



For FY2011 Application Assistance:

Contact: Anne Valentine
Arts Council of Indianapolis
317.631.3301

FY2011 Regional Initiative Grants for Arts Project Support (APS)



Actors Theatre of Indiana's production of "Perfect Wedding." Photo by Julie Curry.

Grant Period:

July 1st, 2010 –
June 30th, 2011

**Application
Deadline:**

Application Due:
4:30 p.m. (EDT), Friday,
June 25, 2010

Panel Review Dates:
July 20 – 22

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

**For assistance AFTER
June 25, 2010:**
Kristina Davis
Indiana Arts Commission
100 N. Senate Avenue,
Room N505
Indianapolis, IN 46204
317.232.1279 •
Fax: 317.232.5595
Relay IN: 711 or
800.743.3333
kdavis-smith@iac.in.gov
www.IN.gov/arts

The Regional Initiative 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.



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.

Arts Project Support (APS)

For FY2011, July 1, 2010 – June 30, 2011, the Arts Project Support (APS) 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.

FY2011 will be a transition year for Region 7. Please be sure to **thoroughly** read the guidelines as requirements have changed. Anne Valentine, Vice President of the Arts Council of Indianapolis will provide assistance to all applicants, however the application will be housed on the IAC's online grants system and will follow State of Indiana reporting guidelines. Region 7 applicants that are awarded grants will be managed by the IAC from the paneling process through the final grant report.

**Non-arts organizations do not have the arts as a primary mission and 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.*

Eligibility 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 rescission.

- 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 Organization Support I, Arts Organization Support II, Statewide Arts Service Organizations, Major Arts Institutions, Arts in Education, and Regional Arts Partnership Regional Block Grant and Regional Arts Partnership Operating Support. Public entities, chapters/affiliates, and fiscal agent relationship will be handled on a case-by-case basis.
- APS applicants may request up to \$5,000 or up to 50% of allowable project expenses, whichever is less.
- 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 [verifiable value of necessary donated goods and services](#). At least 50% of the local match must be cash.

Eligibility Requirements Continued...

- Applicant requirements and restrictions:
 - Must be a private, nonprofit, tax-exempt 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 Region 7-based, have an Indiana address, and may only apply grant funds towards project activities occurring in [Region 7](#) counties;
 - 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 have a governing body that is representative of the organization's service area; and
 - Must not have any outstanding Final Grant Reports due to the Indiana Arts Commission.
- Technology requirements and restrictions
 - Must provide current, primary contact's email address;
 - Must update contact information in the [online IAC grants system](#); and
 - IAC staff cannot provide advanced technical help for computer or software-related problems.
- 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.
 - **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; restoration, or new construction of buildings;
 - Costs of receptions, food, or beverages;
 - Travel outside the United States;

Eligibility Requirements Continued...

- **Unacceptable** program expenses continued...
 - 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.

- 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 September/October 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/Grant modification (if change is necessary):** During the grant period and PRIOR TO MAKING A CHANGE TO THE PROJECT/GRANT, grantees must notify Kristina Davis at the IAC of any changes that may affect the funded project/grant. A change would include budget variance of 10% AND a minimum of \$2,500 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. 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](#) are documented on the IAC website.

Eligibility Requirements Continued...

- Documentation requirements, other than State of Indiana forms: **Uploaded documents must be RECEIVED by the IAC no later than June 25, 2010. All of the following should be uploaded with your application in PDF or DOC format.**
 - Articles of Nonprofit Incorporation;
 - IRS tax-exempt status letter;
 - Printed promotional materials (up to three in one document);
 - *You are only required to submit one 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).*
- All applicants must have or acquire a [DUNS number](#).
- 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.
- Payments:
 - 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 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% of the total award. Funds will be transferred to the grantee's bank account after the final grant report and remaining legislator letters have been submitted and approved.
- Public manifestation, fair labor, drug free, and civil rights:
 - ***The electronically-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.***

The Grant 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 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](#) 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.
- 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, 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.
- 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 three major category evaluation criteria

Evaluation Criteria

- Administration: 30 Points
 - Extent to which applicant organization demonstrates ability to successfully design and implement the project (effective planning, financial responsibility, leadership)
- Project Quality: 30 Points
 - Extent to which the project demonstrates artistic or cultural quality and innovation
- 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, 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 Commission will review and ratify the funding recommendations at its July 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 July 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](#).