100 N. Senate Avenue, Room N505
Indianapolis, IN 46204
317.232.1268 • Fax: 317.232.5595
Relay IN: 711 or 800.743.3333
grantsprograms@iac.in.gov
www.IN.gov/arts

FY2011 Regional Initiative Grants

for Arts Organization Support (AOS) I and II, Regions 8 & 12

Artist Hazelwood-Acker with students in Region 12 *(photo courtesy of Arts Council of Southern Indiana)*

Lotus Festival in Region 8 *(photo by Brian Garvey)*

Grant Period:
July 1st, 2010 – June 30th, 2011

Deadlines:

Grant Workshops
Region 8
March 1, 2010-Bloomington
March 2, 2010-Bloomfield
Region 12
March 3, 2010-Scottsburg
March 4, 2010-Sellersburg

Application Due
4:30 p.m. (EST), Friday, April 16, 2010

Region 8 Panel Review
May 19, 2010

Region 12 Panel Review
May 18, 2010

Final Grant Report Due
4:30 p.m. (EST), Friday, May 13, 2011

The Regional Initiative Grant (RIG) application must be completed in the IAC's online grant system for applicants in Region 8 (Brown, Greene, Lawrence, Monroe, Morgan and Owen counties) and Region 12 (Clark, Floyd, Harrison, Jefferson, Scott and Washington 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.

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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.

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.

Regional Initiative Grant's (RIG) Arts Organization Support (AOS)

For FY2011, (July 1, 2010 – June 30, 2011), the RIG Arts Organization Support I and II will provide annual operating support for the ongoing artistic and administrative functions of eligible arts organizations that provide quality arts activities with special attention to 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.

General Organizational Eligibility Requirements (AOS I & II)

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 rescission.

- Technology requirements and restrictions
  - Must provide current, primary contact's email address;
  - Must update contact information in the online IAC grants system;
  - IAC staff cannot provide advanced technical assistance for personal computer or software-related problems.
- Documents to Submit - *See page 11 for required documents.*
- 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, 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 delay or forfeit grant payments.

General Organizational Eligibility Requirements (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 (SBOA). Receipt of the funding referred to above subjects you to state audit requirements discussed in IC 5-11-1-9. The information reported on the E-1 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 forward the form to SBOA.
  - **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 13, 2011. 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 Bobbie Garver at the IAC of any changes that may affect the funded project. 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:** All grantees must submit a completed Final Report and copies of the third and fourth letters sent to the legislators by May 13, 2011. The Final Report is accessible through the IAC online grants system.
- 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." Required logos in .jpeg formats may be downloaded from the IAC website at www.IN.gov/arts/2385.htm. For other format files, please contact the IAC;
  - 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 credit the IAC and the NEA on the title page of printed programs, in a type size no smaller than 8-point;

General Organizational Eligibility Requirements (continued)…

- Grantees must list the IAC in the donor category appropriate to its level of financial support;

- 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 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, legislator letters
- Public manifestation, fair labor, drug free, and civil rights
  - ***The signed Regional Initiative Grant 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.***

Eligibility Requirements for AOS I Application

AOS I organizations may request up to 20 percent of the previous year's operating income or $10,000, whichever is less.

- Applicant requirements and restrictions:
  - must have annual **cash operating income of less than $250,000** as supported by most recent Financial Statement;
  - Must be a private, nonprofit, tax-exempts agency, 501(c)(3) status proof from the Internal Revenue Service (IRS) OR an Indiana public entity (part of city, county, or state government);
  - 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;
  - Arts programming and/or service must be the organization's primary mission;
  - Must have one-year history of providing similar services being requested;
  - Must annually implement program planning and evaluation processes with input from the community being served;
  - Must have a governing body that is representative of the organization's service area;
  - Organizations are only eligible for one Operating Support Grant from the Indiana Arts Commission in a fiscal year;
  - Must not have any outstanding Final Grants Reports due to the Indiana Arts Commission.
- **Acceptable** program expenses
  - Salaries, administrative fees, staff development and training, space and equipment rental, promotional costs, and production costs, etc., needed to support the organization's yearly activities;
  - Fee subsidies to presenting organizations that wish to purchase the grantee's services.
- **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;
  - 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 match every dollar provided by the Indiana Arts Commission with one dollar of the organization's own funds. Match may be a combination of cash and the value of necessary donated goods and services (in-kind); at least 50% of required local match must be cash.

Eligibility Requirements AOS II Application

Organizations may request up to 20 percent of the most recently completed fiscal year operating income or $20,000, whichever is less. AOS II applicants must meet all AOS I requirements plus:

- Must have an annual **cash operating income of more than $200,000** as supported by most recent Financial Statement;
- Must have more than one year history of providing similar services being requested;
- Must have operated for at least one year according to a strategic or long-range plan adopted by the organization's governing body; and
- Must have a paid administrative staff person who reports to the governing body.

The Grant Application

The submitted 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 "Access Online Applications & Reports"
  - 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 **March 26, 2010**.
- 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.
- 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.**

Attachments

All documents are required; *the application cannot be submitted electronically without the document uploaded*. All documents must be in PDF or DOC format. If you have any questions concerning content contact Bobbie Garver, 317/232-1283 bgarver@iac.in.gov. If you need technical assistance, please contact April Blevins, 317/232-1278 or ablevins@iac.in.gov.

Documents to Submit

- Articles of Nonprofit Incorporation;
- IRS tax-exempt status letter;
- Financial Statement of Most Recently Completed Fiscal Year;
- Governing board roster with name, terms of office, e-mail, phone, city and area of expertise/interest/affiliation;
- Printed promotional materials (up to three in one document;
- Current strategic or long-range plan (AOS II only); and
- Job description of the chief paid administrative staff person (AOS II only).

Promotional Materials

- You are only required to submit 1 promotional piece (brochure, flyer, seasonal brochure). However, you may submit up to three promotional pieces as long as they are combined into one document (.pdf or .doc only). If you need help, please contact April Blevins, 317/232-1278 or ablevins@iac.in.gov. If you do not have an electronic copy of your material, request it from the business or individual who produced it and have them email it to you.

Compliance Audits

- Compliance audits are required if your organization receives over $100,000 in all public funding (state, county, local, and/or federal – {federal only if it is passed through state, county, or local; Direct federal grants are not included}) *and* the public funds disbursed by the organization are equal to, or greater than 50% of their total disbursements for the period.
- A compliance audit is also required when the public funds disbursed by the organization are equal to, or greater than 50% of their total disbursements for the period if it is not incorporated as a not-for-profit corporation or when organizations receive $500,000 or more in total federal funding. This total should include any National Endowment for the Arts funding plus other federal funding received by the organization. Entities meeting this standard must conduct an A-133 Audit.

    - The scope of the audit is limited to the use of the public funds received when the public funds disbursed are less than 50%.
    - Entities whose public fund disbursements are less than 50% of their total, and entities incorporated as not-for-profit corporations whose public fund disbursements are equal to or greater than 50%, but less than $100,000, qualify for waiver of these audit requirements. State Budget Agency will make this judgment.

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 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. The following criteria will be used in assessment of each application:
    - On a 100 point scale, information in the applications will be reviewed by a conflict-free panel according to the 4 major category evaluation criteria (25 point maximum for each).
    - In each of the 4 scoring criteria, reviewers will provide a score from 1-25 (25 being the highest possible score in any one category) for a total of 100 points. As a general rule of thumb:
        - **If the panelist scores an application in the 1-10 range**: they are indicating that the organization has exhibited a severe deficiency in this area.
        - **If the panelist scores an application in the 11-20** range: they are indicating that the organization has achieved an acceptable level of proficiency in this area
        - **If the panelist scores an application in the 21-25** range: they are indicating that the organization has achieved an exceptional level of proficiency in this area.

1. **Administration and organizational excellence (25 pts.)**
    - Application Summary
    - Demographic Information
    - Organizational Budget
    - Submitted Financials
    - Narrative, Part I
    - Strategic Plan
    - Season Brochure/Marketing Material

2. **Arts Programming and artistic quality (25 pts.)**
    - Applicant Summary
    - Narrative, Part II
    - Strategic Plan
    - Season Brochure/Marketing Material

3. **Audience development and visibility efforts (25 pts.)**
    - Demographic Information
    - Narrative, Part III
    - Marketing Material/Season Brochure

4. **Arts education/community outreach efforts to underserved populations (25 pts.)**
    - Applicant Summary
    - Demographic Information
    - Narrative, Part IV
    - Strategic Plan

Application Review Process (Continued)…

- 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.

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: Bobbie Garver
Community Development Manager
317/232-1283
bgarver@iac.in.gov

General Grant Writing Tips

When you submit an electronic application, you are competing with other worthy arts organizations for funding. Whether you are new to grant writing or a seasoned veteran, please consider following a few basic grant-writing strategies that will help strengthen your application.

- Review the guidelines and instructions carefully.
- Plan ahead. Before developing the first draft of the application, gather the appropriate information:
    - 2010 (FY11) organizational calendar (administrative activities, arts programs, etc.)
    - Demographic information
    - Strategic planning documents
    - Last year's application (if applicable) and panel review notes
    - Budget information

General Grant Writing Tips (Continued)….

- Consult with Bobbie Garver at the IAC on any questions, interpretations, etc. We can advise on the appropriate grant program answer questions related to the guidelines, and even review draft applications.
- When drafting the application – SAVE OFTEN! Unless your work is routinely saved, unforeseen incidents such as a computer lock-up will cause lost data and work time.
- Be concise, longer does not necessarily mean stronger. Concentrate on the basics – who, what, when, where, why, and how. **DO NOT** upload additional pages. If the box is too small for your answer, you are not being concise enough.
- Remember that the information contained in your grant application will be the first contact the panelists have with your organization.
- Allow yourself enough time to write, edit, and assemble the necessary materials for your grant application.
- Make sure the narrative and budget match.
- Double check for grammatical and typographical errors. These small details may negatively impact panelists' perception of your organization. We HIGHLY recommend having someone else read your application prior to submission.
- Most importantly, submit your application on time. We cannot accept application received after the deadline.
- On your budget pages, be sure the income and expense totals match. Further, follow the guidelines below for in-kind donations and services:

An **in-kind** donation is a gift of goods and services. In-kind goods and services are typically goods and services that your organization would have to otherwise buy if they hadn't been donated. The value of the donated supplies or services may be recorded as the amount that your organization would have to pay for similar items.

In-kind gifts should be a mirrored in your budget. You should have a line item for "in-kind" in both the income and expense sections of your budget (in-kind income = in-kind expense). For example, if you have in-kind printing worth $1,000. Then you would list "in-kind printing- $1,000" in the income section. And you would list "in-kind printing- $1,000" in the expense section.

When you receive an in-kind gift, the donor will often send you a note or letter placing a value on the gift. For example, when an artist donates an original art piece for your silent auction, they will often tell you that the value is X dollars. Many organizations will then send them a thank you/acknowledgement letter saying, "Thank you for your generous gift of your original art valued at X dollars". This is not recommended. Never place a value on an in-kind gift. Even if the value is told to you by the donor, and they ask you to send a letter with that value, you still can't. By law, non-profit organizations cannot provide a value of an in-kind gift to a donor. The following CANNOT be claimed as in-kind services:

General Grant Writing Tips (Continued)…

- services that are designed to be provided by volunteers;
- periodic volunteer services for fund raising;
- professional personnel engaged in research or training activities without pay or with a nominal allowance;
- value of time donated by the organization's board of directors and board committee members in carrying out governance activities; and
- services that are provided free or at reduced cost as a condition of employment (such as the use of employee-owned vehicle, etc.)

Applicants must keep a written record of each contribution of in-kind donations of materials and services; this record must be maintained so that it can be audited. The written record should include: organization name, donor name and signature, date, description of the donated item or service, the value of the donated item or service (as assigned by the donor) and the signature of the person receiving the donation on behalf of the organization.

FY11 Grant Timeline and Process
(July 1, 2010 – June 30, 2011)

February 12, 2010	**Online Applications go live**
March 2010	**Grant Workshops** **Region 8** March 1, 10:00– 11:30 a.m. & 11:30 a.m. – 1:00 p.m. Bloomington City Council Chambers (2nd floor computer training room) 401 N. Morton Street, Bloomington RSVP to Miah Michaelson: michaelm@bloomington.in.gov or 812-349-3534 March 2, 3:00 – 5:00 p.m. Bloomfield-Eastern Greene County Public Library 125 South Franklin Street, Bloomfield RSVP to John Helling: jhelling@bloomfield.lib.in.us or 812-384-4125 **Region 12** March 3, 5:00 – 7:00 p.m. Lifelong Learning Center (computer lab) 1092 W. Community Way, Scottsburg RSVP to Brandon Polley: llc@scottcountypartnership.org or 812-752-7365 March 4, 9:00 – 11:00 a.m. Ivy Tech Community College, Room G-8 8204 Highway 311, Sellersburg RSVP to the Indiana Arts Commission: 317-232-1268
March 26, 2010	**Draft review deadline for first time applicants**
April 16, 2010	**Applications due April 16, 2010 by 4:30p.m. EST** **(Applications received through online system)** **Applicants will be informed if their application is eligible for Review**

May 2010	**Panel Review Sessions** You are encouraged to attend your Panel Review Session. For the date and time of panel session, please visit the IAC website at http://www.in.gov/arts/2340.htm.
July 2010	**Determination and Notification of Grant Award Amounts** **(This is dependent upon the State Budget process).** **Grant Awards are Ratified by the IAC Commissioners** **Grant Contracts Disseminated to Grantees**
August 2010	**Agreements and Budgets due back to IAC** IAC will explain the grant requirements/implementation process; including any additional paperwork and final grant reporting. Grantees must use trademark logos and credit lines for the Indiana Arts Commission and The National Endowment for the Arts.
September/October	**Grant Awards Reception** (First payment disseminated to grantees)