



# Region 4

## Arts Organization Support I FY18 Guidelines

The Regional Initiative Grant (RIG) Arts Organization Support I program will provide annual operating support for the ongoing artistic and administrative functions of eligible arts organizations that align with the [Indiana Arts Commission's Public Funding Imperatives](#). Eligibility requirements for this grant program can be found on Page 2 of these guidelines. As this grant program funds the critical work of arts organizations throughout the state, the decision was made to change the name of the grant program from Arts Operating Support to Arts Organization Support beginning in FY18.

<b>Grant Period</b>	<b>July 1, 2017–June 30, 2018</b>
<b>Letter of Intent to Apply Due</b>	<b>January 18, 2017, 4:30 p.m.</b>
<b>Eligibility Notifications Sent to Applicants by</b>	<b>January 27, 2017</b>
<b>Application Due</b>	<b>March 1, 2017, 4:30 p.m.</b>
<b>Grant Review Panel</b>	<b>Spring 2017</b>
<b>Award Notification</b>	<b>Early July 2017</b>
<b>First Payment (75%)</b>	<b>September–October 2017</b>
<b>Final Grant Report Due</b>	<b>July 10, 2018, 4:30 p.m.</b>
<b>Second Payment (25%)</b>	<b>September–October 2018</b>

all times eastern

### Required to Apply: Letter of Intent **Change for FY18**

The Letter of Intent (LOI) will determine program eligibility, and all applicants must submit a Letter of Intent by **January 18, 2017, 4:30PM EST** and receive approval via a Notice of Eligibility to Apply to apply to this program. Click [here](#) to access and complete the required LOI through the new online system. Applicants will need to create a profile, select their region's program, and click "apply" to get started.

### All Indiana Arts Commission grantees are required to comply with and agree to the following:

- Privacy Considerations
- Payments Schedules
- Reconsideration and Appeals Process
- Requirements of Grantees through Regional Arts Partners

Detailed descriptions of these requirements can be found online: [IN.gov/arts/2387.htm](http://IN.gov/arts/2387.htm)

### Regional Partner Contact Information

Katie Morrison  
Arts Education and Regional Services Director, Tippecanoe Arts Federation  
765.423.2787  
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## Applicant Eligibility Requirements **Changes for FY18**

Applicant must meet all of the following eligibility requirements:

1. Be an arts producing, promoting, presenting service or teaching organization as demonstrated by:
  - a. Significant evidence that it is viewed as an arts organization by its community;
  - b. Arts as core purpose, mission, and focus. The organization's Articles of Incorporation and/or Bylaws must reflect this core purpose;
  - c. The majority of public programs are arts programs and occur with regular, scheduled frequency throughout the year;
  - d. Facility space (indoor and/or outdoor) is utilized predominantly as arts production or arts activity space (as applicable);
  - e. A proportionate amount of operating budget is allocated to direct arts programs and services;
  - f. Provide significant, verifiable arts education-focused programming.
2. Be a private, nonprofit, tax-exempt agency with either 501(c)(3) status from the Internal Revenue Service (IRS) OR be an Indiana public entity (part of city or county);
3. Must be incorporated in the State of Indiana at the time of application;
4. Must be physically located in Indiana, with the majority of its arts programming, services, or activities taking place in Indiana, and must primarily serve and engage Indiana audiences and participants;
  - a. 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.
5. Must have operating history as an Indiana-based arts organization for two consecutive full years before applying to the Arts Organization Support grant program for the first time;
6. Must have a governing body that is representative of the organization's service area;
7. Must annually implement program planning and evaluation processes with input from the community to be served;
8. Must have a DUNS number;
9. All grant recipients must provide a match for every dollar provided by the Indiana Arts Commission with one dollar of the organization's own funds. The match may be a combination of in-kind – at least 50% must be cash. The cash match can constitute funds from the applicant organization's budget.

### **Restrictions/Ineligible Applicants**

Funding in the AOS I Grant Program will NOT be awarded for the following:

1. Organizations whose primary purpose is not arts-based as defined by item number one above;
2. Organizations whose primary purpose is educational or instructional e.g., schools, universities, colleges, etc;
3. Entities that receive state-level operating support or non-project support directly from the Indiana General Assembly are NOT eligible for operating support. This includes any line items/support or contributions from the state within the organization's operating, facility, or other budgets or the organization being part of a larger state institution;
4. Any organization whose sole or primary purpose is to fundraise (e.g., "friends of" groups, foundations, etc.) for an otherwise ineligible organization;
5. Any organization with an outstanding Final Grant Report due to the Regional Arts Partner/Indiana Arts Commission or;
6. An organization may only apply for one Regional Initiative Grant (APS, AOSI, or AOSII) in the same fiscal year.

## Application Review Criteria **Changes for FY18**

After receipt of completed application, the [Regional Arts Partner](#) will review materials to ensure that all required information was submitted. If any discrepancies are found (such as incomplete answers or uploads), the application may be ineligible for review.

Each eligible application will be reviewed and scored by a conflict-free panel of professional peers. The panel review will take place in the spring of 2017 and will be open to applicants and the public for observation and may be recorded (although audio quality 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. The panel location and date will be posted on the [RAP website](#) and/or [IAC website](#).

Applications will be scored on a 100-point scale. The scores will be included as part of a funding formula to assist with the allocation of grant awards. Organizations that have a total score of 75 and over will be eligible for funding. Evaluation criteria are each worth 25 points and are as follows:

- **Community Engagement** The extent to which the applicant organization can demonstrate fair access and diversity through an active, two-way and ongoing relationship between the applicant and community in planning, activity, participation and evaluation of arts programming.
- **Organizational Excellence** The extent to which the applicant organization can demonstrate clarity on desired programming outcomes and impact; sound fiscal, management, and administrative policies; an inclusive and consultative program planning process; demonstrable commitment to continuous improvement; and innovation in the preservation and development of the art form.
- **Arts Education** The extent to which the applicant organization can demonstrate strategies designed to transfer specific training, skills, abilities and/or knowledge in the arts through publically recognized standards. (e.g. workshop leader has relevant experience; education standards are integrated if a school-based activity.)
- **Artistic Quality** The extent to which an artistic activity demonstrates quality through one or more of the following considerations: artistic intent, inquiry, competency, authenticity, process or impact.

**Artistic Documentation:** Submission of artistic documentation with the application is optional for this region.

### Grant Award Determination

Following the panel meeting, a Commission-approved funding formula is applied to determine the specific grant recommendations. The applicant does not request a grant amount. The grant amount is based on the average of the applicant's last three years of total cash income, panel's ratings, number of eligible applicants in the Region, and the dollars allocated to the Region.

**The grant award cannot be more than 20% of the applicant's three year cash operating income average.** These completed cash financial statements must have been approved by the organization's Board of Directors. The AOS I budget breakdowns are:

- Less than \$50,000 (No grant awards made in this category in FY2017)
- \$50,000 to \$99,999 (Average FY2017 grant for this Region was \$5,390)
- \$100,000 to \$174,999 (Average FY2017 grant for this Region was \$6,325)
- \$175,000 to \$249,999 (No grant awards made in this category in FY 2017)

The Indiana Arts Commission will review and ratify the funding recommendations 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?**



Access the online system [IN.gov/arts/onlineapplications&reports.htm](http://IN.gov/arts/onlineapplications&reports.htm)

Contact your [Regional Arts Partner](#) listed on the first page of the guidelines with questions!  
ONLY online applications will be accepted.