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www.IN.gov/arts

ADDENDUM

This Addendum is entered into by and between the Indiana Arts Commission and the entity designated as the Grantee, below.

The purpose of this Addendum is to modify the Final Report deadline date set forth in the FY2010 Statewide Arts Service Organizations Program Guidelines located on the Indiana Arts Commission website at http://www.in.gov/arts/files/FY2010_SWASO_Guidelines.pdf. This Addendum and the Guidelines are incorporated into each other and, when read together, shall constitute one integrated document. Any inconsistency, conflict, or ambiguity between this Addendum and the Guidelines shall be resolved by giving precedence and effect to this Addendum.

FY2010 Statewide Arts Service Organizations Program Guidelines:

1. **The Final Grant Report Deadline is May 14, 2010 for all grantees.** Grantees with projects extending past the deadline date can contact their program managers for details on how to complete the Final Report.

The grantee, having read and understood the terms of this Addendum, does by his/her respective signature dated below hereby agree to the terms thereof:

Grantee:

By: _____

Printed Name: _____

Title: _____

Date: _____

Please return this signed form to April Blevins at the Indiana Arts Commission at ablevins@iac.in.gov or 100 N. Senate Ave., Room N505, Indianapolis, IN 46204.



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Indianapolis, IN 46204

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FY2010 Statewide Arts Service Organizations



Grant Period:
July 1st, 2009 –
June 30th, 2010*
Deadlines:
Intent to Apply form
Due: 4:30 p.m. (EST),
Friday, March 6, 2009
Application Due:
4:30 p.m. (EST),
Monday, April 13, 2009
Final Grant Report Due
4:30 p.m. (EST),
Monday, May 14, 2010

The Statewide Arts Service Organizations Program application must be completed in the [IAC's online grant system](#). 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.



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.

*Applications will be submitted and paneled for two years: July 1, 2009 – June 30, 2010 AND July 1, 2010 – June 30, 2011. However, only FY2010 contracts will be issued. To be considered for FY2011 funding, grantees will submit a 2nd Year Update form that will be made available in May 2010. If this update is deemed acceptable by the IAC and funding is available, a second grant contract may be issued for FY2011.

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.

Program Grant Description

For FY2010, July 1, 2009 – June 30, 2010, funding will be available for the Statewide Arts Service Organizations program (SWASO) to strengthen the capacity of arts organizations by providing financial support to statewide arts service organizations. Statewide arts service organizations offer high quality training and technical assistance services on a statewide or [multi-regional basis](#), with special attention to arts providers in underserved communities. An underserved community is one in which individuals lack access to arts programs due to: geography, economic conditions, ethnic background, disability or age. Funding is limited to project support for a distinct aspect of the organization's arts-related technical assistance activities, such as a conference, educational seminar, or a series of workshops or training sessions. Eligible organizations may request up to 50 percent of anticipated project expenses, or \$10,000, whichever is less. The minimum request is \$1,000.

Any organization interested in applying must submit the Notice of Intent to Apply form to kdavis-smith@iac.in.gov by **March 6, 2009**. Once an organization is deemed eligible and is notified as such by Kristina Davis, it will use the [IAC's online grant system](#) to submit a full application by **April 13, 2009**. **New for FY2010**, SWASO awards will only be contracted for one year at a time. Depending on an update form included with the Final Report, panel scores from FY2010 may be used to begin a new program contract for FY2011.

Organization's Eligibility for Application

Prior to submission of Intent to Apply and application, 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.

- Technology requirements and restrictions
 - Must provide current, primary contact's email address;
 - Must update contact information in the [online IAC grants system](#);
 - Must **electronically** submit all required documents to be eligible (except support documentation, as listed in guidelines, which require hard copies); and
 - IAC staff cannot provide advanced technical assistance for personal computer or software-related problems. Click [here](#) for a list of frequently asked questions.

Your Eligibility for Application Continued...

- Applicant requirements and restrictions
 - Must be either an Indiana public agency (part of city, county, or state government) OR a private, nonprofit, tax-exempt organization;
 - Must be incorporated in the State of Indiana at the time of application;
 - Must be Indiana-based and have an Indiana address;
 - 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 be in good standing with the IAC and in compliance with all IAC requirements;
 - Must provide arts-related technical assistance to a membership or constituency as the primary mission;
 - Must have a defined membership or specific constituency;
 - Must have at least a two-year history of successful experience in planning and delivering the type of arts-related technical assistance services described in the application narrative;
 - Must have a systematic process for determining the training and technical assistance needs of consumers and an annual evaluation of the effectiveness of the service;
 - Must have an annual process for program planning and evaluation with input from the community to be served;
 - Must have a governing body that is representative of the organization's service area;
 - Must have operated for at least one year according to a current strategic or long-range plan adopted by the governing body;
 - Must have a statewide presence, as demonstrated by a defined statewide service area, a marketing plan that addresses the entire area, and/or a statewide service provision; and
 - May not receive Indiana Arts Commission funding from both the IAC and a Regional Arts Partner for operating support in the same fiscal year.
- **Acceptable** program expenses
 - Expenses for a distinct aspect of the organization's arts-related technical assistance activities, such as a conference, educational seminar, or a series of workshops or training sessions.
- **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; restoration, or new construction of buildings;
 - Costs 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;

Your Eligibility for Application Continued...

- **Unacceptable** program expenses (continued)
 - Activities not associated with arts programs and services;
 - Projects to be delivered outside the state of Indiana;
 - Project expenses outside the state fiscal year and grant period (July 1-June 30); and
 - Activities that are solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity.
- Match requirements
 - Must provide a cash or [in-kind](#) match. In general, applicants must match IAC funds on a dollar-for-dollar basis. In some cases, the match may be a combination of cash and the value of necessary donated goods and services up to 50 percent of the required match amount.
 - State colleges and universities must provide 100 percent cash match – from documented non-state funds.
 - State agencies, other than colleges and universities, provide two dollars for every one dollar from the IAC and provide 100% cash match – from documented non-state funds.
- Documentation requirements and restrictions **(for ALL new applicants AND previous recipients)**

Regardless of method of delivery, upload or mail, all materials are due to the IAC **ON** the application due date, April 13, 2009. **All uploading will occur within your [online application](#) process.**

 - Upload an un-audited financial statement for the most recently completed fiscal year. A financial statement is a public document that indicates the financial status of your organization at the close of the fiscal year. It should reflect information for the entire fiscal year, including individually categorized income and expenses, and beginning and ending fund balances. It is most helpful when it compares actual income and expenses to either budgeted amounts for the same year or actual amounts for the previous year;
 - Upload the job description for the chief paid administrative staff person, if applicable;
 - Mail 10 copies of your current strategic or long-range plan;
 - Mail 10 copies of a membership or constituent list of current members including their counties of residence. Membership must include persons from at least two [Regional Arts Partner areas](#);
 - Mail 10 copies of relevant marketing materials;
 - Mail one copy of your Articles of Nonprofit Incorporation; and
 - Mail one copy of your IRS tax-exempt status letter.
- Financial/Official form requirements
 - Grant recipients are required to sign and complete a grant agreement, Vendor Form and Form E-1 before payment is issued.
 - The grant agreement is the official contract with the IAC and must be [procedurally signed and 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.
 - The [Vendor Information Form](#) and the [Entity Annual Report \(Form E-1\)](#) are required by the State of Indiana for payment to a grantee. Inaccurate or incomplete forms are shredded and may hold up or forfeit grant payments.

Your Eligibility for Application Continued...

- IAC Reporting requirements
 - **Form E-1:** Nongovernmental organizations (entities and individuals) receiving financial assistance from governmental sources in the form of grants, subsidies or contributions, are required to file an [Entity Annual Report \(Form E-1\)](#) with the State Board of Accounts. Receipt of the funding referred to above subjects you to state audit requirements discussed in IC 5-11-1-9. The information you report on the Entity Annual Report enables us to assist you in correctly determining your auditing and reporting requirements. E-1 Forms should be submitted to the IAC with your signed grant agreement. The IAC will then forward the form to the State Board of Accounts.
 - **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 in their community. The first two letter copies are due with the signed grant agreement (sometime in July/August depending on your submission of the agreement), the third and fourth copies are due with the final report on May 14, 2010. [Click for example.](#)
 - **Project modification (if change is necessary):** During the grant period and PRIOR TO MAKING A CHANGE TO THE PROJECT, grantees must notify the IAC of any changes that may affect the funded project via the Project Modification form in the [IAC online grants system](#). A change would include a budget variance of 10 percent or more in any line item, or 10 percent overall, or any changes from your original proposal regarding personnel, project 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 and 2nd Year Update:** All grantees must submit a completed Final Report and copies of the third and fourth letters sent to the legislators by May 14, 2010. The Final Report is accessible through the [IAC online grants system](#). To be considered for FY2011 funding, grantees will need to submit a 2nd Year Update form that will be made available in May 2010. This signed update acknowledges that the original application is still accurate for a second year of funding and if not, it notes the anticipated variances. Second Year Updates must be accompanied with the grantee's un-audited financial statement for the most recently completed fiscal year.
- Acknowledgement and credit of public funding requirements
 - All publicity, news releases, or programs must contain the prominently positioned IAC logo and the following credit line: "Provided with support from the Indiana Arts Commission and the National Endowment for the Arts, a federal agency.";
 - Grantees must credit the IAC and the NEA in printed materials, films and videotapes, electronic transmissions, and verbal announcements regarding all activities for which IAC funds are used;
 - Grantees receiving organizational support must credit the IAC and NEA in all promotional and educational materials;
 - Grantees must list the IAC in the donor category appropriate to its level of financial support;

Your Eligibility for Application Continued...

- Acknowledgement and credit of public funding requirements (continued)
 - Grantees must credit the IAC and the NEA in all educational materials distributed in association with any IAC-funded program or exhibition;
 - The Grantee must use the [IAC logo](#) on their websites with a hyperlink to www.in.gov/arts. It must be listed in a place appropriate to the website's mapping, i.e. sponsorship page, listed as additional resources, etc.;
 - On television and radio appearances by the Grantee's representative(s), verbally acknowledge, at least once during a broadcast, the support the organization received from the IAC and the NEA toward the funded project or overall operation; and
 - Grantees should acknowledge the IAC and NEA support in any newspaper, magazine, or online interviews about the program(s).
- Monitoring/records retention and tax responsibility
 - 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.
- Payments
 - All payments are contingent upon adherence to all grant guidelines and reporting requirements.
 - The first grant payment will be for 90 percent 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 three state agencies. **It takes approximately three months from the time the correctly completed forms are submitted until the recipient receives the first payment.**
 - The second and final grant payment will be for 10 percent of the total award. Funds will be transferred to the grantee's bank account after the final grant report and legislator letters have been submitted and approved.
- Public manifestation, fair labor, drug free, and civil rights
 - ***The signed SWASO Program application form and signed Grant Agreement indicate that the organization and its representative understand the detailed information provided at this [link](#) and are in compliance with these laws.***

The Grant Application

If the Notice of Intent to Apply form is deemed acceptable, allowing the organization to submit a full application, it will be due April 13, 2009. The submission of the application 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 "For Applicants" then click "Grants Available"
 - Click the appropriate grant program link
 - 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.
- 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](#) to view an example of a well-prepared application. This is intended only as a guide and imitation does NOT ensure a grant. Duplication will result in ineligibility.
- Submit documentation via mail or upload as 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.
- 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 of the application is no longer required. Support documentation that must be submitted by mail must be received at the IAC offices by the deadline. Applications will not be considered complete without receipt of this information. 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, IAC staff will review your materials to ensure that all required information was submitted. If any discrepancies are found, your application will be ineligible for review. The IAC will dispose of ineligible applications.
- Eligible applications will be reviewed and assessed by the IAC's Program Evaluation Committee. The panel meeting date and time will be posted [here](#). The meeting will be open to the public for observation and may be recorded. **Applicants are encouraged to attend.** Applicants cannot lobby the panel on behalf of their applications before, during, or after the panel meetings.
 - The following [criteria](#) will be used in assessment of each application:
 - **Quality, 30 points** – The proposed activities will be of the highest quality possible in relation to community standards, expectations, and resources.
 - **Community Impact/Public Benefit, 40 points** – The proposed activities will have a significant impact on the community the organization serves.
 - **Management, 30 points** – The organization delivering the proposed activities will be well-managed.
- Following the panel meeting, IAC staff will use a Commission-approved funding formula that takes into consideration the panel's ratings and available funds to determine specific funding recommendations. The Indiana Arts Commission will review and ratify the funding recommendations at its June business meeting.
 - **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. [Click here for more information.](#)
- If grantees adequately complete their FY2010 grant requirements and submit an acceptable 2nd Year Update, panel scores from FY2010 may be used to determine continued funding for FY2011.

After the Paneling Process

All applicants will be notified by email of grant decisions after the Commission meets in June and approves the grants. If funded, the organization will receive electronic copies of its award letter, grant agreement, vendor form, and other pertinent materials. These materials will need to be thoroughly reviewed, printed out, signed, and returned to the Indiana Arts Commission within **ten business days**. **Once the IAC receives the completed and signed forms, the state contract process will start. It can take up to 90 days to receive payment after the IAC begins this process.** For more information about required forms, please visit our [website](#).

[Contact the IAC if you have any questions.](#)