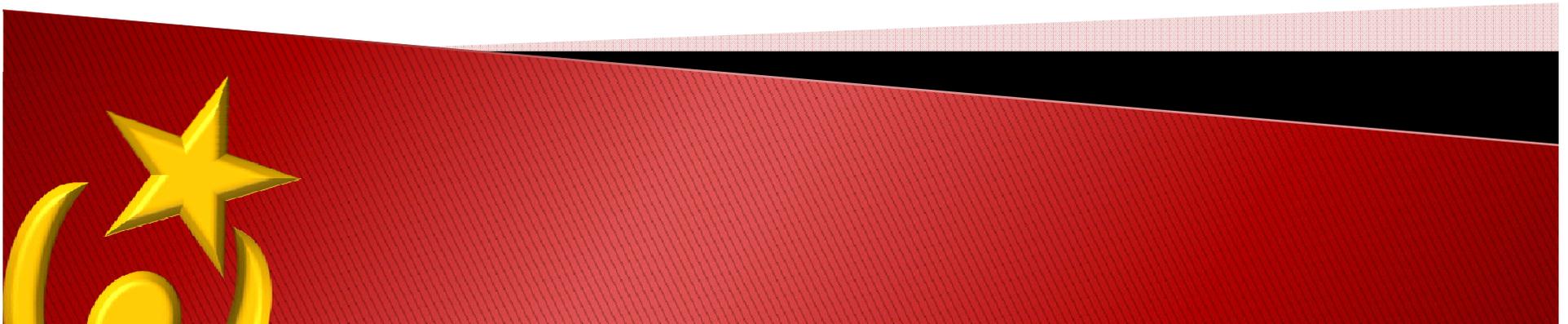




Preparing a Successful Regional Initiative Grant Application

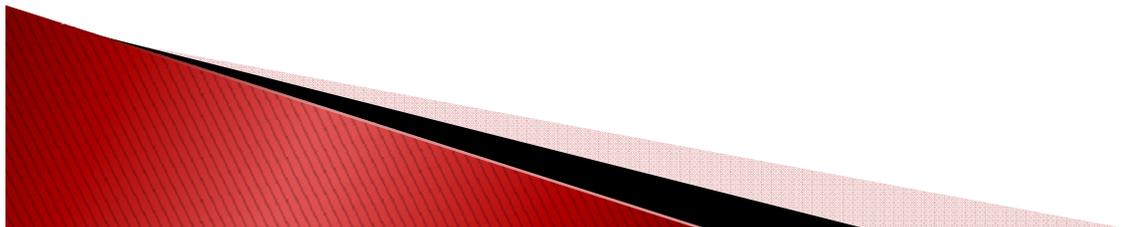
April Blevins
317/232-1278
ablevins@iac.in.gov

Bobbie Garver
317/232-1283
bgarver@iac.in.gov



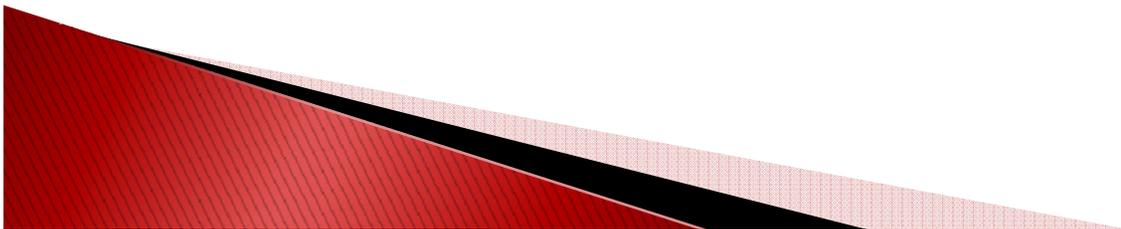
About Regional Initiative Grants (RIGs)

- ▶ Arts Organization Support (AOS) II and I – Annual Operating Support for Arts Organizations
- ▶ Arts Project Support (APS) – Project Support
- ▶ Mini Grant – Project Support for new and emerging organizations



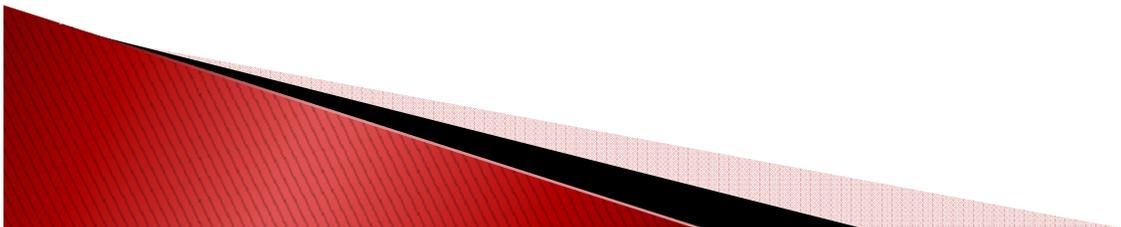
AOS Dollar Request

- ▶ AOS II - \$20,000 or 20 percent of the most recently completed fiscal year's operating income, whichever is less
- ▶ AOS I - \$10,000 or 20 percent of the most recently completed fiscal year's operating income, whichever is less



Requested APS & Mini Limits

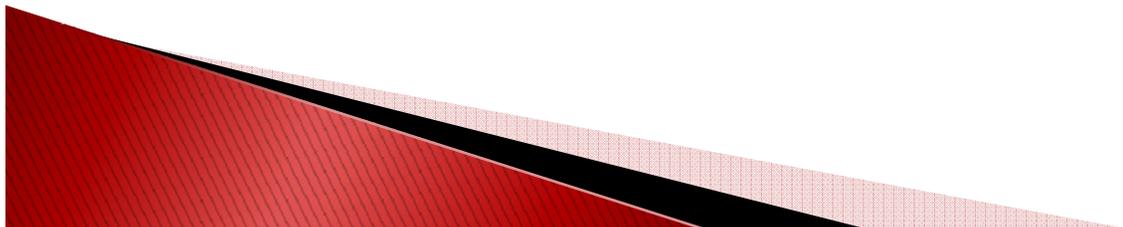
- ▶ APS - \$5,000 or 50 percent of allowable project expenses, whichever is less
- ▶ Mini – Between \$500 and \$1,000 or 50 percent of allowable project expenses, whichever is less



Eligibility – Technology



- ▶ Must provide current email address
- ▶ Must update contact information in the online IAC grants system
- ▶ Cannot request advanced technical assistance for personal computer or software problems



Eligibility – AOS I



- ▶ Cash Operating Income \$250,000 or less
- ▶ Private-nonprofit with 501c3 status from IRS
- ▶ Incorporated in Indiana as of deadline
- ▶ Indiana Based with Indiana address



Eligibility – AOS I

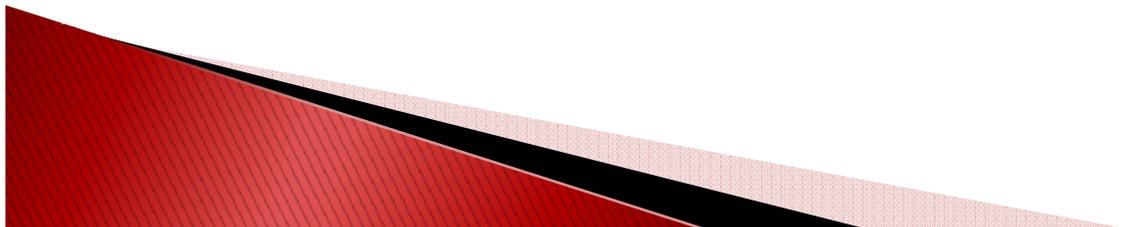
- ▶ Arts programming/service-primary mission
- ▶ One year history of providing similar services
- ▶ Annual program planning/evaluation must have community input
- ▶ Governing body that represents the community



Eligibility – AOS II

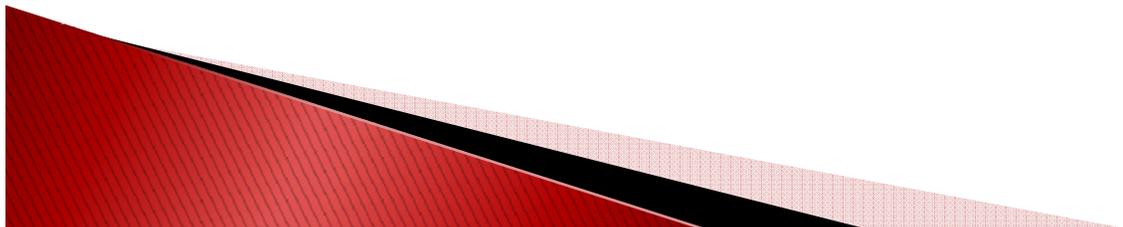


- ▶ Meet all AOS I requirements plus
- ▶ \$200,000 annual cash operating income as supported by most recent Financial Statement
- ▶ Have more than one year history of providing similar services



Eligibility – AOS II

- ▶ Operated for at least one year according to strategic/long range plan approved by board
- ▶ Have paid administrative staff who reports to the board



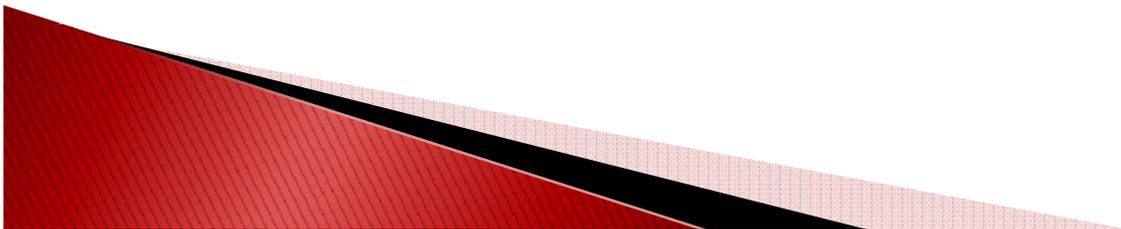
Eligibility – APS and Mini

- ▶ Private nonprofit, tax-exempt agency, 501(c)(3) or Indiana public entity (part of city, county or state government)
- ▶ Incorporated in State of Indiana



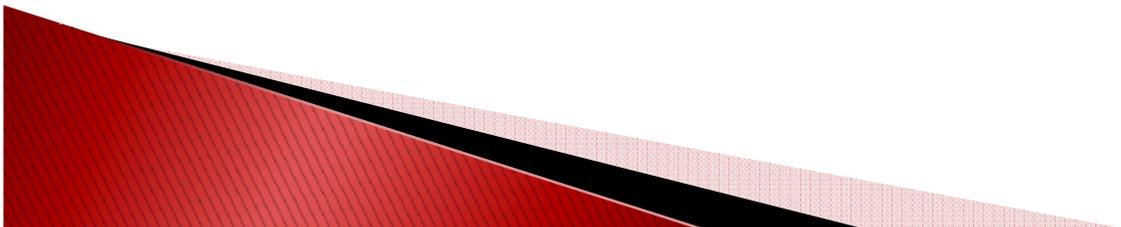
Eligibility – APS and Mini

- ▶ Indiana-based with Indiana address
- ▶ Governing body that is representative of organization's service area
- ▶ No outstanding Final Grant Reports due to the IAC



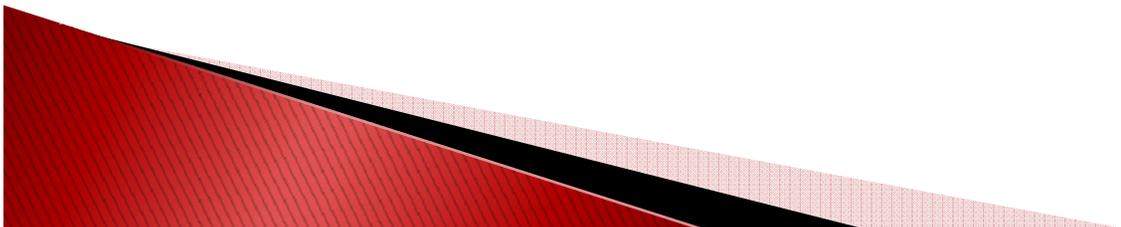
Match Requirements

- ▶ Dollar for dollar match.
Organization's dollar may be 50%
donated goods and services (in-kind)



Acceptable Program Expenses

- ▶ Salaries, administrative/artistic fees, staff training, space, equipment rental, promotional costs, productions costs, etc. ...



Unacceptable Program Expenses



- ▶ Deficit reduction/elimination, events in private dwellings, capital acquisitions, cost of food/receptions, travel outside of Indiana/United States, indirect costs of colleges/universities, fundraising activities, private functions, religious services or lobbying activities.



Getting Started

- ▶ Read all instructional material thoroughly before you begin preparing your application
- ▶ Contact Bobbie Garver (program questions) or April Blevins (computer questions) when completing your application



Application Development

- ▶ Successful applications contain clear, concisely written descriptions of your project and demonstrates how it meets all guidelines and evaluation criteria

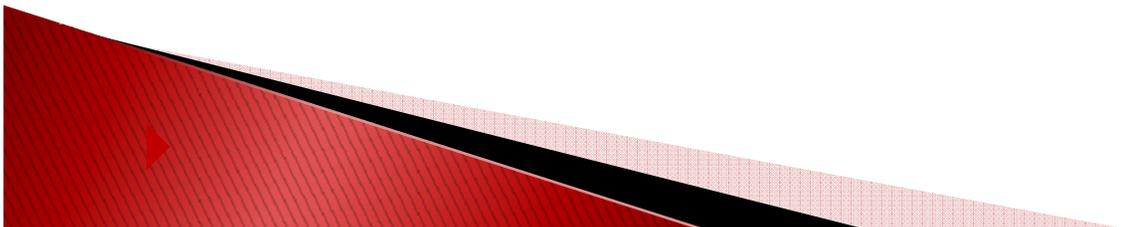


Application Development

- ▶ Start early, allow yourself enough time to write, edit, rewrite, assemble and submit

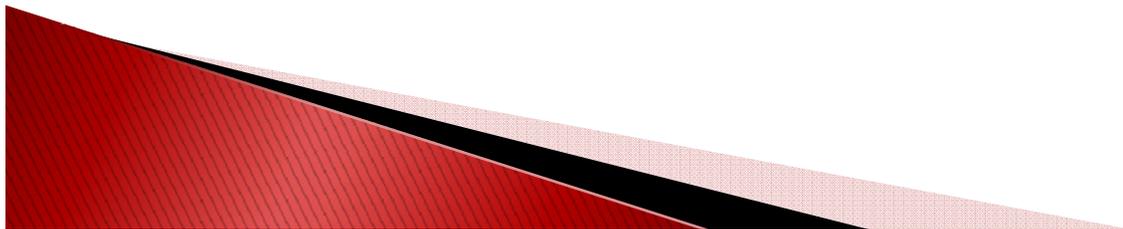
...

- ▶ Write the application with the assumption that the reader does not know about you or your project



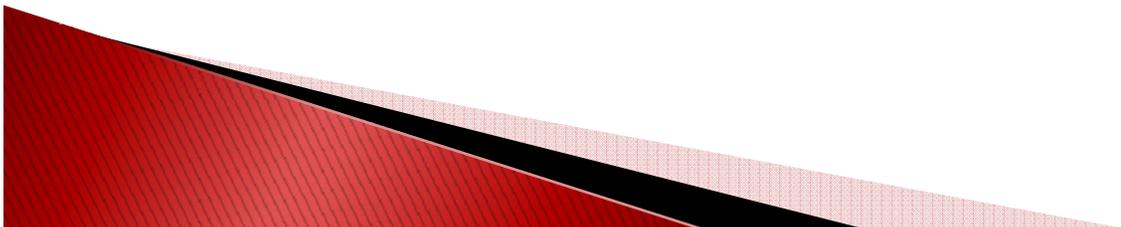
Application Development

- ▶ Develop a project timeline (who, what, when, where, why and how)
- ▶ Think about demographic information, who will benefit
- ▶ Develop a budget



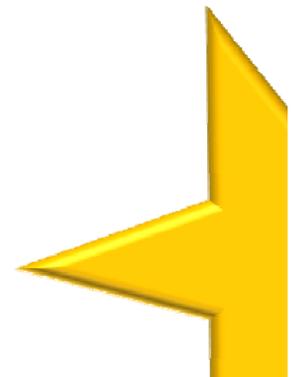
Application Development

- ▶ Narrative and budget MUST support each other
- ▶ Ask others to read your application
- ▶ Income and Expense pages MUST match



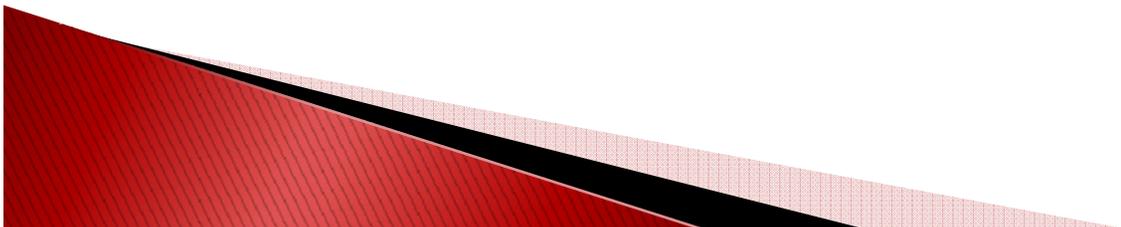
Simple Rules to Follow

- ▶ Express with confidence and capability. Use terms such as can and will, rather than would or could
- ▶ Use clearly expressed facts and statements



Attachments-Uploaded

- ▶ Articles of Nonprofit Incorporation
- ▶ IRS tax-exempt status letter
- ▶ Governing board roster with name, terms of office, e-mail address, phone number, city and area of expertise



Attachments-Uploaded



- ▶ Printed Promotional materials
- ▶ Unaudited year-to-date financial statement for most recently completed month (AOS I and II only)
- ▶ Current strategic or long-range plan (AOS II only)
- ▶ Job description of chief paid administrative staff (AOS II only)



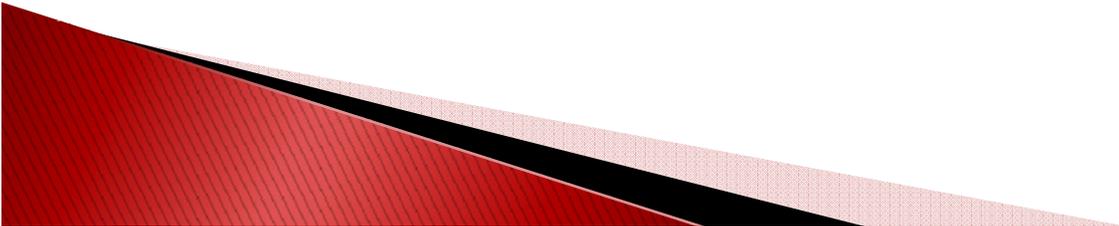
Application Revision

- ▶ Make all appropriate revisions BEFORE the established deadline
- ▶ Revisions will not be allowed after the application deadline
- ▶ All deadlines and submissions are final



Submitting Your Application

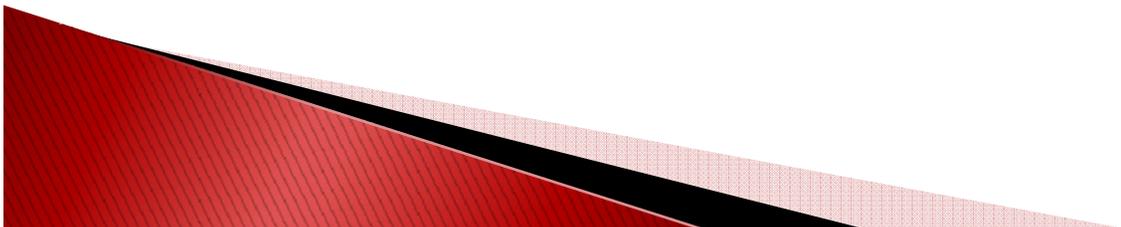


- ▶ All submissions must be made through the IAC's online grants system
 - ▶ Draft review deadline for first time applicants is Friday, March 26, 2010
- 

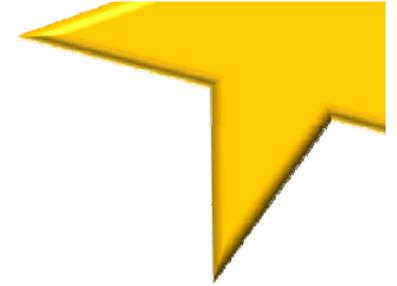
Review Process - Advisory Panel



- ▶ Advisory panels appointed by the IAC will be composed of Indiana residents
- ▶ These individuals will be experienced arts administrators, nonprofit or community managers or individuals with financial knowledge



Advisory Panel Review



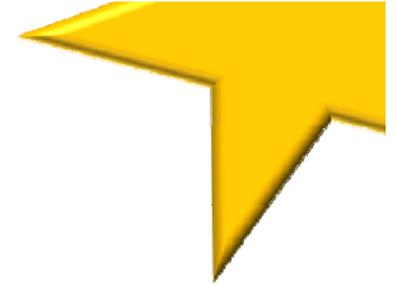
- ▶ Region 8 advisory panel review will be Wednesday, May 19
- ▶ Region 12 advisory panel review will be Tuesday, May 18



Advisory Panel Review

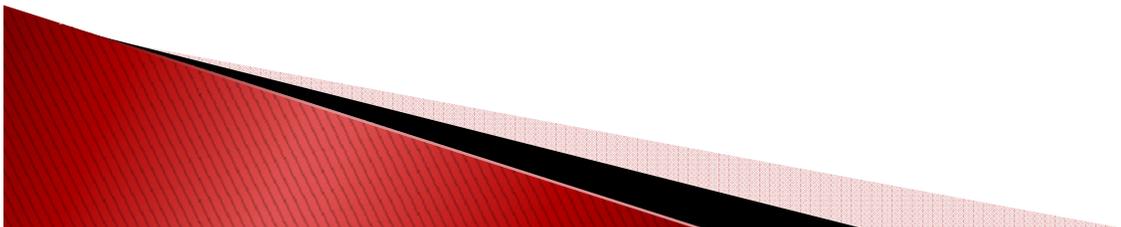
- ▶ Meetings are open to the public for observation and may be recorded
- ▶ Applicants will be invited and encouraged to attend





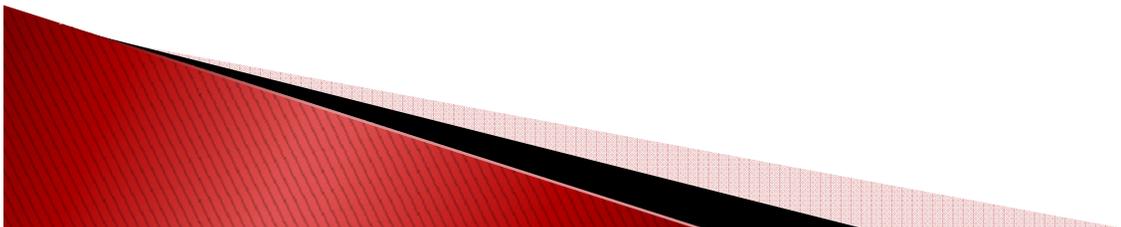
Review Process

- ▶ Applicants cannot “lobby” panelists on behalf of their applications before, during, or after the panel meeting
- ▶ Applicants who cannot attend may visit the IAC offices to hear a recorded version of the panel discussion



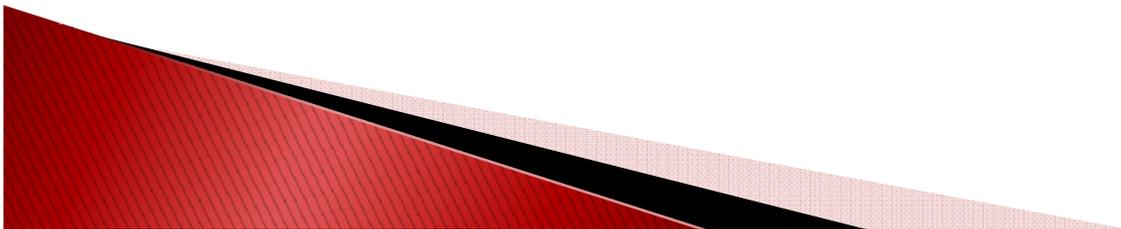
How Proposals are Evaluated

- ▶ Each evaluation criteria will be reviewed on a scale of 1-25 (25 being the highest)
- ▶ Administration and organizational excellence
- ▶ Arts Programming and artistic quality



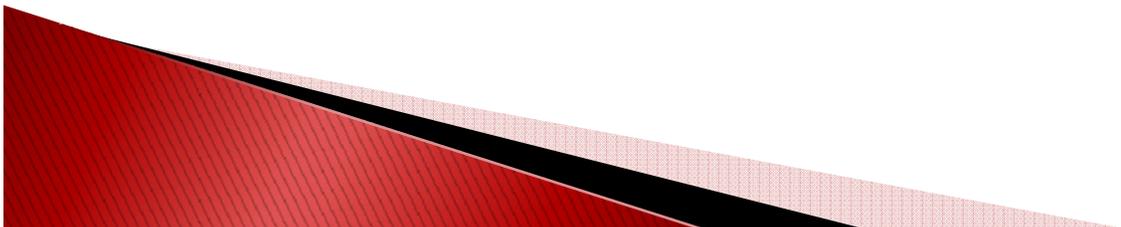
How Proposals are Evaluated

- ▶ Audience development and visibility efforts
- ▶ Arts education/community outreach efforts to underserved populations



Proposal Approval

- ▶ Applications with the highest final scores will be considered for funding
- ▶ Funding is based on an allocation for your region



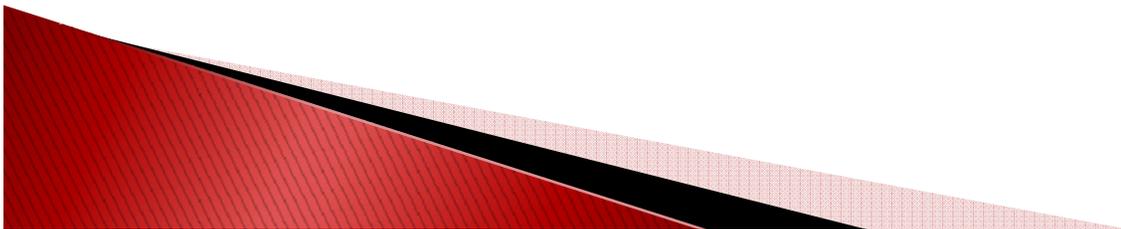
Proposal Approval

- ▶ The Commission will review and ratify funding recommendations made by the panel during the June 2010 business meeting



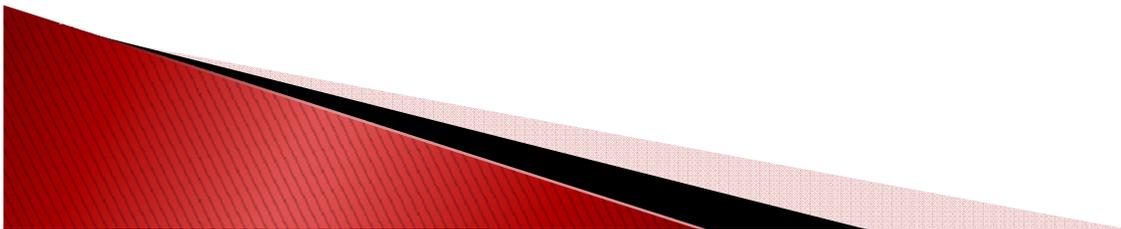
Notifications

- ▶ All applicants will be notified of grant decisions after the June 2010 Commission meeting
- ▶ Grantees will receive an award letter, grant agreement, and instructions for completing other necessary forms



Notifications

- ▶ Payment will not be started through the state until all required paperwork is received. It usually takes at least 90 days after we have all the paperwork for the first partial payment to be deposited into your account.



Payment



- ▶ 1st payment will include 75% of awarded amount
- ▶ Proceed with established project timeline regardless of payment status
- ▶ Remaining 25% will be disbursed after submission and approval of final grant report



IAC's Online Grant System

The screenshot shows a web browser window titled "Culture Grants Online - Windows Internet Explorer". The address bar displays "http://indiana.cgweb.org/login.php". The page content includes the IAC logo (Indiana Arts Commission) and the text "Indiana Arts Commission". A "Database Status" indicator shows "Connected February 25th, 2010". On the left side, there is a vertical menu with buttons for "Home", "Submitting Artistic Documentation", "Project Modification", "Help", and "Login". Below the menu is a font size adjustment tool. The main content area features a login form with fields for "User Name:" and "Password:", a "Login" button, and a "Forgot your Username or Password?" section with an "Enter your email address:" field and a "Remind me!" button. A link for "New to the site? Click Here to create a new profile." is also present. A "Tech Tips" icon is located in the top right of the main content area. The browser's status bar at the bottom shows "Done", "Internet", and "100%".

Culture Grants Online - Windows Internet Explorer

http://indiana.cgweb.org/login.php

File Edit View Favorites Tools Help

Culture Grants Online

 **Indiana Arts Commission**

Database Status: Connected
February 25th, 2010

Home

Submitting Artistic Documentation

Project Modification

Help

Login

Adjust font size:
A A A A

 Tech Tips

User Name:

Password:

Forgot your Username or Password?

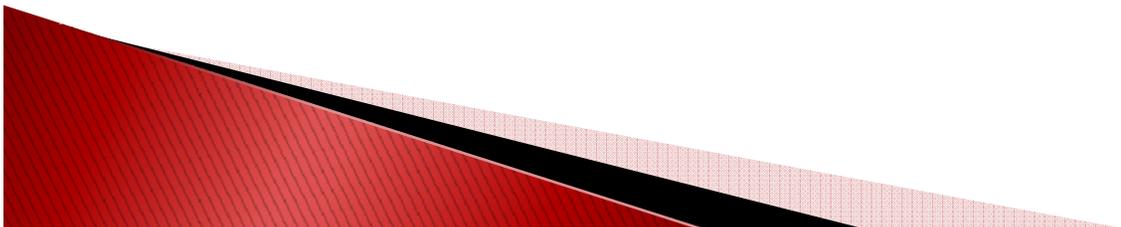
Enter your email address:

New to the site?
[Click Here to create a new profile.](#)

Done Internet 100%

Create a Username & Password

- ▶ Users need to create a profile to use the system. Select “Click Here to create a new profile” to create an account.
- ▶ Use the same login information every time you access your application.



Creating a Profile

Culture Grants Online - Windows Internet Explorer

http://indiana.cgweb.org/profile.php

File Edit View Favorites Tools Help

Culture Grants Online

Home Edit Profile Current Programs & Applications Manage Work Samples Submitting Artistic Documentation Project Modification Help

 **Indiana Arts Commission**
April Blevins - April Blevins

Database Status: Connected
February 25th, 2010

 Tech Tips

* Please choose the type of profile you are creating: Individual Organization

Primary Contact Information

Salutation: Select...
* First Name: April
Middle Initial:
* Last Name: Blevins
Title:
* Phone: (317) 232-1278
* Email: grantsadmin@iac.in.gov
* Confirm Email: grantsadmin@iac.in.gov
* Username: iac
* Password:
* Confirm Password:

Applicant Information

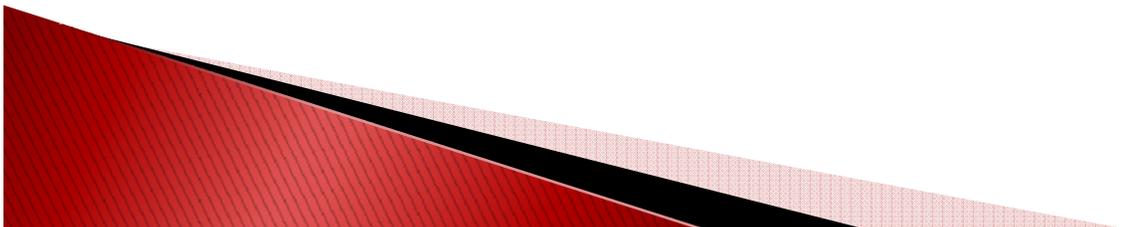
* Legal Name:

Done

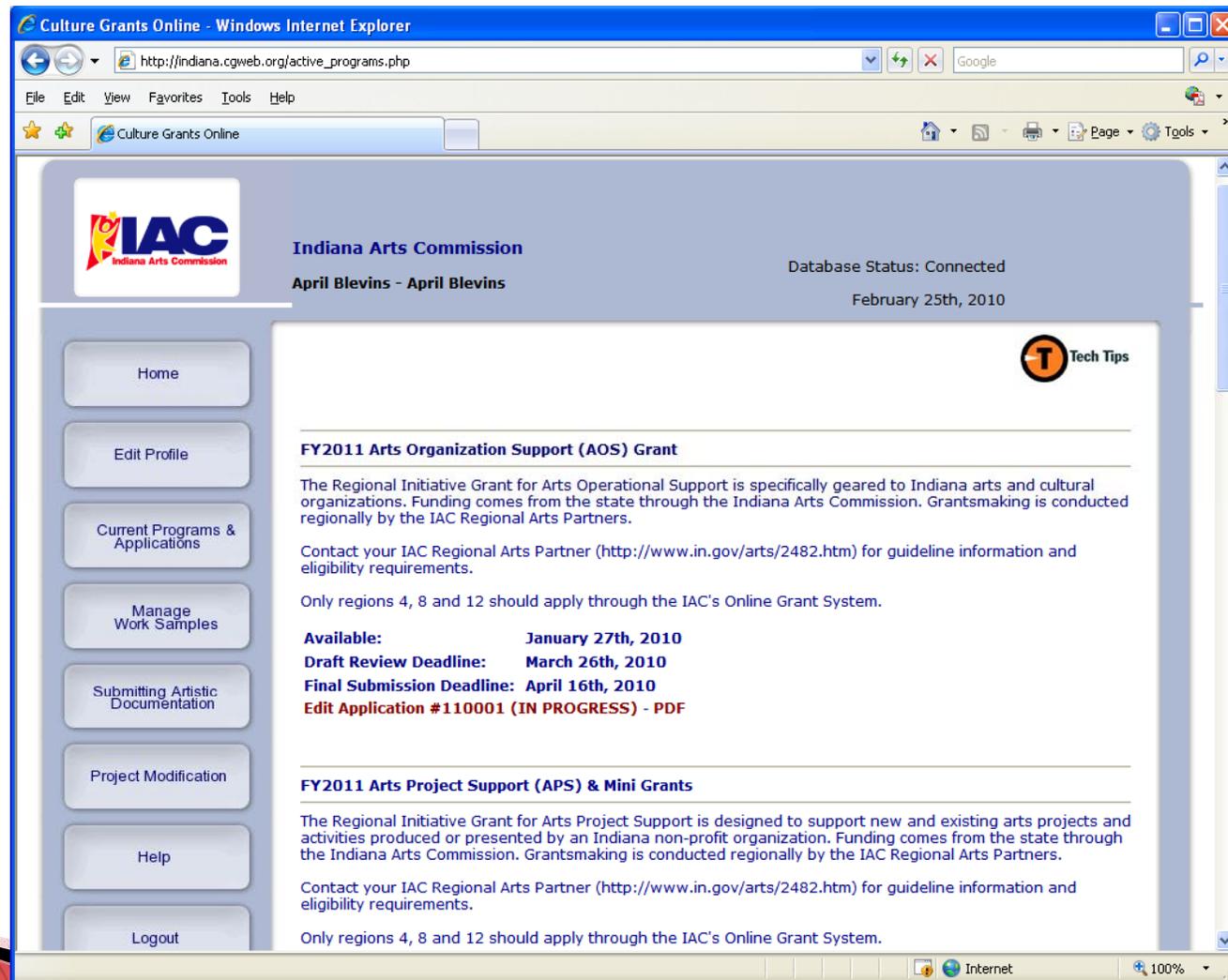
Internet 100%

Accessing the Application

- ▶ When you log in, select “Current Programs and Applications”, then scroll down to the application link for AOS or APS/Mini and click “Start an application”
- ▶ A number will be assigned to your application.



Current Programs & Applications



The screenshot shows a web browser window titled "Culture Grants Online - Windows Internet Explorer". The address bar displays "http://indiana.cgweb.org/active_programs.php". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features the IAC logo and the text "Indiana Arts Commission" and "April Blevins - April Blevins". A "Database Status: Connected" message and the date "February 25th, 2010" are also visible. A sidebar on the left contains navigation buttons for "Home", "Edit Profile", "Current Programs & Applications", "Manage Work Samples", "Submitting Artistic Documentation", "Project Modification", "Help", and "Logout". The main content area includes a "Tech Tips" icon and two sections: "FY2011 Arts Organization Support (AOS) Grant" and "FY2011 Arts Project Support (APS) & Mini Grants".

Indiana Arts Commission
April Blevins - April Blevins
Database Status: Connected
February 25th, 2010

Home
Edit Profile
Current Programs & Applications
Manage Work Samples
Submitting Artistic Documentation
Project Modification
Help
Logout

T Tech Tips

FY2011 Arts Organization Support (AOS) Grant

The Regional Initiative Grant for Arts Operational Support is specifically geared to Indiana arts and cultural organizations. Funding comes from the state through the Indiana Arts Commission. Grantsmaking is conducted regionally by the IAC Regional Arts Partners.

Contact your IAC Regional Arts Partner (<http://www.in.gov/arts/2482.htm>) for guideline information and eligibility requirements.

Only regions 4, 8 and 12 should apply through the IAC's Online Grant System.

Available: January 27th, 2010
Draft Review Deadline: March 26th, 2010
Final Submission Deadline: April 16th, 2010
Edit Application #110001 (IN PROGRESS) - PDF

FY2011 Arts Project Support (APS) & Mini Grants

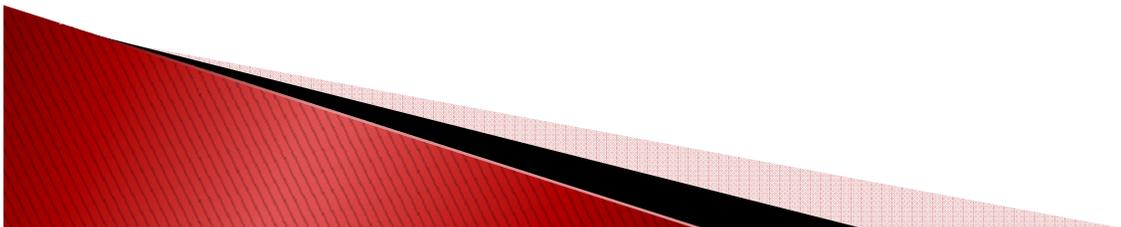
The Regional Initiative Grant for Arts Project Support is designed to support new and existing arts projects and activities produced or presented by an Indiana non-profit organization. Funding comes from the state through the Indiana Arts Commission. Grantsmaking is conducted regionally by the IAC Regional Arts Partners.

Contact your IAC Regional Arts Partner (<http://www.in.gov/arts/2482.htm>) for guideline information and eligibility requirements.

Only regions 4, 8 and 12 should apply through the IAC's Online Grant System.

Things to Remember...

- ▶ Save often by select the “Save” button at the bottom of the page.
- ▶ Once you’ve started your application, you can save it, stop and go back to it at any time.



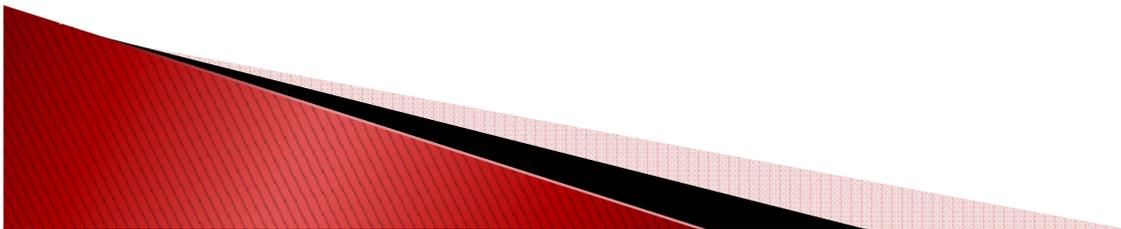
Things to Remember...

- ▶ If you cut and paste from Microsoft Word, your text will not format correctly and the word count will not be accurate. Type directly into the application.
- ▶ Proofread your application. Spelling and grammar are important.



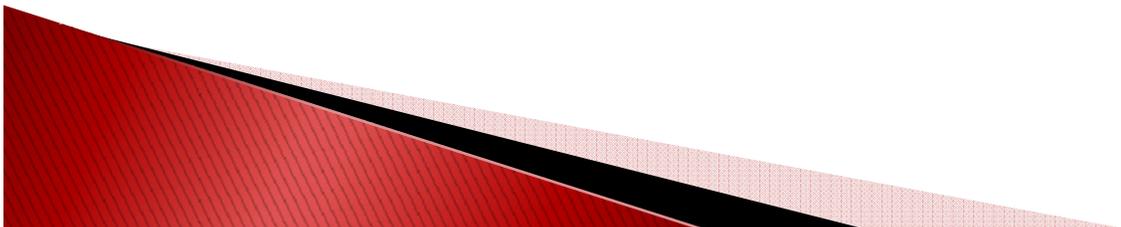
Things to Remember...

- ▶ Questions with red asterisks are required. If a question is not required, it is the applicant's responsibility to complete what is needed. Reference the guidelines or contact the IAC if you have questions.



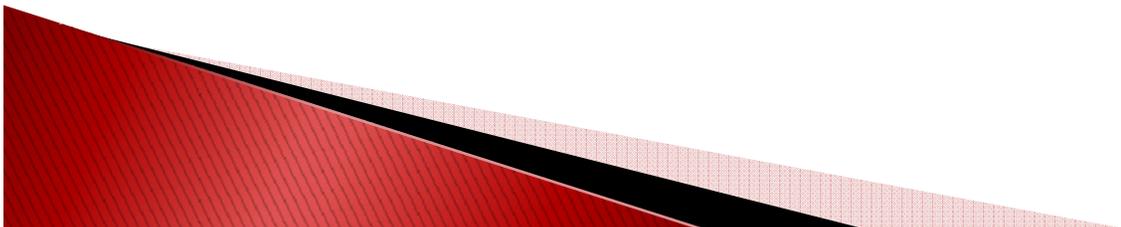
Application Pages

- ▶ **Budget Expenses & Income** – Enter your funding request and budget details. Totals must match.
- ▶ **Demographics** – Numbers should capture total Projected Attendance/Exposures



Attaching Support Documents

- ▶ Documents for upload must be formatted as .DOC (Word 97-2003 document) or PDF.
- ▶ If you are submitting multiple marketing pieces, combine your PDFs into one file. Contact the IAC if you need assistance.



Draft Review Submission

- ▶ To submit as a draft, select the check box next to the draft review submission.
- ▶ Applicants can access the application for editing even if the draft has been submitted for review.



Draft Review Submission

- ▶ You will receive a confirmation email when you submit for draft review.
- ▶ A second email will be send when the draft has been completed. Applicants must do a final submit before the application deadline even if no further revisions are made.



Final Submission

- ▶ When all information is complete, the submit checkbox will appear.
- ▶ When you click “Submit” you will no longer be able to edit the application.
- ▶ A confirmation is sent via email. If you do not receive an email, contact the IAC.

