



# Region 4

## Arts Project Support FY18 Guidelines

Arts Project Support (APS) grants provide funding to Indiana arts and non-arts organizations\* to support a distinct aspect of the organization’s arts activities, such as a one-time event; a single production; an exhibition; an educational seminar; or series of related arts activities, such as art classes or training sessions.

APS applicants may request up to \$5,000 or up to 50% of allowable project expenses, whichever is less. Applicants may request no less than \$500. This Region’s average grant in this category for FY2017 was \$4,625.

<b>Grant Period</b>	<b>July 1, 2017–June 30, 2018</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>
	<b>All times eastern</b>

**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**

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\* Non-arts organizations do not have the arts as their primary mission. They include pre-K, elementary, secondary, schools, and, in some cases colleges and universities; senior centers; parks and recreation departments; civic and community service organizations; professional associations; public libraries; public broadcast stations; health and human service agencies; and other public agencies and private nonprofit tax-exempt community based organizations.

## Applicant Eligibility Requirements **Changes for FY18**

Applicant must meet all of the following eligibility requirements:

1. Must be a private, nonprofit, tax-exempt agency, 501(c)(3) status from the Internal Revenue Service (IRS) OR an Indiana public entity (part of city, county, or state government);
2. 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.
3. An eligible tax-exempt organization may act as a fiscal sponsor/agent for an organization that has not secured their federal tax-exempt status. Please contact your Regional Arts Partner representative (the contact in these guidelines) if you will be using or acting as a fiscal agent for an application.
4. Must be incorporated in the State of Indiana at the time of application;
5. Must have an address in the Region to which applicant is applying;
6. Must not have any outstanding Final Grant Reports due to the Indiana Arts Commission or the Regional Arts Partner; and,
7. Must have a governing body that is representative of the organization's service area.
8. Organizations whose primary purpose is higher education (e.g. universities, colleges, division of a college) are eligible to apply for those arts activities that:
  - Clearly serve the needs of surrounding communities;
  - Involve community input during planning and implementation;
  - Submit a division end-of-the year project and the year statement.
  - Those activities that are credit-producing or oriented primarily to university students and the academic community are not eligible.
9. An organization may only apply for one Regional Initiative Grant (APS, AOSI, or AOSII) in the same fiscal year.

### Matching Requirements

All applicants must match IAC funds on a dollar-for-dollar basis; match may be a combination of cash and in-kind (value of necessary donated goods and services); and at least 50% of the local match must be cash. The total project budget must be at least twice the amount requested.

## Program Expense Guidelines

### Eligible 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.

### Ineligible program expenses:

- Cash reserves; deficit reduction, or deficit elimination;
- Events in private dwellings 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;
- Activities that are solely for the purpose of fundraising;
- Private functions, religious services, lobbying activities, or any non-public activity; and
- Cost of receptions, food or beverages.

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

Application deadline for this Region is March 1, 2017 4:30 PM (EST). After receipt of completed application, the Regional Arts Partner will review materials to ensure that all required information was submitted, and the application is eligible for review. 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. Applications that have a total score of 75 and over will be eligible for funding. Evaluation criteria and total points possible are as follows:

- **Community Engagement (40 points):** 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.
- **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.
- **Artistic Quality (30 points):** 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.

## Grant Award Determination

Following the panel meeting, a Commission-approved funding formula is applied that takes into consideration the panel's ratings, number of eligible applicants, and available funds to determine specific grant recommendations. 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.