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www.IN.gov/arts

2011 Governor's Arts Awards Community Support



Deadlines:
Intent to Apply form Due:
4:30 p.m. (EDT), Wednesday, September 15, 2010

Application Due:
4:30 p.m. (EST), Monday, November 1, 2010

Presentation to Committee:
10:00 a.m. (EST), Thursday, November 18, 2010

Photo: 2009 Governor's Arts Awards in Muncie, Indiana

The Governor's Arts Awards Community Support application must be completed and emailed, faxed, or mailed to Rex Van Zant at the contact information above. Internet links in this document provide further clarification and instruction. Please read linked information thoroughly. These guidelines will be made available upon request to meet special needs.



The Indiana General Assembly, Indiana Arts Trust, and the National Endowment for the Arts fund this program. Inform your communities and elected officials about the importance of public arts support for the arts and your activities.

The Indiana Arts Commission

On behalf of the people of Indiana, the [Indiana Arts Commission](#) (IAC) advocates engagement with the arts to enrich the quality of individual and community life. The IAC encourages the presence of the arts in communities of all sizes while promoting artistic quality and expression. The IAC advocates arts development opportunities across the state, and stewards effective use of public and private resources for the arts. It stimulates public interest in, and participation with, Indiana's diverse arts resources and cultural heritage. [The IAC works to enhance public awareness of the arts, life-long learning opportunities, and arts education programs.](#) Governed by a [15-member board of gubernatorial appointees](#), the IAC serves all citizens and regions of the state.

About the Governor's Arts Awards Program

Program Description

This program was developed to recognize significant contributions to and support of the arts by individuals, businesses, organizations, and communities and increase general public awareness of the impact of the arts. This program was conceived and launched in 1973 as a partnership between the Indiana Arts Commission (IAC) and the Office of the Governor. In 2007, the IAC and Office of the Governor significantly changed the presentation of this program by partnering with communities to act as host cities and program providers to assist in the presentation of this event.

The IAC believes the arts are an essential part of a balanced, culturally diverse, creative, and forward thinking community. The arts and related creative industries employ nearly 40,000 people in Indiana, and generate millions of dollars in salaries and tax revenue. The arts provide a significant economic development incentive for communities that realize the importance of attracting and retaining a creative, critical-thinking workforce. Such communities provide the ideal setting for hosting the State's premier public awareness program focused on the arts.

Program activities must take place during the fall of odd number years. Applicants must also connect their proposed presentation to their community and the impact hosting the event will have on their community. In order to continue to help generate local community support and advocacy, the IAC strongly encourages the inclusion of local government, education, business, and arts leaders on the local planning committee.

Who Can Apply?

Any Indiana community, organization, or community/organization partnership is eligible to apply

• Applicant requirements and restrictions:

- Must be a private, nonprofit, tax-exempt agency, 501(c)(3) status proof from the Internal Revenue Service (IRS) OR an Indiana public entity (part of city, county, or state government);
 - Nonprofit corporations that are based in another state must be registered in Indiana as a Foreign Corporation, have an Indiana address, and provide all IAC-funded arts activities in Indiana.
- Must be incorporated in the State of Indiana at the time of application;
- Must not have any outstanding Final Grant Reports due to the Indiana Arts Commission.

Grant Amount

The GAA Program has an allocation of up to \$5,000 for FY2012. Applicants may request up to \$5,000 specifically for costs related to printing, marketing and promotion for the event. Please note the IAC is responsible for costs related to creation of the actual awards. The IAC will award one grant.

Grant Period

The grant period will take place during the calendar year, January 1, 2011 through December 31, 2011. The event will take place in the fall of 2011. The final grant report will be due **December 31, 2011**. Applicants must not include any activities that take place outside this period of time.

Match Requirement

The GAA Program applicants must match every dollar provided by the Indiana Arts Commission with at least one dollar of sponsorship funds, contributed funds, in-kind donations, or services. Costs above and beyond the grant amount for printing, marketing and promotions are the responsibility of the grant recipient. Please note, the IAC is responsible for costs related to creation of the actual awards.

Application Criteria

Each community application will first be reviewed by the IAC staff to verify the applicant has completed the application form completely. Successful applicant proposals will be scheduled for review by the IAC's Advocacy and Awareness Committee at its November 18, 2010 meeting. Formal presentations will be heard at that time. The Committee will review the applications and consider the presentations and how well they address the primary criteria listed below:

- The ability of the host community/organization to successfully meet the goals and objectives of the Governor's Arts Awards program. Strength of the organization/community. Organization, planning, and implementation capacity.
- The impact hosting the event will have on the local community. Impact on local economic development and/or cultural tourism.
- The public benefit and positive reflection on the arts. Reflection of hosting this event on the arts of Indiana, the Indiana Arts Commission, and the Governor of Indiana.

Application Deadline

Applications are due in the IAC office by 4:30 p.m. (EST) on Monday, **November 1, 2010**. Applications may be submitted by email or standard postal service, but must be received by the IAC no later than the above stated deadline.

Applications should be sent to the Indiana Arts Commission, attention Rex Van Zant, 100 N. Senate Ave., Room N505, Indianapolis, Indiana 46204, or emailed to rvanzant@iac.in.gov. Application forms will be available for download from the IAC website at www.IN.gov/arts.

Applicants are asked to submit a letter of intent to submit a proposal. Letters of intent should be no longer than two pages and provide a general concept for the event; how hosting the awards will be unique and reflect the impact of the arts in the community; and how hosting the event will be appropriate as a public vehicle for the State's highest award in the arts. Letters of intent to submit a proposal should be on official agency/organization letterhead and signed by the chief officer of said agency/organization. Letters of intent must be received by the Indiana Arts Commission on or before 4:30 p.m. (EDT) **September 15, 2010**. These should be sent to the Indiana Arts Commission, attention: Rex Van Zant, 100 N. Senate Ave., Indianapolis, Indiana 46204.

Applicants are encouraged to speak with Rex Van Zant, Director of Marketing and Communications, concerning any questions regarding the applications. He can be reached at 317-232-1273 or rvanzant@iac.in.gov.

Conditions and Requirements

- It is essential to **understand** ALL of the following requirements. Organizations must be able and willing to fulfill every requirement listed to receive a grant for its application. Failure to do so is a breach of contract with the State of Indiana and may result in application rejection, delay in payment, and/or fund rescindment.

Technology requirements and restrictions:

- Must provide current, primary contact's email address and phone numbers;
- Must be able to integrate multiple contact databases for event invitations; sponsorships and donations;
- Program venue must provide appropriate lighting, audio and visual technology for the award program as detailed in the program application.

Financial/Official form requirements: Grant recipients are required to sign and complete a grant agreement, Vendor Form and Form E-1 before payment is issued.

- The grant agreement is the official contract with the IAC and must be [procedurally signed and approved](#) by multiple state entities after receipt from the grantee. Read this document carefully as each grantee will be responsible for meeting all the terms and conditions it contains – including its references to these guidelines.
- The [Entity Annual Report \(Form E-1\)](#) is required by the State Board of Accounts. At the end of the grant period, all applicants will be contacted to complete the financial portion of the E-1 Form so it reflects the amount of state funds received for the fiscal year.
- **Acceptable** program expenses
 - Artistic fees for graphic design, printing, marketing and promotional materials such as posters, event programs, invitations, response cards, and mailing.
- **Unacceptable** program expenses
 - Cash reserves; deficit reduction, or deficit elimination;
 - Events in private dwelling places or other locations not open to the general public;
 - Food, beverages, entertainment;
 - Consumable supplies and materials not directly related to the project;
 - Capital acquisitions (purchase of artwork, etc.); capital expenditures; equipment, restoration, or new construction of buildings;
 - Travel outside the United States;
 - Indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities;
 - Projects to be delivered outside the state of Indiana;
 - Project expenses outside the grant period; and
 - Activities that are solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity.

Two Public Official Letters: Grantees are required to write at least two letters to their [local, state legislators](#) and the Governor to thank them for making these funds available. Grantees will mail one letter to each recipient from counties served by the organization. The letter should raise awareness of the project that was funded in their community. The grantee will email copies of the original letters to the IAC. The first letter is due with the signed grant agreement; the second copy is due with the Final Report on **December 31, 2011**. [Click for example](#).

Acknowledgement and credit of public funding: [Requirements](#) are documented on the IAC website for credit on any and all printed documents related to the funded project.

Project/Grant modification (if change is necessary): During the grant period and PRIOR TO MAKING A CHANGE TO THE PROJECT/GRANT, grantees must notify Rex Van Zant at rvanzant@iac.in.gov or by phone to 317-232-1273 of any changes that may affect the funded project/grant. A [Project Modification Form](#) would be necessary if the change would include budget variance of 10% AND a minimum of \$1,000 in any line item (including the bottom revenue and/or expense lines) or any changes from your original proposal regarding personnel, project/grant dates (timeline), or scope of activities, etc. IAC staff will review the changes before giving written approval. *Grantees may be required to return grant money to the IAC if this procedure is not followed.*

Final report: All grantees must submit a completed Final Report and copies of the letter sent to the legislators by **December 31, 2011**. The Final Report must be submitted in hard copy to the Indiana Arts Commission, attention: Rex Van Zant, 100 N. Senate Ave., Room N505, Indianapolis, Indiana 46204.

Monitoring/records retention and tax responsibilities: 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 financial and program information reported to the IAC for a period of no fewer than three years. Grantees are responsible for all tax obligations under federal, state, and local laws which can be found at www.IN.gov/arts/2505.htm. Consult a tax accountant or local Internal Revenue Service office. Grant monies cannot be used to pay taxes.

Public manifestation, fair labor, drug free, and civil rights: *The electronically-signed Grant Agreement indicates that the organization and its representative understand the detailed information provided at this [link](#) and are in compliance with these laws.*

How to Complete and Submit an Application

- The submitted application is the organization's indication that its representatives have read, understand, and will complete and comply with the requirements listed for this grant program – from application to final reporting if applicable.
- How to apply: Open your Internet browser and navigate to www.IN.gov/arts/2332.htm.
 - Click the Governor's Arts Awards Hosting Community link
 - Carefully review these guidelines AND the 2011 Governor's Arts Awards Hosting Community application form completely before completing the application

- All communities/venues must apply using their official legal name and noting individual contact person information for direct contact
- Answer each section of the application form clearly and completely. Include as much information as possible, checking for typos and grammatical errors.
- It is strongly recommended that you begin your application before the due date to handle any unforeseen technical problems that may prevent a timely application. Late applications will NOT be accepted.
- Once you complete the application form, please mail the hard copy of the application or email it as a Word file attachment (97-2003 format) to the Indiana Arts Commission, attention Rex Van Zant, 100 North Senate Ave., Room N505, Indianapolis, Indiana 46204, or email rvanzant@iac.in.gov.
- Once you have submitted your application you WILL receive an email confirmation once it has been received. If you do not receive an email, your application was NOT received by the noted deadline.

Application Review Process

- After receipt of completed application proposal, IAC staff will review materials to ensure that all required information was submitted. If any discrepancies are found (such as incomplete answers or uploads), your application may be ineligible for review. Eligible applicants will be contacted by the IAC and invited to make a formal presentation to the Advocacy and Awareness Committee during its **November 18, 2010** meeting.
- The applications will be reviewed and formal presentations considered by the IAC's Advocacy and Awareness Committee at its **November 18, 2010** meeting. The meeting will be open to the public for observation and may be recorded.
- Committee members will be responsible for thoroughly reviewing each written application proposal prior to the committee meeting. The committee meeting will allow for subsequent discussion of the information reviewed and consideration of the formal presentations.
- The Advocacy and Awareness Committee will review and consider all proposals and prepare recommendations to the Office of the Governor and to the **December** quarterly business meeting for formal Commission action. Commission meetings are open to the public for observation and may be recorded. **Please be aware that final approval of all proposals ultimately rests with the Office of the Governor.**

What Happens after a Grant is Awarded?

- All applicants will be notified by email of grant decisions after the Commission meets in December and approves the recommendations of the Advocacy and Awareness Committee. An official award letter will be sent to the host community/organization selected. The community/organization will receive copies of its award letter, grant agreement, vendor form, and other pertinent materials. These materials will need to be thoroughly reviewed, signed, and returned to the Indiana Arts Commission within **ten business days**. **Once the IAC receives 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 required forms, please visit: www.IN.gov/arts/2387.htm
- All payments are contingent upon adherence to all grant guidelines and reporting requirements. The first grant payment will be for 75% of the total award. Funds will be transferred to the grantee's bank account after the grant agreement and aforementioned documents have been approved by all three state agencies. **It takes approximately three months from the time the correctly completed forms are submitted until the recipient receives the first payment.** The second and final payment will be for the balance of 25% of the total grant award and will be made after the project has been completed and following receipt and approval of all final documentation.
- If the grantee fails to comply with the contract, reporting, logo, or the letter to elected officials requirement, the IAC may rescind the entire grant amount and this may jeopardize future grants from the Indiana Arts Commission.

Need Additional Help?

Application Content and Program Questions:

Rex A. Van Zant
Director of Marketing and Communications
317-232-1273
rvanzant@iac.in.gov

Technical Assistance Info:

April Blevins
Grants and Technology Manager
317-232-1278
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