and Phone number of the primary contact for the Fiscal Sponsor*

Character Limit: 150

Fiscal Sponsor MOU*

Upload a copy of the Memorandum of Understanding (MOU) between the organization and the Fiscal Sponsor for this project.

GUIDANCE: Not sure what an MOU is? Click here to learn more.

File Size Limit: 5 MB

Section 2B - Financial Documentation

Panelists will not review this information, just administrators.

Income and Expense Upload*

Upload the organization's most recently completed fiscal year-end Income and Expense Statement (aka Profit and Loss or P&L). This should reflect the entire fiscal year.

Fiscally Sponsored Applicants: If the organization is applying under a fiscal agent, upload the fiscal agent's financial statement (not yours).

File Size Limit: 22 MB

Section 3 - Accessibility Certificate

Panelists will not review this information, just administrators.

Why are we asking about accessibility?

As a public funder, we need to ensure our funded organizations meet all the Americans with Disabilities Act (ADA) and Section 504 accessibility requirements.

We're here to help:
• If you need help checking your accessibility, start with the Self-Assessment Checklist. It's an easy step-by-step guide.
• Check out our FAQ page.
• Questions about accessibility? Contact Stephanie Haines at shaines@iac.in.gov or 317-450-9973.

Is the proposed project's facilities*, programs, and/or activities publicly accessible?*

*anywhere activities, programs or services take place whether owned, leased or donated to the applicant.

GUIDANCE: Why are we asking about accessibility? As a federally supported government agency, Indiana Arts Commission grant recipients must comply with all ADA and Section 504 requirements. We're here to help:

- *If you need help checking your accessibility, start with the Self-Assessment Checklist on the IAC website.*

- *Questions about accessibility? Contact Stephanie Haines at shaines@iac.in.gov or 317-450-9973.*

Choices

Yes
No, but will make accommodations as requested.
No, unable to make accommodations.

Accessibility Accommodation Requests*

In the following box, describe the process of how a participant or attendee with a disability can request accommodations to access the funded activities and/or programs. i.e. Who at the organization would they contact? How do they contact that person? What time frame do they need to request accommodations in advance? How does the organization's contact respond to these requests?

GUIDANCE: If there are areas/parts of your activities that are not fully accessible, the organization is responsible for providing reasonable accommodations such as; adding a temporary ramp, printing large print materials, providing ASL interpretation, etc. Historic buildings are not grandfathered out of this responsibility. All locations must be accessible.

Character Limit: 500

How has the organization reviewed the accessibility of its programs and facilities?*

Select one or more of the methods below that the organization has used to ensure the requirement to be accessible is met.

GUIDANCE: Additional detail about the options provided are located on our website here. The self-assessment checklist can be downloaded directly here: Self-Assessment Checklist Link

Choices

The org used the self-assessment checklist from IAC website.
The org has had an independent accessibility assessment done by a qualified professional.
The org regularly gets input from an advisory committee of people with disabilities.
Other (explain in next question below)

Section 3A - Ineligible

Because the organization is unable to make accessibility accommodations upon request, this application is ineligible for funding through the IAC.

For further information contact Stephanie Haines, at shaines@iac.in.gov or 317-450-9973.

Section 3B - If respond 1 or 2

Provide the name and title of the individual who ensured accessibility.*

Either through the self-assessment checklist or a review by a qualified professional.

Character Limit: 1000

When did the organization last complete an accessibility check?*

It must be within the last 12 months.

Character Limit: 10

Accessibility Documents Available for Review*
Choices
Yes, the organization understands it must maintain accessibility documentation for three years.

Section 3C - If respond 3

Please share the name, title, and contact info for the chair of the committee or an active member.*
Character Limit: 1000

When did the organization last complete an accessibility check?*
It must be within the last 12 months.

Character Limit: 10

Accessibility Documents Available for Review*
Choices
Yes, the organization understands it must maintain accessibility documentation for three years.

Section 3D - "Other"

Specify what review process was done to ensure accessibility.*
Character Limit: 1000

When did the organization last complete an accessibility check?*
It must be within the last 12 months.

Character Limit: 10

Accessibility Documents Available for Review*
Choices
Yes, the organization understands it must maintain accessibility documentation for three years.

Section 4 - Artistic Quality and Artist Support

Section Evaluation Criteria

Artistic Quality (20 points) and Artist Benefit (10 points)

Artistic Quality Criteria

The extent to which:

- This is an artistic project. *(Must be an artistic project to be eligible for this program).*

- Project goal(s) are clear. If this project has been done before, the applicant utilizes past experience to inform this year's project. (10 points)
- The project description and artistic documentation demonstrate the project will provide the audience a meaningful, impactful, and quality artistic or authentic experience. (10 points)

Artist Benefit Evaluation Criteria
The extent to which:

- The project will directly 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)). (10 points)

How many years has this project occurred?*

If this is a new project, enter 0.

Character Limit: 10

Describe the project.

What is the purpose (goal) of the project? If this is a recurring project, how is the organization using past experience (surveys/community input) to inform this year's planning?

Character Limit: 3000

Tell us about the artist(s), ensemble(s) etc. involved in the project.*

Be sure to include where they are from, and how they will financially benefit (honoraria/stipend in project budget and/or through the project itself).

Character Limit: 2000

How many artists will directly financially benefit through this project's budget?*

If no artists are being paid directly by organization in the project budget, enter 0.

Character Limit: 50

What is the projected dollar amount to be paid to these artists?*

If no artists are being directly paid by the organization, enter 0.

Character Limit: 20

How many other artists will benefit from this project?*

This figure should not include artists listed in the project budget. If not applicable, enter 0.
EXAMPLE: artwork is featured as part of a group show, but there is no direct financial support

Character Limit: 50

Artistic Example

Provide 1-5 examples that demonstrate the quality of the arts project by doing one of the following:

1. Upload a Word or PDF file **OR**

2. provide web link(s)

These can be:

- Samples of work from artists involved in the project; and/or

- Samples of past projects similar to what you propose.

GUIDANCE:

- *You can only upload a single file. If you try to upload multiple files, it will replace the file previously uploaded. If you include weblinks in your PDF upload, panelists will not able to click on the link.*

- *Tip: If you are proposing a performance-based project, it is recommended you include links to sample performances or recordings for panelist reference. Panelists are only required to listen to or watch the first three minutes of a video or audio file.*

Type of Artistic Example*

What type of artistic example would you like to provide?

Choices
Upload a Word or PDF file
Provide web link(s)

Section 4A - Artistic Example Upload

Upload Artistic Documentation Below*

GUIDANCE: You can only upload a single file. If you try to upload multiple files, it will replace the file previously uploaded. If you include weblinks in your PDF upload, panelists will not able to click on the link.

File Size Limit: 20 MB

Section 4B - Artistic Example Links

GUIDANCE: Only one link is required. The rest are optional.

Link to Artistic Example 1*

Character Limit: 2000

Link to Artistic Example 2

Character Limit: 2000

Link to Artistic Example 3
Character Limit: 2000

Link to Artistic Example 4
Character Limit: 2000

Link to Artistic Example 5
Character Limit: 2000

Section 5 - Community Engagement & IDEA

Section Evaluation Criteria

Community Engagement (CE) (20 points) & IDEA (Inclusion, Diversity, Equity, Access) (20 points)

Extent to which there is an active, two-way, ongoing relationship between the applicant and community in planning, participation and evaluation of the proposed activity(ies), which includes intentional strategies for inclusion, diversity, equity, and/or access (IDEA).
The extent to which:

- Underserved community(ies) will benefit. (IDEA 10 points)

- The project is developed *with*, not *for*, the identified community(ies) it will serve. It should be clear the community is an ongoing part of the project (e.g. collaboration, community leader actively involved). (CE 10 points)

- The project includes IDEA strategy(ies) to increase access, address barriers, diversify participants, OR provide accessibility accommodations for underserved communities. (IDEA 10 points)

- The applicant has a clear process for measuring the project's impact. (CE 5 points)

- The marketing efforts include appropriate strategies to reach those the applicant seeks to serve, and projected participation figures seem reasonable. (CE 5 points)

Section Resources:
- [Community Engagement Ladder](#)
- [Community Engagement Video](#)
- [IDEA, what is the IAC looking for?](#)
- IAC webpages - [Community Engagement](#) / [IDEA](#)

Community Engagement*

Who and/or what community(ies) will this project serve? How will their input be included in the development and planning of the proposed project?

GUIDANCE: Be sure to include information about underserved* audiences in the response. *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.

Character Limit: 3500

What IDEA strategies or initiatives will be utilized in this project?*

Character Limit: 2000

Evaluation*

What tools and methods (surveys, town halls, social media etc.) will be utilized to measure the project's impact?

Character Limit: 1500

Marketing Strategy*

Briefly describe your marketing strategy and how you plan to reach the community(ies) you plan to serve.

Character Limit: 1000

Projected Participation

In the next three questions, please provide the total number of **projected** direct participants* in each category.

How to count participants:

- Count everyone directly involved in the project activities including planning, implementation, and evaluation.

- Count each person once, even if they will participate more than once; and,

- Only include folks who participate in your project during the grant period.

GUIDANCE:

- **Direct participant is anyone who will participate in the project, in-person, <u>not online, through broadcast, or marketing.</u>*

- *If funded, the organization will be required to report on the following participation figures.*

How many adults (18 and over)?*

Character Limit: 10

How many children (under 18)?*

Character Limit: 10

How many artists?*

Provide the total number of artists who will be directly involved in the proposed IAC funded project/activity. If no artists will be directly involved, enter 0.

Character Limit: 10

Please explain how you arrived at the totals above.*

What methods, tools, and/or information helped determine how many people would be direct participants in the organizations project?

Character Limit: 2000

Section 6 - Project Management and Budget

Section Evaluation Criteria

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.

The extent to which:

- There is staffing to carry out the project, and the lead staff is appropriately experienced for the project. (10 points)

- There is an appropriate planning process and timeline. (10 points)

- The project budget is well-considered and reasonable. (10 points)

Who will help make the project happen?*

In addition to a staffing overview, include the title, role, responsibilities, and relevant experience of the lead project manager.

Character Limit: 1500

Project Activities Timeline*

List each project activity and its estimated start and end date.

GUIDANCE: Be sure to include community engagement activities or actions leading up to and following the project. This timeline should demonstrate how the project will be accomplished from start to finish. Timeline can include activities outside the grant period, but the primary program should occur in the grant period.

Character Limit: 5000

NEW Project Budget Format

Please Read These Instructions

- NEW: Enter all budget information in the tables below. Enter dollar values on the left and line item descriptions on the right. There are separate tables for Cash Income, Cash Expense, and In-Kind Contributions.

- NEW: The tables will auto-sum the total amount of Cash Income and Expense as well as In-Kind Contributions. Yay for less math :)

- IMPORTANT: Total Cash Income and Total Cash Expenses must equal each other. (It should be a balanced budget).

- A match is not required.

- IMPORTANT: The project budget should only consist of project-related income and expenses that will occur during the FY25 grant period (July 1, 2024 - June 30, 2025.).

- Consult the guidelines for eligible and ineligible expenses.

- If any of this doesn't make sense, contact your Regional Arts Partner.

IAC Grant Request*

Enter the requested grant amount. Must not be greater than **$4,000** (or less than $500).

Character Limit: 20

Cash Income

Please input expected cash income and a description for each income source in the table below. **Include your total IAC grant request as income.**

GUIDANCE: You do not need to use every single line available. If additional line items are needed, please reach out to Eric (eashby@iac.in.gov).

Cash Income	Cash Income Description

Cash Expenses

Please input cash expenses and a description for each expense in the table below.

GUIDANCE: You do not need to use every single line. If you need additional lines, please reach out to Eric (eashby@iac.in.gov).

Cash Expenses	Cash Expense Description

In-Kind Contributions

Enter any anticipated in-kind (non-cash) contributions in the table below. **If you have none, enter 0 and N/A in the In-Kind Description box.**

GUIDANCE: In-Kind could include things such as volunteer time or donated materials. Refer to the following links for assistance with In-Kind:

- *In-kind Overview*
- *Sample In-kind Contribution Worksheet for Your Records (Not Required by the IAC)*

In-Kind Contributions (Non-Cash)	In-Kind Description

Section 7 - Review & Electronic Signature

Important Notes:

- Your application must be submitted by **11:59 PM EST** on the due date.
- Be sure to review your application for accuracy before submitting. Corrections cannot be made after the submission deadline.

- After submitting the application, an automatic email will be sent to the application contact.
- To confirm the application was submitted and/or download a copy of the submitted application, click the home icon to return to the "Applicant Dashboard".

Sign and Submit*

Please provide an electronic signature by typing your name in the box provided. Your signature certifies that you have read the guidelines incorporated herein by reference and if funded will comply with all guidelines, including federal and state statutes.

Character Limit: 200