



INDIANA STATE MUSEUM

Arts in the Parks and Historic Sites 2018 Guidelines for Organizations

This is a program of the [Indiana Arts Commission \(IAC\)](#). The IAC is an agency of State Government funded by the [Indiana General Assembly](#) and the [National Endowments for the Arts](#), a federal agency. On behalf of the people of Indiana, the IAC advocates engagement with the arts to enrich the quality of individual and community life. The IAC is governed by a [15 member board of gubernatorial appointees](#) and serves all citizens and regions of the state.

Drawing upon the wealth of artistic talent across the state, [Arts in the Parks and Historic Sites](#) weaves art – from traditional to contemporary - into our state’s rich cultural heritage, natural beauty, and rural settings. Arts in the Parks and Historic Sites will provide funding for Indiana arts organizations, Indiana non-arts organizations,* and Indiana individual artists to bring arts programs and activities to local communities in participating state parks, forests, and historic sites promoting public engagement in the state park/forest/historic site system.

The Department of Natural Resources

The mission of the [Indiana Department of Natural Resources](#) is to protect, enhance, preserve, and wisely use natural, cultural, and recreational resources for the benefit of Indiana’s citizens through professional leadership, management, and education.

Indiana State Museum and Historic Sites

Comprised of the [Indiana State Museum](#) in Indianapolis and 11 historic sites around the state of Indiana, we discover, collect, preserve, interpret and present artifacts and exhibitions that showcase the stories of Indiana’s natural and cultural history, art, and science. Providing access to Indiana’s artistic and cultural history is at the heart of our mission: to celebrate, explore, and steward all that is authentically wondrous about Indiana.

Grant Period.....	January 1, 2018– December 31, 2018
Full Application Deadline for Organizations.....	September 6, 2017, 4:30 p.m.
Review Panel.....	Week of October 30, 2017 (times TBD)
Awards Announcement.....	Week of December 11, 2017
Final Grant Report Due for Organizations.....	January 18, 2019, 4:30 p.m.

All times eastern

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 Direct IAC Grantees

Detailed descriptions of these requirements can be found online: IN.gov/arts/2387.htm



Please direct program-related questions to:
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Please direct online system-related questions to:
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Grant Request Amount

Arts in the Parks and Historic Sites applicants may request funding from \$500 to \$3,000 for allowable project expenses. Total project expenses must be at least \$500, any project below this amount is ineligible for funding. For organizations, the total request amount cannot be greater than 15% of the organization's most recently completed operating year income total.

Match Requirement

There is NO Match requirement for Arts in the Parks and Historic Sites 2018 program.

Grant Information Webinar and Workshops

Prospective applicants are encouraged to attend a grant information webinar or workshop for Arts in the Parks and Historic Sites. Workshop and webinar information will be July 12, 2:00 p.m. eastern time [and will be posted online](#). Webinars and workshops are not required but highly encouraged.

Program Considerations

- Project must take place in at least one of the [participating State Historic Sites](#) or [State Park properties](#).
- Projects must have minimum impact on State Historic Site and DNR staff and property. Prospective applicants must consider this minimum impact when planning the project. The purpose is to encourage compatible on-property activities to minimize adverse effects on the park or historic site.
- Projects must provide a foundation from which to protect site resources while providing for meaningful art visitor experiences.
- Projects may consist of one or more specific events or activities; it may be part of an applicant's regular season or activities.
- Projects do not have to be new. Existing projects can be just as competitive as new activities.
- Projects do not need to be large. This program welcomes small projects that can make a difference in a community.
- Applicants are encouraged to visit the state historic sites, state parks and forests to plan for your project proposal. Contact the park/historic site prior to visiting to arrange for entry and/or site info. Contact info for State Parks can be [found here](#), and contact info for Historic properties can be [found here](#).
- Applicants are encouraged to review the [DNR's online schedule of events](#) or [ISMHS events calendar](#) to help with project planning.
- Applicants are encouraged to allow for flexibility to accommodate weather conditions, event conflicts, etc. Grant recipients are responsible for engaging the property staff and grant manager to modify their funded project.
- Applicants are encouraged to understand requirements before applying. Grant recipients are responsible for researching and understanding the specific park/forest/historic site requirements.
- For DNR projects, grant recipients are responsible for all aspects of the projects and eligible projects must comply with the [Indiana Administrative Code Title 312 Natural Resources Commission policies](#).
- For Indiana State Historic Sites, grant recipients are responsible for all aspects of the projects and eligible projects must comply with the [Indiana Administrative Code Title 313 Indiana State Museum and Historic Sites Corporation policies](#).
- Grant recipients must comply with [DNR rules and regulations for parks/forests](#) for state parks/forests. The Indiana State Historic Site properties are considered artifacts. Please discuss rules and regulations with individual historic sites.

Some restrictions include but are not limited to:

- Do not injure or damage any structure, rock, tree, flower, bird or wild animal. Do NOT gather limbs, brush or trees (either dead or alive) because they rebuild the natural humus. *Check with each specific property for resources that might be available for your project.
- For DNR Properties, balloons and permanent pieces of artwork are prohibited.
- For DNR Properties, some commercial filming and photography will require permit with payment. Permit must be submitted at least 90 days before production.
- Commercial photography shoots are not free of charge and requirements and fees vary by division.
- Indiana State Historic Sites require permits and/or payment for commercial filming and photography. Contact individual site managers for details.

Working with a Park or Historic Site

Applicants are required to submit a letter of support from every park and/or historic site involved in their proposal. [A sample letter of support is linked here.](#) Applications without support from site staff will not be considered.

A park or historic site may include projects in their online calendar or other existing communications. However, it is the applicant's responsibility to market the project. Applicants are strongly encouraged to consider additional ways to market the project to the communities they hope to serve. The site staff may be able to make recommendations for the best way to reach their community.

Consider all costs involved at the site. Some sites will require a gate fee to all participants. Some venues require a rental fee. Be sure to consider these fees when constructing your budget.

Application Review

After receipt of completed application, the IAC will review your materials to ensure eligibility and that all required information was submitted. If any discrepancies are found (such as incomplete answers or uploads), your application may be ineligible for panel review.

Panel Review

Each eligible application will be reviewed and scored by a conflict-free panel comprised of arts, historic site, and environmental professionals. The panel review will be open to the public and will be recorded. All recordings will be posted on the IAC website. Applicants are invited and encouraged to attend to hear feedback. The quality of the recorded session is not guaranteed but will be posted and made publically available. 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 review will be based on the number of applications received and type of projects or disciplines. Each individual artist will choose their discipline within the application. If you are a folk artist, there is an additional question you can choose to respond in order to determine eligibility for the folk discipline. Artists with disabilities may apply in any arts discipline. Applicants will be paneled with other access applications and will compete for the same funding source.

Evaluation Criteria

Applications will be scored on a 100-point scale by the panel. The scores will be included as part of a funding formula to assist with the allocation of grant awards. Applications with a score of 75 or over will be eligible for funding. [Evaluation criteria details can be downloaded as a PDF by clicking here.](#) Information submitted in the application will be reviewed according to the following evaluation criteria:

- Feasibility: 25 Points Extent to which applicant demonstrates ability to successfully design and implement the project
- Cultural Asset and Natural Environment Impact: 25 Points Extent to which applicant demonstrates arts experiences consistent and appropriate for the state park/forest/historic site property
- Public Benefit & Community Impact: 30 Points Extent to which the project engages audiences in the park/forest/historic site and provides meaningful arts experiences
- Artistic Quality: 20 Points Extent to which the project demonstrates artistic quality and is culturally beneficial

Grant Payment Schedule

All payments are contingent upon adherence to all grant guidelines and reporting requirements. The first grant payment will be for 75% of the first Calendar Year total award. The second and final Calendar Year grant payment will be for 25% of the total award. It may take approximately three months from the time the correctly completed forms are submitted until the recipient receives the payment. 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.

Resources

Map of Participating Parks and Historic Sites

Parks and Forest / DNR

- [Contact Information](#)
- [Indiana DNR webpage](#)
- [Indiana Administrative Code Title 312 Natural Resources Commission policies](#)
- [DNR Rules and Regulations](#)
- [DNR policy and guidance on photography, motion picture and photo gallery](#)

Indiana State Historic Sites

- [Contact Information](#)
- [Indiana State Museum and Historic Sites webpage](#)
- [Indiana Administrative Code Title 313 Indiana State Museum and Historic Sites policies](#)

Additional Inspiration

- [National Park Service Arts in the Parks and Historic Sites – Be an Artist-in-Residence](#)
- [National Park - Grand Canyon's Artist-in-Residence Program](#)
- [National Park Interviews with artists-in-residency](#)
- [National Park Service Story – The Nature of Art: Communicating Park Science, Nature and Culture through Art](#)
- [National Park Service Story – Artists Spotlight Alaskan Wilderness](#)
- [Alaska Department of Natural Resources – Arts in the Parks and Historic Sites](#)

Applicant Eligibility Requirements for Organizations

Applicant requirements and restrictions for organizations include but are not limited to:

- 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);
- 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.
- 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 the program manager if you will be using or acting as a fiscal agent for an application.
- Must be incorporated in the State of Indiana at the time of application;
- Must have an Indiana address;
- Must have a governing body that is representative of the organization's service area; and,
- Must not have any outstanding Final Grant Reports due to the IAC or a Regional Arts Partner.

Restrictions/Ineligible Applicants

Only one application is allowed per organization, 501(c)(3), for the Arts in the Parks and Historic Sites program. If special funding opportunities arise, some deviation from this rule may be permitted on a case-by-case basis at the discretion of the IAC and the funding source. Public entities, chapters/affiliates, and fiscal agent relationships will be handled on a case-by-case basis.

Current Arts Project Support (APS) grant recipients may apply for Arts in the Parks and Historic Sites; however, the project must differ from their active funded project. 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.

Acceptable funding expenses for Organizations

The funding from the grant award may be used to support most aspects of arts program project and/or service expenses (not including capital expenses). Acceptable expenses include artistic fees; administrative fees; space and equipment rental; travel; facility rental; promotional costs; and production costs, supplies, etc. needed to support the project activities.

Unacceptable funding expenses for Organizations

The grant award funding may not be used to cover unacceptable expenses that include: 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.