

Regional Initiative Grant & Cultural Grants Online Management Processes for Applications/Paneling/Reporting

The following information is an overview of the process the IAC will use throughout the application/panel/reporting process for the RIG Program in the IAC online grants system, Cultural Grants Online (CGO). Questions regarding this program should be directed to Bobbie Garver (bgarver@iac.in.gov or 317-232-1283) and CGO questions can be directed to April Blevins (ablevins@iac.in.gov or 317-232-1278).

Managing the Application Process

1. Opening Dates/Deadlines
 - a. Date plan to open – Late November 2011
 - b. Deadline dates/times:
 - i. Regions 1, 2, 4, 6, 9, 12 – March 1, 2012, 4:30 p.m. EST
 - ii. Regions 3, 5, 7, 8, 10 – March 5, 2012, 4:30 p.m. EST

2. Applicant Questions
 - a. All applicant questions will be directed to Regional Services Coordinator.
 - i. RAPs should login and start a “dummy” application to use for assisting with questions.
 - ii. RAPs can contact IAC for assistance as needed, but subgrantees should not contact the IAC directly. Anyone contacting the IAC directly will be routed to the RAP.

3. Applications in Progress
 - a. Each region will be set up to receive a notification from our online system (please be sure that ablevins@iac.in.gov and grantsadmin@iac.in.gov are set up as safe senders to your email account) when an applicant starts an application in our system.
 - i. To obtain/view the PDF of the application in progress:
 1. Ask the applicant to send a copy to you. They are able to save it as a PDF at any time for review.
 2. Contact April Blevins (ablevins@iac.in.gov) with your request and a copy will be sent to you.
 - ii. If at any point you desire a full list of applications in progress and/or received, please email April Blevins (ablevins@iac.in.gov) and a data dump of the available data will be pulled and emailed to you.

4. Applications Received
 - a. Each region will be set up to receive a notification from our online system (please be sure that ablevins@iac.in.gov and grantsadmin@iac.in.gov are set up as safe senders to your email account) when an application is submitted in our system. A PDF of the submitted application will be attached to the email notification.

- i. Applications will also be available in panelist view for the partner to save and/or print the data for their files (See 5B for more information)
5. After Deadline Date/All Applications Received
- a. A “data dump” file with all applicant data entered into CGO will be provided to partner by the IAC in Excel 97-2003 format.
 - i. Files will be sent the business day following the deadline date.
 - b. All RAP Regional Service Coordinators will be set up as panelists prior to the deadline date so they can login and view applications in PDF format in CGO. Username/Password information will be provided by the IAC.
 - i. If you desire additional contacts at your agency to be registered for this access, please provide that person’s full name and email address to April Blevins (ablevins@iac.in.gov). An email confirming registration will be sent to that contact.
 - ii. RAPs will be responsible for archiving application PDFs (and attachments within the PDFs) for their records. Application and uploaded PDFs can be saved electronically from the panelist area and/or printed for your records.
 - iii. Applications submitted appear in application number order within the CGO panelist view. This data can be filtered by grant type.
 - c. RAPs will be responsible for reviewing applications.
 - i. If an application is ineligible for paneling, the IAC must be notified so we can place it into “ineligible” status so it will not show up in the paneling process. If a RAP requests an application be placed in “ineligible” status, the RAP will no longer be able to view this application through the panelist log in.
 - ii. Applications not submitted by the deadline date/time cannot be accepted.

Managing the Paneling Process

1. Entering/Registering Panelists:
 - a. Panelist information should be submitted to the IAC by March 9, 2012 for entry prior to the panel orientation. Please submit all panelist data to April Blevins (ablevins@iac.in.gov) in a Microsoft Excel or Word document.
 - i. For all panelists, the IAC will need:
 1. First and last name
 2. Username
 - a. The Username should be formatted as follows: Use the panelists first initial and last name, followed by your region number (e.g. ablevins7)
 3. Password
 - a. The password will be the word “region” and your region number for all panelists (e.g. region7).
 4. Email address
 5. Phone number (with area code)

Exhibit A

6. A notation if the panelist is APS or AOS (or both). This is needed so I know which area(s) to give the panelist access to within the online system.
- b. Once panelists are entered, the IAC will email you a confirmation.
 - i. RAPs will be responsible for contacting their panelists, providing them with details on how to access the panelist portion of CGO (after the initial panel orientation), providing usernames and passwords, and answering their questions. Panelists must have a high speed internet connection and Adobe Reader to view the applications online. The IAC is available if RAPs need assistance.
 - ii. If you would like an Excel “data dump” file with a list of panelist comments/scores (If applicable - see #4, “Panel Scoring” for more information) so you can see if your panelists are making progress prior to the panel day, you can request this from April Blevins (ablevins@iac.in.gov).
2. Panel Orientation
 - a. IAC staff will provide initial panelist orientation training and will assist with day of panel orientation.
3. Day of Panel
 - a. Program manager Bobbie Garver will attend all panels and bring an additional IAC staff member to assist with CGO-related questions/access only.
 - i. RAPs will be responsible for securing the venue, internet connection, computers, projector (to publically display CGO data), technical assistance and staff to handle/manage all administrative and technical duties the day of the panel.
 - ii. IAC processes will be followed the day of the panel. No scores should be announced the day of the panel.
 - b. Scoring by panelists in CGO is optional (See #4, “Panel Scoring”, for more information). Commenting in CGO is encouraged so you have feedback for your applicants.
 - c. CGO defaults to application number order. The IAC strongly suggests having your panelists review applications in this order even if you split them by grant type (AOSII, AOSI, APS, Mini).
4. Panel Scoring
 - a. The IAC will provide Criteria Rating Sheets (one for AOS and one for APS) for each type of grant being reviewed the day of the panel. The templates can be accessed at <http://www.in.gov/arts/2692.htm> under the “Regional Initiative Grant Documentation” header. These forms must be used by all regions and kept on file for reference.
 - i. RAPs have the option to have panelists enter the full score from the Criteria Rating Sheet into CGO. All comments must be entered into CGO. A copy of the scoring (if applicable)/comment “data dump” Excel file will be emailed to you following the panel day.

5. Final Scoring
 - a. The IAC will provide a “Scoring/Funding Workbook” Excel template that all RAPs must complete and return to Bobbie Garver (bgarver@iac.in.gov) by May 16, 2012. This document is available at <http://www.in.gov/arts/2692.htm> under the “Regional Initiative Grant Documentation” header. The document each region submits will be used for presenting grant recommendations to the Commission as well as for updating CGO.
 - i. Applicants not being funded should be listed with a notation that they have been declined.
6. Commission Approval
 - a. Commission approval will be announced to RAPs shortly after the June 2011 meeting as long as no schedule or budgetary changes occur.
7. Announcements to Grantees
 - a. RAPs are responsible for all grantee notifications in their regions
 - b. A template letter will be provided by the IAC for RAPs to use for their funding/declined announcements. This template will include signatures of both the RAP and the IAC.
8. Grantee Communications
 - a. RAPs are responsible for grantee communications after funding announcements have been made.
9. Project Modification
 - a. A “Project Modification Report” should be completed using the template provided by the IAC at <http://www.in.gov/arts/2692.htm> under the “Regional Initiative Grant Documentation” header. Please be sure to use this form as the IAC will check for if your organization is audited.
 - i. Each region is responsible for reviewing and approving any modifications to the project. The IAC is available for assistance as needed.
10. Final Reports
 - a. Each region will be set up to receive a notification from our online system (please be sure that ablevins@iac.in.gov and grantsadmin@iac.in.gov are set up as safe senders to your email account) when a final report is submitted. A PDF of the final report will be attached to the notification.
 - b. RAPs will be responsible for archiving the final report PDFs (and attachments within the PDFs) for their records. Final Report and attachments can be saved electronically and/or printed from the emails you receive.