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CY2014-2015 Capacity Building Grant Program*

formerly known as the Technical Assistance Program

Photo by Peter Ringenberg

Grant Period:
January 1, 2014 – December 31, 2015

Application Due:
4:30 pm EDT, July 15, 2013

Panel Review Dates:
August 27, 2013

CY2014 Final Grant Report/Second Year Update Due:
4:30 p.m. EST, January 19, 2015

CY2015 Final Grant Report Due:
4:30 p.m. EST, January 18, 2016

The Capacity Building Grant Program (CBGP), formerly known as the Technical Assistance Program, must be completed in the IAC's online grant system . 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.

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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 Capacity Building Grant Program (CBGP)

Program Description

For CY2014-2015 (January 1, 2014 – December 31, 2015), CBGP will provide information, skills, resources and expertise to individuals, organizations and communities throughout Indiana. CBGP support helps build stronger leaders, managers, and organizations through educational programming in a city, county, region, multi-region or statewide. **CBGP is for organizations that provide capacity building to constituents. It is not for organizations looking to receive capacity building for their own organization.**

Applicants must identify appropriate, realistic strategies for developing individual and organizational skills in one or more of the following IAC objectives which are the priority areas for 2014 and 2015:

- **Building Stronger Arts Organizations**
  - Examples include building fundraising strategies and the development of audiences, staff, boards of directors, financial management, personnel, technology, facilities, and/or organizational diversity.
- **Developing Stronger Communities through Arts Partnerships**
  - Examples include cultural and community development strategies to implement planning, cross discipline partnerships, underserved and rural audience development, civic partnerships, multi-generational connections, education partnerships, public art/funding strategies, and/or technology partnerships.
- **Advancing the Role of the Arts in Public and Private Education and Personal Development**
  - Examples include developing organization's or educator's capacity to implement the arts within the Indiana education system, developing multi-generational learning, developing teaching skills for artists, training teachers to use arts in the classroom, and/or developing community-based education in the arts.

Who Can Apply?

Applicant requirements and restrictions:

- Must be a private, nonprofit, tax-exempt agency, with 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, & provide all IAC-funded arts activities in Indiana.
- Must be incorporated in the State of Indiana at the time of application; and
- Must not have any outstanding Final Grant Reports due to the Indiana Arts Commission.

Grant Amount
Up to $5,000 per year; up to $10,000 per grant period.

Grant Period
The grant period for the CBGP is January 1 – December 31. Applications are submitted and paneled for two years: CY2014 and CY2015. However, only yearly contracts will be issued. To be considered for CY2015 funding, CY2014 grantees will submit a Final Grant Report/Second Year Update form that will be made available in 2014. If this update is deemed acceptable by the IAC and funding is available, a second grant contract may be issued for CY2015. Grantees will be notified after the June/July IAC Commission meeting on the status of their second year funding. The IAC will not accept new CY2015 applications in the spring of 2014.

Match Requirement
There is no match requirement for the CBGP.

Application Criteria
The following criteria will be used in assessment of each application:

- **Educational Value/Community Outreach: 50 Points**
  - CBGP topics and subtopics naturally correlate to at least one of the IAC strategic priority areas (listed on page 2);
  - Applicant provides satisfactory credentials for presenters and/or instructors that will facilitate its proposed program; &
  - Applicant provides educational value to its community while strengthening its own mission.
- **Community Participation and Accessibility: 25 Points**
  - Applicant defines specific and measurable target audience/community;
  - The proposed activities will contribute to the long-term growth of the arts in the target community
  - Applicant understands and is responsive to the diverse needs and interests of its community, both those the applicant directly serves and the community at-large; &
  - Proposed activities will strengthen the relationship between the community and the applicant.
- **Planning and Evaluation: 25 Points**
  - Applicant employs planning and assessment strategies to establish goals for the activities; &
  - Applicant details appropriate methods of documenting and evaluating its CBGP activities in light of these goals.

Application Deadline
Monday, July 15, 2013 4:30 p.m. EDT

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 rescinded funds.

- Per the requirements of the Federal Funding Accountability and Transparency Act (FFATA), applicants that receive awards of $25,000 or more must have an active Central Contractor Registration (CCR) and may be required to report executive compensation.

- If you receive a grant, a record of your active CCR account will be requested with your contract. The registration must remain active throughout the grant period. Central Contractor Registration is an online service that can be accessed at www.sam.gov.

- If executive compensation data is required, the IAC will provide further details to each grantee during the grant period.

- **Technology requirements and restrictions:**
  - Must provide current, primary contact's email address;
  - Must create and or update profile information in the online IAC grants system;
  - Must electronically submit all required documents to be eligible; and
  - IAC staff cannot provide advanced technical help for computer or software-related problems.

- **Financial/Official form requirements:** Grant recipients are required to complete a grant agreement as well as additional paperwork associated with state and federal grant processes/requirements. Forms required by all grantees include the Vendor Form, letters to legislators, and the E-1 Entity Annual Report Form. Organizations (or individuals accepting grants under a business tax identification) may also be required to register in E-Verify and/or update their Business Entity Report with the Secretary of the State. More information on these requirements is listed at http://www.in.gov/arts/2387.htm. Contact the IAC if you have additional questions.

- 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 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.

- Non-governmental organizations must have an active **Business Entity Report**. After a business entity has formed or been granted authority to do business in the State of Indiana, it has an ongoing responsibility to file regular business entity reports. These reports must be filed every year by nonprofit organizations. The filings are due during the anniversary month of the organization's formation or the anniversary month when granted authority to do business in the State of Indiana. Any business past due on its entity report will not be able to sign a contract with the state or receive grant funds. To file your entity report, go here: http://www.in.gov/ai/appfiles/sos-berf/. Contact the Secretary of the State Business Services Division with questions or for more information at http://www.in.gov/sos/business/index.htm.

- All grantees must go through a **mandatory clearance check** to ensure that they are in good standing with the Department of Revenue (DOR) and Department of Workforce Development (DWD). If the clearance is denied, the grantee will be contacted by the IAC and provided with contact information to assist in resolving the issue. The IAC allows up to 30 days to rectify the problem. At the end of this deadline, the clearance check will be performed again. If the clearance check is denied a second time, grantees risk losing funding for the Fiscal Year.

- **Audit requirements**: An annual independent financial audit conducted by a CPA (not a review or compilation) for the last fiscal year is **only** required for applicants if the organization meets the public disbursement/expenditure guidance provided at the link above. The audit must clearly state the yearly income, expenses and net assets of the

applicant organization. *FY2012-2015 Regional Arts Partners and FY2014 AOS III grantees do not need to resubmit a current audit.*

- **Acceptable program expenses:**
  - Salaries;
  - Administrative fees;
  - Artistic fees;
  - Staff development and training;
  - Space and equipment rental;
  - Promotional costs; and
  - Production costs, supplies, etc. needed to support the project activities.

- **Unacceptable program expenses:**
  - Cash reserves; deficit reduction, or deficit elimination;
  - Events in private dwelling places or other locations not open to the general public;
  - 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.

- All applicants must have a **DUNS number** to complete an application. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of businesses. DUNS numbers are the basis by which Americans for the Arts tracks nonprofits and for-profits for its important research reports on Creative Industries: Business & Employment in the Arts. The federal government (which includes the National Endowment for the Arts) requires organizations to provide a DUNS number as part of its grant applications. Go to http://www.dnb.com/get-a-duns-number.html to apply for a DUNS number. Please note that it can take several weeks to receive your DUNS number. If you do not have your DUNS number to complete the application by the deadline date, please contact the program or grants/technology manager for further instructions.

- **Four Public Official Letters (two per year)**: Grantees are required to write at least two letters each year, one to their local, state legislators and one to the Governor to thank them for making these funds available for each grant agreement. Grantees will mail one letter to each recipient from counties served by the organization at the beginning of each new grant agreement. 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 is due with the Final Reports on January 19, 2015 and January 18, 2016.

- **Acknowledgement and credit of public funding**: **Requirements** for credit on any and all printed documents related to the funded project are documented on the IAC website.

- **Project/Grant modification (if change is necessary)**: During the grant period and **prior to making a change to the project/grant**, grantees must notify the appropriate IAC Program Officer 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 if this procedure is not followed.*

- **Final Report /Second Year Update:** All grantees must submit a Final Grant Report (FGR) and Second Year Update at the end of year one and another FGR at the end of the second year. Copies of the 2nd and 4th letters sent to the legislators/Governor must accompany the FGRs by **4:30 PM EST on January 19, 2015 and January 18, 2016**. The Final Report is accessible through the IAC online grants system.

- **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. 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 and electronic signature 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
  - Click "Access Online Applications & Reports"
  - Click the link to access the IAC's online grant system.
  - If this is the first time for an application to the IAC, an online profile will need to be completed. If not, then you will enter in your username and password and proceed to the application.
  - Once you have logged-in, click on the "Current Programs-Applications" link, scroll down until you find the 2014-2015 Technical Assistance Program.

- 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 your text and may create unnecessary typos. Click here for other helpful grant writing tips.

- Upload any documentation noted in the requirements.

- It is strongly recommended that you begin your online 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 have submitted your application you WILL receive an email to that effect. If you do not receive an email, your application was NOT submitted.

- **Your online submission indicates your agreement with, and adherence to, this entire document, including its embedded website links.**

Application Review Process

- After receipt of completed application, IAC staff will review your 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.

- The applications will be reviewed by a panel of professional peers who will assist the IAC in its evaluation of grant applications. The panel meeting time and location 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 to hear feedback. The quality of the recorded session is not guaranteed.** 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.

- Panelists will be responsible for thoroughly reviewing each application and supportive material prior to the panel meeting. Panel meetings will allow for subsequent discussion of the information reviewed and submission of scores.

- 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 recommendations at its next business meeting. Commission meetings are open to the public for observation and may be recorded.

- Reconsideration Policy and Appeal 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. Click here for more information.

What Happens after a Grant is Awarded?

- All applicants will be notified by email of grant decisions after the Commission meets and approves the grants. If funded, the organization will receive copies of its award letter, grant agreement, vendor form, and other pertinent materials. These materials will need to be thoroughly reviewed, printed out, signed, and returned to the Indiana Arts Commission. **Since the CBGP grants are on a calendar year, we will not be able to process the required documents until after the January 1, 2014 start date. It can take up to 90 days to receive payment after the IAC begins this process.** For more information about required forms, please visit http://www.in.gov/arts/2387.htm.

- Applications are submitted and paneled for two years: CY2014 (January 1, 2014 – December 31, 2014) AND CY2015 (January 1, 2015 – December 31, 2015). However, only yearly contracts will be issued. To be considered for CY2015 funding, CY2014 grantees will submit a Final Grant Report/Second Year Update form that will be made available in 2014. If this update is deemed acceptable by the IAC and funding is available, a second grant contract may be issued for CY2015.

- All payments are contingent upon adherence to all grant guidelines and reporting requirements. The first grant payment will be for 75% of the contract amount. 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. The second grant payment will be for 25% of the contract award. Funds will be transferred to the grantee's bank account after the first year Final Grant Report, the Second Year Update and the second legislator letter has been submitted and approved. A grant agreement will be processed for the second year and the third payment will be 75% of the second year contract, the fourth and final payment will be for 25% of the second year contract.

- If the grantee fails to comply with the contract, reporting, logo, or the letter to elected officials requirements, the IAC may rescind the entire grant amount and this may jeopardize future grants from the IAC.

Need Additional Help?

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