



INDIANA ARTS
COMMISSION

MAKING THE ARTS HAPPEN

for 50 years

Indiana Masterpiece

Indiana Arts Commission Bicentennial Program CY2016 Program Guidelines

GRANT PERIOD:

January 1, 2016 –
December 31, 2016

PROGRAM DATES:

Notice of Intent to Apply due:

August 17, 2015 4:30 PM EST

Application due:

September 1, 2015 4:30 PM EST

Panel review on:

October 29, 2015 10:00 AM EST

Final report due:

January 12, 2017 4:30 PM EST

Grant Information Webinar:

July 23, 2015 10:00 a.m. EST
<http://www.in.gov/arts/2659.htm>

MATCH REQUIREMENT:

1:1

CONTACT:

Paige Sharp
100 N. Senate Avenue N505
Indianapolis, IN 46204
Ph: (317) 232-1279
Fax: (317) 232-5595
Relay IN: 711 or 800-743-3333
psharp@iac.ing.gov
www.IN.gov/arts

Guidelines updated 12.11.15

- First payment and last
payment change: from 75/25
to 65/35



Tales & Scales (Camp Imagination)

Program Description

Through the Indiana Masterpiece grant program, funding will be available for projects occurring between January 1 and December 31, 2016 that introduce Hoosiers to the best of Indiana's cultural and artistic legacy through special productions, commissions, exhibitions, performances, and/or artistic celebrations.

Activities should showcase the state's arts history and prominent figures in order to highlight our rich cultural heritage and those who created it. The goal of the program is to fund and support eligible projects that are of high artistic merit, impact, and educational value, and are publicly accessible to a broad audience.

Requested funds may range from \$5,000 – \$20,000, and no greater than 20% of the eligible applicant's most recently completed fiscal year total cash operating income. Applicants will need to document a **one-to-one match** of project-related dollars from other non-state sources to ensure that local communities invest in and have ownership of a piece of the State's Bicentennial. These grants help bring citizens together around their own valued cultural assets, and in that way honor the legacy of great Indiana art and artists.



These guidelines will be made available upon request to meet special needs.



The Indiana General Assembly funds this program.

About the Indiana Arts Commission

The [Indiana Arts Commission](#)'s (IAC) mission is to positively impact the cultural, economic and educational climate of Indiana by providing responsible leadership for and public stewardship of artistic resources for all of our state's citizens and communities. As a state government agency, the IAC serves all citizens and regions of Indiana.

Program Guidelines

It is essential to understand ALL of the guideline requirements. Organizations must be able and willing to fulfill every requirement listed to receive a grant for their application. Failure to do so may be deemed a breach of contract with the State of Indiana and can result in application rejection, delay in payment, and/or fund rescindment and required grant repayment.

Funding and Match Requirements

- The **funding request may range from \$5,000 (minimum) to \$20,000 (maximum)** and must not be greater than 20% of the organization's most recently completed fiscal year total cash operating income;
- Eligible applicants may request up to 50% of anticipated project expenses; and,
- To qualify for funding, organizations will need to document a one-to-one (1:1) match of project-related dollars from other non-state sources. 50% of required match dollars must be cash.

CY16 Grant Program Timeline

July 23, 2015 10 AM (EDT)	Application Process Webinar
August 17, 2015 4:30 PM (EDT)	Notice of Intent to Apply deadline
September 1, 2015 by 4:30 PM (EST)	Application deadline
October 29, 2015; 10 AM (EST)	Grant review panel
December 2015	Award notification
Mar-Apr 2016	First payment – 65% (contingent upon state contract process)
January 12, 2017 by 4:30 PM (EST)	Final grant report due; final payment to follow, as appropriate

Eligibility Requirements

Eligible Organizations

Indiana Masterpiece, a special Bicentennial Program of the IAC, is open to arts organizations and art departments that are part of a college or university (public or private). Organizations that are not an arts organization may apply to this program if they **partner** with an arts organization or college/university art department. The IAC defines an arts organization as those meeting the following criteria:

- Organizations that operate with arts as their primary purpose, mission, and focus;
- Organizations that operate within a mission that describes the arts as the primary purpose of the organization;
- AND must also be one of the following:
 - An arts producing organization,
 - An arts promoting organization,

- An arts presenting organization,
- An artist service organization,
- An arts teaching organization.

General Eligibility Requirements

Must meet all of the following:

- 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 or county);
- Must have operating history as an Indiana-based organization for one full year before applying;
- Must be incorporated in the State of Indiana at the time of application;
- 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;
 - 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.
- Must have a governing body that is representative of the organization's service area;
- Must have a [DUNS number](#); and,
- Must provide arts services and programs for the benefit of the public.

Ineligible Organizations

Funding in the Indiana Masterpiece Grant Program will NOT be awarded for the following:

- Organizations that do not receive approval to apply through the [Notice of Intent](#) submission process required for this program.
- Organizations that receive Arts Project Support (APS) funding from the IAC or Regional Arts Partner for the same project in the same fiscal year; (Current APS recipients may apply, but the project must differ);
- Any organization whose sole or primary purpose is to fundraise (e.g., "friends of" groups, foundations, etc.) for an otherwise ineligible organization;
- Any organization with an outstanding Final Grant Report due to the Regional Arts Partner/Indiana Arts Commission.

Technology Requirements

- Must electronically submit the application and all required documents by the deadline;
- Must provide current, primary contact's information and email address;
- If awarded funds, must update contact information in the IAC online grant system

Unacceptable Grant 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 expenditures not related to a public art project;
- Restoration or new construction of buildings;
- Costs of receptions, food, or beverages;
- Travel outside the United States;

- Activities not associated with arts programs and services;
- Projects to be delivered outside the state of Indiana;
- Project expenses outside the grant period (January 1, 2016 – December 31, 2016); and
- Activities that are solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity.

Acceptable Grant Program Expenses

Salaries; administrative fees; artistic fees; staff development and training; space and equipment rental; promotional costs; and production costs, supplies, etc. to support the project activities

Application Review and Award Determination

Review Process

After receipt of the completed application, IAC staff will review materials to ensure eligibility (application meets all eligibility requirements, including expenses) and all required information was submitted. Incomplete applications (those that do not submit required documentation) will 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 October 29, 2015 and 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. The panel meeting and location will be posted on the [Indiana Masterpiece program's webpage](#).

NOTE: The Bicentennial Commission retains the right to confer or deny the official Bicentennial designation to awarded services.

Application Review Criteria

Organizations must receive a panel score of 75 or above to be eligible for funding.

Evaluation criteria details can be found on the [Indiana Masterpiece program webpage](#).

Information submitted in the application will be reviewed according to the following evaluation criteria:

- **Feasibility (25 points possible)**
 - The project is well planned and the organization demonstrates capacity to implement the project as presented in the application
 - The budget is appropriate and well constructed for the project
- **Artistic Merit (25 points possible)**
 - The proposed project is of high artistic quality with a clear connection to the mission of the sponsoring organization
 - The significance and high artistic quality of the selected Indiana Masterpiece art/artist(s) showcased through this project is clearly articulated and supported
- **Educational Value (25 points possible)**
 - The educational value of the project is clearly explained and will bring participants a deeper appreciation and understanding of Indiana's cultural legacy, art, or artist(s)

- The project includes high quality, publicly accessible educational programming
- **Community Impact (25 points possible)**
 - The project is accessible to all citizens including underserved* audiences
 - There is collaboration in place to expand the resources and impact of the project
 - There is substantiated effort to make a broad impact

**Underserved: People lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ethnicity, cultural differences, disability or other circumstances.*

Award Determination

Following the panel meeting, funding recommendations will be made based upon application score and available funds. The IAC's Board of Commissioners will review and ratify the funding recommendations at its December quarterly business meeting. Commission meetings are open to the public for observation and may be recorded. All applicants will be notified after the Commission ratifies the grant recommendations.

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. For more information refer to the website at: <http://www.in.gov/arts/2680.htm>.

State/Program Reporting Requirements

Grant recipients must be able to meet the program requirements to maintain good standing and insure grant compliance and proper use of awarded funds with the state.

- **Financial/Official forms:** Grant recipients are required to complete a grant agreement as well as additional paperwork associated with state and federal grant processes/requirements. Detailed information is provided at the following link: <http://www.in.gov/arts/2387.htm>. Contact the IAC if you have additional questions.
- **Form E-1, Business Entity Report, IRS W-9 and Direct Deposit Form:** IAC grantees are required to file an [Entity Annual Report \(Form E-1\)](#) with the State Board of Accounts (organizations and individuals), maintain an active [Business Entity Report](#) with the Indiana Secretary of State (not individuals), and accurately complete [IRS W-9](#) and [Indiana's Direct Deposit form](#) for payment.
- **E-Verify Memorandum of Understanding (SEA 590):** [Senate Enrolled Act 590 \(SEA 590\)](#) mandates that State agencies cannot award a grant of more than \$1,000 to a grantee unless the grantee documents enrollment and participation in the E-Verify program, affirming that a grantee does not knowingly employ an unauthorized alien. An explanation of the legislation can be found [here](#). Your organization must comply with this legislation upon acceptance of your grant or you risk losing the grant and rescindment of any funds paid. You can find more information

at the [E-Verify website](#).

- **DUNS Number:** 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. Call or use the following link to apply for a free DUNS number at: <http://fedgov.dnb.com/webform>.
- **Four Public Official Letters:** Grant recipients are required to write a letter to the Governor and at least three additional public officials. These letters should thank them for making the funds available and inform them about the impact of these specific projects on communities across the state:
 - The first two letters are due with the signed grant agreement.
 - The final two letters (that include information about the funded project and its public impact) are due with the final grant report. For details and examples refer to the IAC's [Contracts & Required Documents Webpage](#).
- **Grant modification (if change is necessary):** During the grant period and prior to making changes, grantees must notify the appropriate IAC Program Officer of any changes that may affect the funded project/grant. A [Grant Modification Form](#) would be necessary if the change would include budget variances or any changes from your original application 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 to the IAC if this procedure is not followed.*
- **Final report:** All grantees must submit a completed Final Report due **January 12, 2017 4:30 PM (EST)**. The Final Report will be accessible through the [IAC online grants system](#). For grant recipients that do not submit a report by the deadline, the following will result:
 - For reports up to one week late, an automatic 15% will be deducted from the grantee's total grant award;
 - For reports later than one week and up to two weeks late, the entire final grant payment will be rescinded and;
 - After two weeks, the grantee's full grant will be rescinded, and the grantee will be ineligible to receive funds for the next cycle of any IAC grant opportunity.
- **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.

- **Clearance check requirements:** 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.

Acknowledgment and Recognition Requirements

Grant recipients must use the IAC and Bicentennial logo for acknowledgment and credit. For credit on any and all printed documents related to the funded project refer to the website <http://www.in.gov/arts/2671.htm> and/or contact the Director of Marketing and Communications by phone at (317) 232-1273 or by email at rvanzant@iac.in.gov.

Payment Schedule

All payments are contingent upon adherence to all grant guidelines and reporting requirements. The first grant payment will be for 65% of the total award. Funds will be transferred to the grantee's bank account after the grant agreement and aforementioned documents have been approved by (all) applicable state agencies. The second and final fiscal year grant payment will be for 35% of the total award. Funds will be approved to transfer to the grantee's bank account after the final grant report and any additional requirements have been submitted and approved. It takes approximately three months from the time the correctly completed forms are submitted until the recipient receives the payment (first and second).

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.

Submission Instructions & Restrictions

How to apply

Organizations interested in applying to this program must submit a [Notice of Intent to Apply form](#) no later than **August 17, 2015 4:30 PM EST**. The IAC will confirm the organization's eligibility to apply to this program. Submitting in advance of the intent deadline is highly encouraged. The application must be submitted through the [online IAC grants system](#). All applicants and grant recipients are required to create and update the profile information in the [online IAC grants system](#). The profile information must contain the current, primary contact's email address. The IAC staff cannot provide advanced technical help for computer or software-related problems. If you already have an organizational profile in the online system, but cannot access the login information, contact the IAC grants manager at grantsadmin@iac.in.gov or (317) 232-1278. Do not create a new profile.

For more information about how to use the IAC online system refer to the IAC website link: <http://www.in.gov/arts/onlineapplications&reports.htm>. 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.

Organizational artistic documentation (required)

Artistic documentation should be representative of the artistic strength of the organization.

Applicants must submit **one** of the following to represent the quality of:

- one (1) to five (5) still images (JPEG, RGB, 1920 x 1920 pixels, 72 dpi); or
- one (1) to five (5) document pages (PDF, DOC (Word 97-2003 only); or
- one (1) music files (WMA or MP3 format and under 4MB); or
- one (1) video link. (submitted on the UPLOADS page of the application)

Images and audio files must be uploaded online; Music or video files may not exceed five (5) minutes in length. If you upload to YouTube, you must provide a direct link in the application. Attach the YouTube link in the space provided on the UPLOADS page of the application. Applicant assumes full responsibility. The IAC cannot be responsible for technical problems on 3rd party sites.

Submission confirmation

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. Only submit the electronic copy, a "physical" copy is not accepted. Your online submission indicates your agreement with, and adherence to, this entire document, including its embedded website links.

Accessibility

Grant applicants are required to assure that all arts programs, services, and activities made possible with IAC funding and all facilities in which such programs, services, and activities are held (whether owned, leased, or donated to the Applicant) will be accessible to people with special needs, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 OR will provide readily achievable reasonable accommodation as warranted. The Accessibility Self-Assessment Checklist guide can be found at the following link:

http://www.in.gov/arts/files/Accessibility_Checklist.pdf.

For More Information

Program or Application content/development questions?

Contact: **Paige Sharp**
Director of Programs
Indiana Arts Commission
Phone: (317) 232-1279
Email: psharp@iac.in.gov

Technical, online system, contract, or payment questions?

Contact: **Adrian Starnes**
Grant, Research and Information Technology Manager
Indiana Arts Commission
Phone: (317) 232-1278
Email: astarnes@iac.in.gov