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## FY2011 Statewide Arts Service Organizations



**Grant Period:**  
July 1<sup>st</sup>, 2010 –  
June 30<sup>th</sup>, 2011\*

The application period is not open for the SWASO program during the current grant year.

**Final Grant Report Due**  
4:30 p.m. (EST),  
Thursday, May 12, 2011

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 yearly contracts will be issued. To be considered for FY2011 funding, grantees will submit a 2<sup>nd</sup> 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 [board of gubernatorial appointees](#), the IAC serves all citizens and regions of the state.

## Program Grant Description

For FY2011, July 1, 2010 – June 30, 2011, 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.

Applications were submitted and paneled for two years: July 1, 2009 – June 30, 2010 AND July 1, 2010 – June 30, 2011. However, only yearly contracts will be issued. To be considered for FY2011 funding, FY2010 grantees will submit a 2<sup>nd</sup> 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 application period is not open for the SWASO program during the current grant year.**

## 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.
  - All organizations must have a DUNS number to apply for a grant. D&B numbers are the basis by which Americans for the Arts tracks nonprofits and for-profits for its important research reports on Creative Industries: Business & Employment in the Arts. The federal government (which includes the National Endowment for the Arts) requires organizations to provide a DUNS number as part of its grant applications. Go to [http://www.dnb.com/us/duns\\_update/](http://www.dnb.com/us/duns_update/) to apply for a DUNS number.
- **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;

## Your Eligibility for Application 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.
- **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.
- **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.
- **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 12, 2011. [Click for example.](#)

## Your Eligibility for Application Continued...

- **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. 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 12, 2011. The Final Report is accessible through the [IAC online grants system](#).
- Acknowledgement and credit of public funding requirements
  - For detailed credit requirements click [here](#).
- 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 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.***

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