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[www.IN.gov/arts](http://www.IN.gov/arts)

## FY2011 Individual Artist Program

For Craft, Design, Media Arts, Photography, Visual Arts and Artist Access disciplines only.



### Deadlines:

#### **Application Due**

4:30 p.m. (EST) Monday,  
February 1, 2010

#### **Grant Period:**

July 1<sup>st</sup>, 2010 – June 30<sup>th</sup>, 2011  
(\*Artist Access Program  
April 1, 2010 – March 31, 2011)

#### **Final Grant Report Due**

4:30 p.m. (EST) Tuesday,  
May 20<sup>th</sup>, 2011  
(\*Artist Access Program FGR Due  
March 31, 2011)

**The Individual Artist 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.*

\* See Program Grant Description Section for more details on Artist Access Grant Program.

# 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

The Individual Artist Program (IAP) supports individual artists and specific project-related costs that will have a positive impact on the artist's career and will occur between July 1, 2010 and June 30, 2011 (Artist Access grant period is April 1, 2010 – March 31, 2011). Using the [IAC's online grant system](#), applicants may request up to \$2,000 by the deadline: February 1, 2010. **A new schedule is being instituted beginning in FY2011.** The IAP program will only accept applications in the Crafts, Design, Media Arts, Photography, and Visual Arts disciplines on odd fiscal years (such as FY2011) and applications in the Dance, Literature, Music, and Theatre disciplines in the even fiscal years (such as FY2012). Beginning in FY2011, [Folk arts applications will be paneled with the corresponding discipline](#) (for example, a folk art painter's application will be reviewed in the Visual Arts panel and the panel will include a folk arts specialist).

Funding currently available in **FY2011** for the following disciplines ONLY:

- Crafts ([Kristina Davis](#)) – Projects by contemporary craft artists working in a wide variety of media including clay, fiber, glass, leather, metal, paper, wood, and mixed media;
- Design ([Susan Britsch](#)) – Projects by designers working in a wide variety of design fields, including conventional and landscape architecture, fashion, graphic, interior, industrial, and urban design;
- Media Arts ([Bobbie Garver](#)) – Projects to produce, exhibit, and preserve work in film, video, television, and radio, including screenplays and radio scripts;
- Photography ([Bobbie Garver](#)) – Photographer's projects in a wide variety of mediums and experimental works;
- Visual Arts ([Susan Britsch](#)) – Projects by visual artists working in a wide variety of media including drawing, painting, printmaking, sculpture, mixed media, 2-D and 3-D installations, and experimental works;
- Folk Arts ([Kristina Davis](#)) – Projects related to traditional art forms that have evolved within the context of the artist's shared heritage, language, occupation, religion, or geographic area. For FY2011, Folk Arts projects must be in one of the following disciplines: Crafts, Design, Media Arts, Photography, or Visual Arts;
- Artist Access Program ([Kristina Davis](#)) – Projects in any of the following disciplines: crafts, design, media Arts, Photography, Visual Arts, Folk Arts, Dance, Literature, Music or Theatre. **This discipline is designed to recognize artists with disabilities as active, producing members of the Indiana arts community.** Therefore, each applicant in this discipline is asked to state his/her disability (this information will remain confidential). If the "Nature of Disability" question on the application is left blank, the application will not be reviewed in this category and will be reviewed in the appropriate above discipline if being that discipline is open in FY2011. This is a one-time grant category through funds from the National Endowment for the Arts and the National Assembly of State Arts Agencies.

The due date for your completed application is February 1, 2010. The submission of your application is your indication that you have read, understand, and will complete and comply with the requirements listed for this grant program – from application to final reporting if applicable.

- The following [criteria](#) (**REVISED for FY2011**) will be used in assessment of each application:
  - **35 points** – Impact of the proposal on the artist’s growth and career development
  - **30 points** – Feasibility of project completion
  - **25 points** – Quality of artist’s work
  - **10 points**—Evidence of Public Benefit (Evidence the project will actively engage and directly impact members of the community through a scheduled event/activity that is open to the public and offered at a free or nominal rate. Successful examples could include a book signing, exhibition, workshop, speaking engagement, or performance. )
- All panelists are responsible for reviewing all applications in their discipline and all artistic documentation prior to the panel meeting.
- 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.](#)

## Eligibility for Application

Prior to application, it is essential to **understand** ALL of the following requirements. You must be able and willing to fulfill every requirement listed to receive a grant for your 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 (<http://www.in.gov/arts/2505.htm>).

- Technology requirements and restrictions
  - Must provide current email address;
  - Must update contact information in the IAC’s [online grants system](#);
  - Must **electronically** submit all required documents to be eligible (except for DVDs); and
  - IAC staff cannot provide advanced technical assistance for personal computer or software-related problems.
- Applicant requirements and restrictions
  - Must be at least 18 years of age;
  - Lived in Indiana for one year immediately preceding the date of application;
  - Must be and remain an Indiana resident during the grant period;
  - Must be an applicant in the following disciplines **ONLY** for FY2011: Crafts, Design, Media Arts, Photography, Visual Arts, Artist Access or Folk Arts in one of the above disciplines.
  - **NOT** Enrolled in any degree-granting program (undergraduate, graduate and doctorate) as of February 1, 2010;

- **NOT** a FY2010 Individual Artist Project grantee from the IAC (July 1, 2009 through June 30, 2010); AND
- **NOT** applying as part of a collaboration for which another artist is also applying in the same fiscal year.
- Allowable project expenses
  - Supplies, rental/purchase of equipment, time necessary for the development, completion, or presentation of a work;
  - Documentation of work;
  - Travel essential for artistic research or to present or complete work; or
  - Advanced workshops that further career development
- Match requirements
  - No match is required; however, *your entire budget should be detailed in your application.*
- Artistic documentation requirements and restrictions
  - All applicants are required to submit discipline-specific artistic documentation that is relevant to the proposed project;
  - Works selected as documentation must have been *produced after* February 1, 2007 and must feature works created by the applicant;
  - Applicants must understand and agree that the IAC may use artistic documentation submitted by the artist to promote the artist’s grant award through agency publications, promotional activities and website. The usage may include brochures, annual reports, television promotions, etc. Documentation will **NOT** be returned to applicants; and
  - **Cassettes, Slides, CDs, and VHS WILL NOT BE ACCEPTED.**

### Discipline-specific documentation requirements

FY 2011 IAP Disciplines	Documentation Type	Submit online in Sample Bank	Submit Physical copy to IAC*
Crafts	Five JPEG images, formatted at 1920x1920 pixels (one can be used for detail if applicable), 72dpi, RGB	Yes	No
Design	Five JPEG images, formatted at 1920x1920 pixels (one can be used for detail if applicable), 72 dpi, RGB	Yes	No
Folk Arts	1. Narrative describing traditional art knowledge acquisition, and 2. Submit documentation as listed under the discipline your application falls under in this chart.	In application Varies	No Varies
Media Arts	DVD with (up to) a 5-minute formatted segment Documentation for screenwriters must submit 10- 15 pages of applicant-authored samples. Pages must be in Microsoft Word or PDF, numbered, double-spaced, and 11-point type.	No	Yes
Photography	Five JPEG images, formatted at 1920x1920 pixels (one can be used for detail if applicable), 72 dpi, RGB	Yes	No
Visual Arts	1. Five JPEG images, formatted at 1920x1920 pixels (one can be used for a detail if applicable), 72 dpi, RGB; OR 2. If submitting a kinetic installation, DVD with (up to) a 5-minute formatted segment	Yes  No	No  Yes
Artist Access	Please see Artist Access Program ONLY Section on page 8 and 9.	Varies	Varies

\*Mail or deliver DVDs to the IAC office by 4:30 PM (EST) on February 5, 2010. The DVD must contain the artist's name, address, and a contact phone number to be eligible. **The panelists will view the DVD segment from the beginning only.**

## Eligibility for Application Continued...

- 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 Form](#) and [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.
- 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.
  - **Two State Legislator Letters:** Grantees are required to write at least two letters to their [local, state legislators](#) to thank them for making these funds available. The letter should raise awareness of the project that was funded in your community; the first copy is due with your signed grant agreement, the second is due with your final report.
  - **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 . All grantees are required to complete this form when they are aware of any changes of **10% or more** to the approved budget or scope of the project, or if there are any changes from the 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 all or a portion of the grant money to the IAC if this procedure is not followed. In a 1-2 page Word document, describe the changes necessary and the reasons for the change. The Project Modification form must be submitted and approved via email before moving forward with the changes. Grantees will be held accountable for delivering the type and level of service approved in this report. Changes that significantly alter the scope of intention of the project will not be approved.

## Eligibility for Application Continued...

- **Final report:** All grantees must submit a completed final grant report and a copy of the 2<sup>nd</sup> letter that was sent to the legislator by May 20, 2011.
  - For Artist Access Program grantees ONLY: the completed final report and a copy of the 2<sup>nd</sup> letter that was sent to the legislator must be submitted by March 31, 2011.
  - The final report for all participants is accessible through the [IAC's online grant system](#).
- Acknowledgement and credit of public funding requirements
  - All grantees **MUST** credit the Indiana Arts Commission and the National Endowment for the Arts for their support in ALL publicity and printed materials related to the funded project. Logos and credit lines must be included in a prominent location and type size. Logos can be accessed on our [website](#). The credit line for activities receiving funding should read: "Provided with support from the Indiana Arts Commission, a state agency, and the National Endowment for the Arts, a federal agency."
- 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 75 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 25 percent of the total award. Funds will be transferred to the grantee's bank account after the final grant report and legislator letter have been submitted and approved.
- Public manifestation, fair labor, drug free, and civil rights

***Your signed Individual Artist Program application form and signed Grant Agreement indicate that you understand the detailed information provided at this [link](#) and you are in compliance with these laws.***

# Grant Application

How to apply:

- Open your Internet browser and navigate to [www.in.gov/arts](http://www.in.gov/arts)
  - Click “For Applicants” then click “Grants Programs and Guidelines”
  - 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.
- If you wish for staff to review a draft of your application, it must be received at the IAC no later than **January 15, 2010**. [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.
- Upload any artistic documentation noted in the requirements. DVDs must be received at the IAC by 4:30 PM (EDT) on February 5, 2010.
- 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 is no longer required. Your online submission indicates your agreement with, and adherence to, this entire document, including its embedded website links.**
- 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 a panel of professional peers. The panel meeting dates and times will be posted [here](#). The meetings 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.
- Panelists will be responsible for thoroughly reviewing each application and artistic documentation in their discipline prior to the panel meeting. Panel meetings will allow for subsequent discussion of the information reviewed and submission of scores.

## After the Paneling Process

All applicants will be notified by e-mail of grant decisions after the Commission meets in June and approves the grants. If funded, you will receive electronic copies of your award letter, grant agreement, E-1 Form, 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 your 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.](#)

# For Artist's Access Applicants ONLY

- All IAP requirements must be adhered to including the following additional requirements as follows:
  - **This discipline is designed to recognize artists with disabilities as active, producing members of the Indiana arts community.** Applicants with disabilities can apply to any open FY2011 IAP discipline – or any Access discipline that also includes performing arts. The Americans with Disabilities Act defines a person with a disability as one who:
    - Has a physical or mental impairment that substantially limits one or more major life activities;
    - Has a record of such an impairment; or
    - Is regarded as having such an impairment.
  - There is an additional question on the application that must be completed. If this question is not completed, the application will be paneled in the corresponding IAP discipline for the project if the rest of the application is deemed eligible and complete.
  - If currently receiving Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) applicants are **strongly encouraged** to contact Indiana Works (1-800-206-6610) prior to submitting the application for guidance on the possible effects of a grant award on benefits.
  - Please remember that payments take up to three months from the receipt of signed contracts to distribution of funds. Take this into account with project planning.
- **Grant Period**
  - Due to the source of funding for this category, the grant period is slightly different from the other IAP categories. **The grant period will be April 1, 2010 – March 31, 2011. All project expenses and activities must take place within the grant period to be eligible.**
  - The Final Report and corresponding materials (see Final Report section on page 6 for more details) must be submitted by March 31, 2011.

Artistic Documentation must be submitted as follows:

Artist's Access Program	Documentation Type	Submit online in Sample Bank	Submit Physical copy to IAC*
Crafts	Five JPEG images, formatted at 1920x1920 pixels (one can be used for detail if applicable), 72dpi, RGB	Yes	No
Design	Five JPEG images, formatted at 1920x1920 pixels (one can be used for detail if applicable), 72 dpi, RGB	Yes	No
Folk Arts	1. Narrative describing traditional art knowledge acquisition, and 2. Submit documentation as listed under the discipline your application falls under in this chart.	In application Varies	No Varies
Media Arts	DVD with (up to) a 5-minute formatted segment Documentation for screenwriters must submit 10- 15 pages of applicant-authored samples. Pages must be in Microsoft Word or PDF, numbered, double-spaced, 11-point type, and be combined into one file.	No	Yes
Photography	Five JPEG images, formatted at 1920x1920 pixels (one can be used for detail if applicable), 72 dpi, RGB	Yes	No
Visual Arts	1. Five JPEG images, formatted at 1920x1920 pixels (one can be used for a detail if applicable), 72 dpi, RGB; OR 2. If submitting a kinetic installation, DVD with (up to) a 5-minute formatted segment	Yes  No	No  Yes

	<b>Artist's Access Program ONLY in FY2011</b>		
Dance	DVD with (up to) a 5-minute formatted segment	No	Yes
Literature	10- 15 pages of applicant-authored samples. Pages must be in Word or PDF, numbered, double-spaced, and 11-point type. For short stories and essays, submit complete chapters. Submit poems in appropriate format (stanzas).	Yes	No
Music	<ol style="list-style-type: none"> <li>1. (Up to) 5-minute audio file with specified segment/track (MP3 or WMA) And/Or</li> <li>2. <b>Composers</b> may also submit a musical score. Applicant may also include entire work of 10 pages or less, if more pages, submit one movement. Submit in PDF format.</li> </ol>	<p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p>
Theatre	<ol style="list-style-type: none"> <li>1. 10 – 15 pages of applicant's samples in Word, or PDF, numbered, double-spaced, 11-point type and combined into one file. A scene is preferable; OR</li> <li>2. DVD with (up to) a 5-minute formatted segment; OR</li> <li>3. Five JPEG images, formatted at 1920x1920 pixels (one can be used for detail if applicable), 72 dpi, RGB.</li> </ol>	<p>Yes</p> <p>No</p> <p>Yes</p>	<p>No</p> <p>Yes</p> <p>No</p>