

The application must be completed in the IAC online Grant system, Indiana Cultural Grants Online (CGO)  
<http://indiana.cgweb.org/>



This program is funded by the Indiana General Assembly, Indiana Arts Trust, and the National Endowment for the Arts. Inform your communities and elected officials about the importance of public arts support to your organization and its activities.

## **FY2009 Arts in Education Granting Program**

**Grant Period:**  
January 1, 2009 –  
December 31, 2009

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**Deadlines:**  
Application Due  
4:30 pm (EDT) Wednesday,  
October 1, 2008

Final Grant Report Due  
4:30 pm (EST) Friday,  
January 8, 2010

150 W. Market Street, Suite 618  
Indianapolis, IN 46204  
[www.in.gov/arts](http://www.in.gov/arts)  
Phone: 317.232.1268  
(TTD) 800.743.3333  
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# **ABOUT THE ARTS IN EDUCATION (AIE) PROGRAM**

## **Program Description**

This program was developed to help support curriculum needs, impact student engagement and performance, and develop a long term commitment to the arts in schools at the primary and secondary levels. Schools will be asked to develop a balanced and working partnership with a qualified artist, organization, business, or group to help develop and implement a successful educational project. The role of the partnership is seen as an enhancement to the work of the professional educator in the educational setting, not intended to replace staff or faculty. All projects must include and meet a minimum of two (2) current Indiana Academic Standards. Current standards may be found on the Indiana Department of Education website at <http://www.doe.state.in.us/standards/welcome2.html>.

The Indiana Arts Commission (IAC) believes the arts are an essential part of a balanced, quality education and a vehicle for increasing critical thinking skills. Schools must involve their arts specialist in all phases of this project. If there is no arts specialist available to the school, applicants will be asked to provide an explanation and indicate how this project might support growth in this area. The IAC also recommends the involvement of other teachers, parents, and administrators. Schools may choose to include inter- or cross-disciplinary projects that encourage arts integrated learning or focus on a specific visual, performing, or literary art process. Program activities must take place during the scheduled school day and may not fund afterschool activities. Applicants must also connect the proposed project to their school's improvement plan and demonstrate a long term commitment that will extend arts education programming beyond the granting period. In order to continue to help generate local community support and advocacy, the IAC strongly encourages the inclusion of an event, exhibition, concert, or performance that is free and open to the public.

Project parameters will remain flexible to help meet the specific curriculum needs of each applicant. The granting period allows for two phases; (1) detailed planning with full participation from the project artist/partner(s) through the spring of 2009 and (2) full implementation and evaluation in the fall of 2009. Final grant reporting will be due on January 8, 2010. Assessment of outcomes will be expected to measure quantitative and qualitative impact on critical thinking skills, Indiana Academic Standards, and student engagement.

## **Who May Apply?**

Any Indiana pre-K through 12 public, private, or parochial school is eligible to apply.

## **Grant Amount**

The AIE Program has an allocation of \$115,000 for FY2009. Applicants may request \$5,000 - \$8,000 in funding for their project. The IAC anticipates awarding 16 to 18 applicants.

## **Match Requirement**

The AIE Program applicants must match every dollar provided by the Indiana Arts Commission with one dollar of school funds, contributed funds, in-kind donations, or services. Funding must not replace pre-existing allocations for arts education activities.

## **Application Criteria**

Each application will be awarded points based on the criteria listed below. The maximum number of points awarded will be 100. Applications with the highest total point value will be considered for full funding.

**40 points** - Impact on Curriculum Needs (*Existing curriculum need identified and addressed, Connection to a minimum of two (2) Indiana Academic Standards, Quality of educational services provided by partner, Goals and assessment plan clearly defined*)

**35 points** - Partnership and Planning (*Evidence of a balanced partnership, Strength of partner credentials, Planning phase appropriate, Implementation plan feasible, Public benefit extends to surrounding community*)

**25 points** - Long Term Commitment (*Connection to current improvement plan, Evidence of continued support beyond granting period*)

## **Artistic Documentation**

Applicants will be expected to include samples of work from the partnering artist or organization that would best represent the type of work in which the students would be engaged. Applicants must submit one (1) to five (5) electronic files. This may include still images (jpeg), music files (WMA, MP3), or video files (DVD). Images and audio files must be uploaded online; video samples must be mailed to the IAC. Music or video files may not exceed five (5) minutes in length.

## **Application Deadline and Grant Period**

Applications are due in Indiana CGO (<http://indiana.cgweb.org/>), the IAC online grant system, by **4:30 pm (EDT) on Wednesday, October 1, 2008** for the 2009 calendar year (spring 2009/Planning Phase, fall 2009/Implementation Phase). Applications must be submitted online only and are time stamped.

## **Program Restrictions**

IAC funding cannot be used for the following expenses:

1. cash reserves; deficit reduction, or deficit elimination;
2. events in private dwelling places or other locations not open to the general public;
3. consumable supplies and materials not directly related to the project;
4. capital acquisitions (purchase of artwork, etc.); capital expenditures; restoration, or new construction of buildings;
5. costs of receptions, food, or beverages;
6. travel outside the United States;
7. indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities;
8. activities not associated with arts programs and services;
9. projects to be delivered outside the state of Indiana;
10. project expenses outside the grant period (January 2009 - January 2010); and
11. activities that are solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity.

Applicants are encouraged to talk with Susan Britsch, Arts Education Coordinator concerning applications or proposed projects. She can be reached at 317-232-1281 or [sbritsch@iac.in.gov](mailto:sbritsch@iac.in.gov).

## **HOW TO COMPLETE AND SUBMIT AN APPLICATION**

**Please read the entire guidelines and instructions, before beginning the application.**

### **How to Apply:**

To be eligible, each applicant **MUST** fill out an online application and upload supportive material. No paper copies will be accepted.

- Go to the IAC's website: Under *Grants*, go to "For Applicants" then "Grants Available." This will lead to the link "Arts in Education Grant". An online profile for the school will need to be set up prior to starting the application.
- Answer each section clearly and completely. Include as much information as possible, checking for typos, math and grammatical errors. Type directly into the text boxes provided. **DO NOT** copy and paste narrative text from another program into the spaces provided. This can create formatting problems with the text and may create unnecessary typos.
- Upload each of the following:  
**Artistic Documentation –**
  - ✓ One (1) to five (5) samples of artistic documentation from the partnering artist/organization (this may include electronic images or music samples). Samples should provide visual evidence of the partner's educational and artistic experience.

- Images must be formatted as JPGs and be 1920 x 1920 pixels on a black background. Details on how to format images and a 1920 x 1920 pixel template are available at <http://www.in.gov/arts/2834.htm>.
- Audio files must be formatted as MP3, WMA, AIFF, or AU and must be under 4MB in size. Samples should be no longer than 3-5 minutes.
- ✓ If submitting video as artistic documentation, mail in a DVD with the school name, contact name, and information to: Indiana Arts Commission – AIE Artistic Documentation  
Attn: April Blevins  
150 W. Market St.  
Indianapolis, IN 46204

### **Supportive Material**

- ✓ One letter of support and acknowledgement by the school principal.
- ✓ One letter of support and acknowledgement by the partnering artist, organization or group.
- ✓ One copy of a letter from the IRS giving you 501(c)(3) status or proof of public entity.
- Complete each section of the application page and submit no later than **Wednesday, October 1, 2008 at 4:30 pm (EDT)**. *Applications submitted after this deadline will not be eligible.*

\*\*It is strongly recommended that the online application process is started well in advance of the due date to offset any unforeseen technical problems that may prevent late arrival. Late applications will NOT be accepted.

## **APPLICATION REVIEW PROCESS**

### **Staff Review of Submitted Applications**

Applicants must provide complete information on all forms, authorized signatures where indicated, and assurances that the application is legally binding to allow for an official review of the application.

Submit requested materials only. Submitting extra materials may make the application ineligible.

After the application is submitted to the IAC, staff will review the materials to ensure that all required information was received. If any discrepancies are found, the application will be ineligible for review. The IAC will dispose of ineligible applications.

The applications will be reviewed by a panel of professional artists and educators who will assist the IAC in its evaluation of grant applications.

The panel will review the AIE Granting Program applications on November 6, 2008. The panel meeting date and time will be posted on the IAC website. The meeting will be open to the public for observation and may be recorded. **Applicants are invited and are encouraged to attend.** Applicants cannot lobby the panel on behalf of their applications before, during, or after the panel meeting.

### **Commission Action**

Following the panel meeting, IAC staff will use a Commission-approved funding formula that takes into consideration the panel's ratings and available funds to determine specific grant recommendations.

The IAC will review and ratify the FY2009 Arts Education Granting Program funding recommendations at its December 2008 business meeting. Commission meetings are open to the public for observation and may be recorded.

### **Appeal Policy and Process**

The reconsideration process is designed to review the method and fairness of the IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal.

Applicants may request reconsideration of a funding decision if the applicant can demonstrate:

1. the panel or review team used incorrect review criteria; and/or
2. there was influence by an IAC staff person or IAC volunteer panelist having a conflict of interest; and/or
3. required information submitted by the applicant was withheld from consideration.

Applicants must send a formal letter to the IAC Executive Director stating the reason for reconsideration, based on one or more of the three points above, and evidence of the grounds for the appeal. The letter must be received in the IAC office within 30 days of notification of the IAC grant award in question.

If deemed viable, an appeals committee, appointed by the IAC Chair, will review all requests for appeal and make recommendations to the full Commission at its next business meeting. All decisions of the Commission are final and may not be appealed further.

## **WHAT HAPPENS AFTER A GRANT IS AWARDED?**

### **Notification of a Grant Award**

All applicants will be notified by email of grant decisions after the Commission meets and approves the grants. If funded, grantees will receive electronic copies of:

- Award letter
- Grant agreement
- W9 form
- Direct deposit form
- Any other pertinent materials

These materials will need to be reviewed, printed out, signed, and returned to the IAC within ten business days. **After initial receipt of the completed and signed forms, the State contract process will start. It can take up to 90 days to receive payment after the IAC begins this process.**

For more information about the forms that will be required, please visit our website at <http://www.in.gov/arts/2771.htm>.

### **Letters to Elected Officials**

All IAC grant awards are derived from public funding. Two letters of gratitude to state and/or national elected officials will be required of all grantees. Grantees agree to draft and send:

- One letter to the Governor of Indiana.
- One letter to another elected official (US or State Senator or Representative)

The *first* letter must be mailed at the time of grant approval. A copy of this letter must also be sent to the IAC with the signed grant agreement. The *second* letter must be mailed prior to the final report deadline and a copy must also be included with the final grant report. A copy of each letter MUST be filed at the IAC before final payment will be made.

### **Acknowledgment and Credit of Public Funding**

All publicity or programs must contain the prominently positioned IAC logo and the following credit line: "Provided with support from the Indiana Arts Commission, Indiana Arts Trust, and the National Endowment for the Arts, a federal agency."

Grantees must credit the IAC, Indiana Arts Trust, and the National Endowment for the Arts (NEA) in printed materials, films and videotapes, electronic transmissions, and non-written announcements regarding all activities for which Commission funds are used.

The grantee must credit the IAC, Indiana Arts Trust, and the NEA on the title page of printed programs, in a type size no smaller than 8-point. List the Commission in the donor category appropriate to the level of financial support your school is receiving.

The grantee must credit the IAC, Indiana Arts Trust, and the NEA in all educational materials distributed in association with any IAC-funded program or exhibition.

The grantee must use the IAC logo on its website with a hyperlink to [www.in.gov/arts](http://www.in.gov/arts). It should be listed in a place appropriate to the website's mapping, i.e. sponsorship page, listed as additional resources. For project support, the IAC logo must appear on the page that corresponds to the funded project.

News releases must credit the IAC, Indiana Arts Trust, and NEA support. A sample support statement could be: The Indiana Arts Commission supported this project, with funding from the State of Indiana, the Indiana Arts Trust, and the National Endowment for the Arts.

On television and radio appearances by the grantee's representative(s), verbally acknowledge, at least once during a broadcast, the support received from the IAC, Indiana Arts Trust, and the NEA toward the funded project or overall operation. Also, the grantee should acknowledge the IAC, Indiana Arts Trust, and NEA support in any newspaper, magazine, or on-line interviews about the program(s).

### **Grant Agreement**

The Grant Agreement is the official contract with the Indiana Arts Commission. Read this document carefully as grantees will be responsible for meeting all the terms and conditions it contains. The Grant Agreement must be signed by the school principal and returned to the IAC.

The signed Grant Agreement will be reviewed by three other state agencies: The Indiana Department of Administration, the Budget Agency, and the Office of the Attorney General. This is standard procedure and usually takes anywhere from two to three months to complete. When all state official signatures have been affixed to the document, a copy of the fully executed agreement will be sent to grantees. The original is kept on file at the IAC. The IAC will not recognize any contractual obligation to a school without a fully executed copy of the Grant Agreement on file.

### **First Grant Payment**

The first payment of the grant will be for 75% of the grant awarded. The payment will be deposited after the Grant Agreement has been approved by all three state agencies and the IAC received a copy of the first letter to the elected official. In general, it can take up to three months from the time a completed Grant Agreement is submitted, for the first payment to be deposited. The IAC will do everything it can to keep this amount of time as short as possible.

### **Changes or Modifications**

The Project Modification form is to be used to notify the Indiana Arts Commission about any changes to the funded project. Please contact Susan Britsch, Arts Education Coordinator ([sbritsch@iac.in.gov](mailto:sbritsch@iac.in.gov)) for access to this form. All organizations are required to complete this form when they are aware of any changes of **10% or more** to the approved budget or scope of the project. This includes changes to who, what, where, when, why, or how. The Project Modification form must be submitted and approved via email before moving forward with the changes. Grantees will be held accountable for delivering the type and level of service approved in this report. After approval, the form must be signed by the school principal and mailed into the IAC. Changes that significantly alter the scope of intention of the project will not be approved. All or a portion of the grant money may need to be returned to the IAC if this occurs.

### **Final Grant Report**

All AIE Program recipients must submit a completed Final Grant Report by **4:30 pm (EST) Friday, January 8, 2010**. The Final Grant Report form will be located online in Indiana CGO (<http://Indiana.cgweb.org/>). It will include: Reporting on the activities and programs that were carried out during the grant period, a complete, detailed financial accounting that indicates how state, local, and/or private funds were expended, and information on the outcomes and results of the project, including statistical information about the numbers of people served and geographic areas served. This form must be completed online.

### **Supportive Material**

Final documentation must also include a copy of the second letter to your legislator, and any marketing materials that include the IAC logo. Photos, letters from students, or any other supportive documentation may be included if you wish to share with the IAC. All supportive material becomes the property of the IAC and will be released for public use and acknowledgement.

### **Second Grant Payment**

The second and final payment will be for the balance of 25% of the total grant award and will be made following receipt and approval of all final documentation.

### **Failure to Comply**

If the grantee fails to comply with the reporting, logo, or the letter to elected officials requirement, the IAC will not release the final 25% grant payment and this may jeopardize future grants from the Indiana Arts Commission.

### **Records Retention**

Grantees must provide access to any books, records, documents and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate all financial and program information reported to the IAC for a period of no fewer than three years.

Nongovernmental organizations (entities) receiving financial assistance from governmental sources in the form of grants, subsidies or contributions, are required to file an Entity Annual Report (Form E-1) with the State Board of Accounts (<http://www.in.gov/arts/2771.htm>).

Receipt of AIE funding, subjects organizations to State audit requirements discussed in IC 5-11-1-9. The information reported on the Entity Annual Report enables the State Board of Accounts to assist in correctly determining auditing and reporting requirements for grantees.

**E-1 Forms are to be submitted to the State Board of Accounts and not to the IAC.** If assistance is needed in filing your Entity Annual Report, please call 317-232-2525.

The IAC will monitor the arts programs and organizational activities funded through this category. Grantees will receive notice if its organization has been selected for a random field audit.

## **CONDITIONS AND REQUIREMENTS**

### **Public Manifestation**

IAC grant funding is generated through public tax dollars. The IAC strongly recommends a public manifestation of all funded activities within the year they are supported. "Public manifestation" means the project must result in a product or activity that is available to the public. "Available" means activities must be accessible to persons with special needs and open to the audience, participants, or public, either free or by reasonable admission or service charge.

### **Civil Rights**

The Indiana Arts Commission complies with all state and federal laws and regulations concerning civil and human rights and must assure that programs, awards, and employment practices are free of any discrimination based on race, color, national origin, physical disability, religion, gender, or age.

The signed grant application and Grant Agreement indicates that the organization understands and is in compliance with these laws:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Opportunity Act of 1972 (Public Law 92-261).

- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) provides that no otherwise qualified handicapped individual in the United States, as defined in the law, shall, solely by reason of his handicap\*, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance. \*The term "handicapped individual" means "any person who (a) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (b) has a record of such impairment, or (c) is regarded as having such impairment."
- Americans with Disabilities Act of 1990 which provides for nondiscrimination in public accommodation on the basis of disability.
- Title IX of the Education Amendments of 1972 which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.
- The Age Discrimination Act of 1975 which provides for nondiscrimination in federally assisted programs on the basis of age.

### **Drug-free Workplace**

The Drug Free Work Place Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispersion, possession, or use of controlled substances in the grantee's workplace or work site.

### **Fair Labor Standards**

Applicants must follow Fair Labor Standards which provide that all professional performers and related or supporting professional personnel employed on projects or productions that are financed in whole or in part by this grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for people employed in similar activities.

No part of any project or production that is financed in whole or in part under this grant will be performed or engaged in under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in a project or production. Compliance with the safety and sanitary laws of the state in which the performance or part thereof is to take place shall be prima facie evidence of compliance.

### **Need Additional Help?**

#### ***Application Content and Program Questions:***

Susan Britsch  
 Community Development Manager/Arts Education Coordinator  
 317-232-1281  
[sbritsch@iac.in.gov](mailto:sbritsch@iac.in.gov)

#### ***Online Grants and Payment Info:***

April Blevins  
 Grants and Technology Manager  
 317-232-1278  
[ablevins@iac.in.gov](mailto:ablevins@iac.in.gov)