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FY2013 Regional Initiative Grant – Region 7
for Arts Project Support (APS)

Yuval Ron. Photo courtesy of the JCC, taken by Freddie Kelvin.

Grant Period:
FY2013 (July 1, 2012–June 30, 2013)

Grant Workshops
http://www.in.gov/arts/2659.htm

Deadlines:
Application Due
March 5, 2012

Panel Review
May 1, 2012

Final Grant Report Due
July 12, 2013

PLEASE NOTE:
Region 7 does not offer Mini grants.

The Regional Initiatives Grant (RIG) application must be completed in the IAC's online grant system for applicants in Region 7 (Boone, Hamilton, Hancock, Hendricks, Johnson, Marion, & Shelby Counties). Internet links in this document provide further clarification and instruction. Please read linked information thoroughly. These guidelines will be made available upon request to meet special needs.

Braille

Large Print

The Indiana General Assembly, Indiana Arts Trust, and the National Endowment for the Arts fund this program. Inform your communities and elected officials about the importance of public arts support for the arts and your activities.

Questions? Please contact:
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The Indiana Arts Commission

On behalf of the people of Indiana, the Indiana Arts Commission (IAC) advocates engagement with the arts to enrich the quality of individual and community life. The IAC encourages the presence of the arts in communities of all sizes while promoting artistic quality and expression. The IAC advocates arts development opportunities across the state, and stewards effective use of public and private resources for the arts. It stimulates public interest in, and participation with, Indiana's diverse arts resources and cultural heritage. The IAC works to enhance public awareness of the arts, life-long learning opportunities, and arts education programs. Governed by a 15-member board of gubernatorial appointees, the IAC serves all citizens and regions of the state.

About the Regional Initiative Grant's (RIG) Arts Project Support (APS) & Mini

Program Description:
For FY2013, July 1, 2012 – June 30, 2013, the RIG Arts Project Support (APS) and Mini 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.

Project may include, but are not limited to: concerts; theatre productions; visual art exhibitions; touring programs; artist residencies in schools or other community settings; or a broad range of arts-related services for Indiana citizens, artists, arts organizations and communities.

Mini Grants provide funding to Indiana arts and non-arts organizations for new or existing arts projects and activities. New organizations with small budgets that are managed by the board and have limited resources usually apply for Mini Grants. Check with your Regional Arts Partner to determine if your region offers Mini Grants.

*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.

Who Can Apply?

- **Applicant requirements and restrictions:**
  - 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 your regional representative 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 not have any outstanding Final Grant Reports due to the Indiana Arts Commission or the Regional Arts Partner;
- Must have an address in the Region to which applicant is applying;
- Must have a governing body that is representative of the organization's service area; and
- Entities that receive state operating support directly from the Indiana General Assembly are **NOT** eligible for operating support from the IAC.

Grant Amount: APS applicants may request up to $5,000 or up to 50% of allowable project expenses, whichever is less. Mini applicants may request between $500 and $1,000 or up to 50% of allowable project expenses, whichever is less.

Grant Period: July 1, 2012 to June 30, 2013.

Match Requirement: All applicants must match IAC funds on a dollar-for-dollar basis; match may be a combination of cash and value of necessary donated goods and services (in-kind); and at least 50% of the local match must be cash.

Application Deadline: Thursday, March 1, 2012 4:30 p.m. (EST) for Regions 1, 2, 4, 6, 9, and 12 or Monday, March 5, 2012 for Regions 3, 5, 7, 8 and 10.

Conditions and Requirements

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

- Only one application is allowed per year, per organization or 501(c)(3) for a grant in any of the following IAC grant categories: Arts Project Support and mini-grants, Arts Operating Support I, Arts Operating Support II, Arts Operating Support III, Statewide Arts Service Organizations, Arts in Education, and Regional Arts Partnership Regional Block Grant, and Regional Arts Partnership Operating Support. 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 relationship will be handled on a case-by-case basis.

- 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. DUNS numbers are the basis by which Americans for the Arts tracks nonprofits and for-profits for its important research reports on Creative Industries: Business & Employment in the Arts. The federal government (which includes the National Endowment for the Arts) requires organizations to provide a DUNS number as part of its grant applications. Go to http://www.dnb.com/us/duns_update/ to apply for a DUNS number. Please note that it can take several weeks to receive your DUNS number. If you do not have your DUNS number to complete the application by the deadline date, please contact the program or grants/technology manager for further instructions.

Technology requirements and restrictions:

- Must provide current, primary contact's email address;
- Must create and/or update profile information in the online IAC grants system; and
- RAP/IAC staff cannot provide advanced technical help for computer or software-related problems.

Financial/Official form requirements: All Grant recipients are required to sign and complete a grant agreement and submit an E1 Form to the State Board of Accounts. A Vendor Form will also be required from grantees paid directly by the IAC (Region 7) before payment is issued. All grantees who receive grants of $1,000 or more must enroll and participate in the E-Verify program, affirming that the grantee does not knowingly employ an unauthorized alien. See below for details.

- The grant agreement is the official contract with the RAC/IAC and must be procedurally signed and approved. For the grantees receiving grants directly from the IAC the contracts will also need to be approved by multiple state entities after receipt from the grantee. Read this document carefully as each grantee will be responsible for meeting all the terms and conditions it contains – including its references to these guidelines.
- A completed Vendor Form (http://www.in.gov/arts/2387.htm) must be submitted with the signed grant agreement. This form should be completed using your legal name. Schools must complete this form using their district/corporation information as the State will not issue payments to individual schools.
- E-Verify Memorandum of Understanding (SEA 590)
  Senate Enrolled Act 590 (SEA 590), signed into law by Governor Mitch Daniels in May 2011, stresses 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 http://www.in.gov/arts/2387.htm. Your organization must comply with this legislation upon acceptance of your grant or you risk losing the grant and rescinding of any funds paid. You can find more information at the E-Verify website. An enrollment instruction book can be found here https://e-verify.uscis.gov/enroll. Please click here to enroll. Enrollment must be completed online and the Memorandum of Understanding must include the electronic signature of the organization and the Department of Homeland of Security to be valid.
- **(For regions managed directly by the IAC ONLY)** Non-governmental organizations must have an active Business Entity Report. After a business entity has formed or been granted authority to do business in the state of Indiana, it has an ongoing responsibility to file regular business entity reports. These reports must be filed every year by nonprofit organizations. The filings are due during the anniversary month of the organization's formation or the anniversary month when granted authority to do business in the state of Indiana. Any business past due on its entity report will not be able to sign a contract with the state or receive grant funds. To file your entity report, go here: http://www.in.gov/ai/appfiles/sos-berf/. Contact the Secretary of the State Business Services Division with questions or for more information at http://www.in.gov/sos/business/index.htm.
- **(For regions managed directly by the IAC ONLY)** 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 for the Fiscal Year.
- **Audit requirements**: An annual independent financial audit conducted by a CPA (not a review or compilation) for the last fiscal year is **only** required for applicants if the organization meets the public disbursement/expenditure guidance provided at the link above. The audit must clearly state the yearly income, expenses and net assets of the applicant organization.

- **Acceptable** 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.
- **Unacceptable** 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 acquisitions (purchase of artwork, etc.); capital expenditures; equipment, restoration, or new construction of buildings;
    - Cost of receptions, food, or beverages;
    - 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;
    - Activities not associated with arts programs and services;
    - 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.

Four Public Official Letters: Grantees are required to write at least four letters to their local, state legislators and the Governor to thank them for making these funds available. Grantees will mail one letter to each of four recipients, one to the Governor and the other three to state legislators from counties served by the organization. The letter should raise awareness of the project that was funded or the organization's impact in their community. This is an opportunity to educate public officials on the valuable work that arts organizations do and the importance of public funding for the arts. The first two letter copies are due with the signed grant agreement, the third and fourth copies are due with the Final Report on July 8, 2013 for Regions 1, 2, 4, 6, 9 and 12 or July 12, 2013 for Regions 3, 5, 7, 8 and 10. *Letters are purposely spread out to insure communication with public officials over the grant period. Letters sent at the end of the grant period should give the legislator information about the activities provided during the grant period and the impact* of those services on the community. Click for example.

Acknowledgement and credit of public funding: **Requirements** are documented on the IAC website for credit on any and all printed documents related to the funded project. Examples of credit usage will be required in the Final Grant Report.

Project/Grant modification (if change is necessary): During the grant period and PRIOR TO MAKING A CHANGE TO THE PROJECT/GRANT, grantees must notify the appropriate RAP/IAC staff of any changes that may affect the funded project/grant. A Project Modification Form would be necessary if the change would include budget variance of 10% AND a minimum of $1,000 in any line item (including the bottom revenue and/or expense lines) or any changes from your original proposal regarding personnel, project/grant dates (timeline), or scope of activities, etc. RAP/IAC staff will review the changes before giving written approval. *Grantees may be required to return grant money to the RAP/IAC if this procedure is not followed.*

Final report deadlines: Regions 1, 2, 4, 6, 9 and 12's Final Grant Report deadline is Monday, July 8, 2013, 4:30 p.m. (EDT). Regions 3, 5, 7, 8 and 10's Final Grant Report deadline is Friday, July 12, 2013, 4:30 p.m. (EDT). All grantees must

submit a completed Final Report and copies of the third and fourth letters sent to the legislators by their Region deadline date. The Final Report is accessible through the IAC online grants system.

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.*

How to Complete and Submit an Application

- 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.
- How to apply: Open your Internet browser and navigate to www.in.gov/arts
    - Click "Access Online Applications & Reports"
    - Click the link to access the IAC's online grant system.
    - If this is the first time for an application to the IAC, an online profile will need to be completed. If not, then you will enter in your username and password and proceed to the application.
    - Once you have logged in, click on the "Current Programs & Applications" link and scroll down until you find the appropriate program.

- Answer each section clearly and completely. Include as much information as possible, checking for typos, math and grammatical errors. Type directly into the text boxes provided. DO NOT copy and paste narrative text from another program into the spaces provided. This can create formatting problems with your text and may create unnecessary typos. Click here for other helpful grant writing tips.

- Upload any documentation noted in the requirements.

- 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.

- Upload any artistic documentation (check with your Regional Arts Partner to see if the artistic documentation will be accepted in your Region. It is optional.)

Optional artistic documentation for Regions 1(AOS only), 2, 4(AOS only), and 6(AOS only)

- Applicants may submit **one of the following**:
    - 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 file (WMA or MP3 format and under 4MB), **OR**

- one (1) video files (DVD). Music or video files may not exceed five (5) minutes in length.

Images and audio files must be uploaded online; video samples must be mailed to the RAP.

- 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 no longer required or accepted. Your online submission indicates your agreement with, and adherence to, this entire document, including its embedded website links.**

Application Review Process

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

- The applications will be reviewed by a panel of professional peers who will assist the RAP/IAC in its evaluation of grant applications. The panel meeting time and location will be posted on the RAP website or the IAC website. The meeting 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.

- Panelists will be responsible for thoroughly reviewing each application and supportive material prior to the panel meeting. Panel meetings will allow for subsequent discussion of the information reviewed and submission of scores.

  - On a 100 point scale, information in the applications will be reviewed by a conflict-free panel according to the three (3) major category evaluation criteria.
  - In each of the three (3) scoring criteria, reviewers will provide a score for a total of 100 points.

    1. **Administration 30 Points**
       - Extent to which applicant organization demonstrates ability to successfully design and implement the project (effective planning, financial responsibility, leadership)

    2. **Project Quality: 30 Points**
       - Extent to which the project demonstrates artistic or cultural quality and innovation

    3. **Outreach/Community Impact: 40 Points**
       - Extent to which project reaches underserved audiences and provides meaningful arts experiences for the target audiences

- Following the panel meeting, RAP/IAC staff will use a Commission-approved funding formula that takes into consideration the panel's ratings and available funds to determine specific grant recommendations.

- The IAC will review and ratify the FY2013 recommendations at its summer 2012 business meeting. Commission meetings are open to the public for observation and may be recorded.

- Reconsideration Policy and Appeal Process: The reconsideration process is designed to review the method and fairness of the RAP/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. Click here for more information.

What Happens after a Grant is Awarded?

- All applicants will be notified in July by email and/or letter of grant decisions after the Commission meets in June and approves the grants. If funded, the organization will receive copies of its award letter, grant agreement, and other pertinent materials. These materials will need to be thoroughly reviewed, signed, and returned to your Regional Arts Partner or Indiana Arts Commission within **ten business days**. **Once the RAP/IAC receives the completed and signed forms, the contract process will start. It takes at least three months to receive payment after the IAC begins this process for those organizations receiving direct grants from the IAC.** For more information about required forms, please visit our website.

- **Due to the approval process and oversight in place by various agencies in state government, payment may be delayed. It generally takes three months from the time the correctly completed forms are submitted until the recipient receives the first payment. BE PREPARED TO WAIT LONGER IN SOME CASES. Due to this delay, grantees are STRONGLY encouraged to consider the possible deposit delay in their timeline. Grantees should plan to reimburse themselves for any expenses incurred before deposit is received.**

- All payments are contingent upon adherence to all grant guidelines and reporting requirements. The first grant payment will be for 75% of the total award. Funds will be sent to the grantee or to the grantee's bank account after the grant agreement and aforementioned documents have been approved. **It generally takes at least three months from the time the correctly completed forms are submitted until the recipient receives the first payment if funding is directly from the Indiana Arts Commission.** The second and final grant payment will be for 25% of the total award. Funds will be sent to the grantee or transferred to the grantee's bank account after the final grant report and remaining legislator letters have been submitted and approved.

- If the grantee fails to comply with the contract, reporting, logo, or the letter to elected officials requirements, the RAP/IAC may rescind the entire grant amount and this may jeopardize future grants from the Indiana Arts Commission.