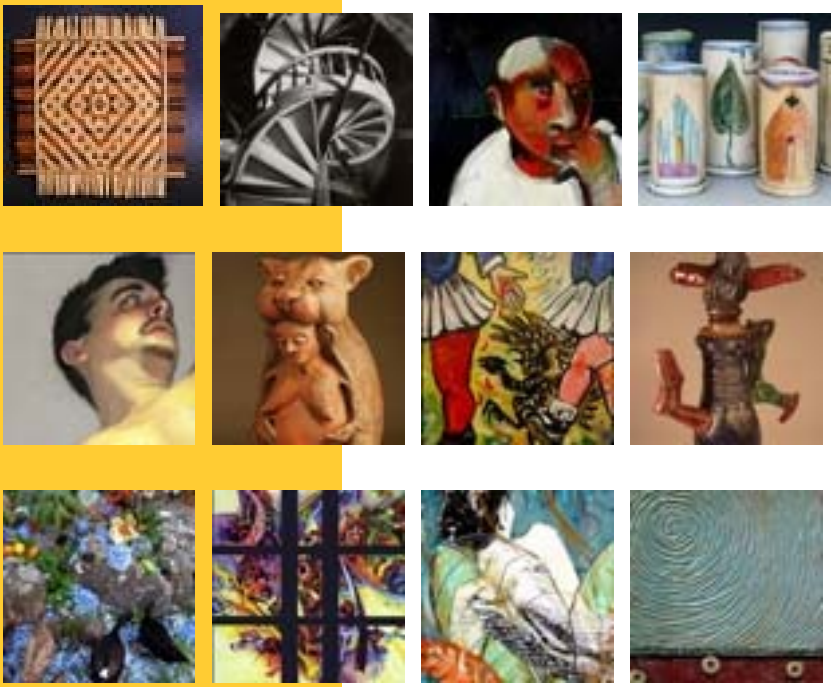
100 N. Senate Ave., Room N505
Indianapolis, IN 46204
317.232.1268 • Fax: 317.232.5595
Relay IN: 711 or 800.743.3333
grantsprograms@iac.in.gov
www.in.gov/arts

FY2012 Individual Artist Program

For Dance, Literature, Music, and Theatre (including Folk Arts) disciplines only.



Deadlines:

Application Due

4:30 p.m. (EST) Monday,
February 14, 2011

Grant Period:

July 1st, 2011 – June 30th, 2012

Final Grant Report Due

4:30 p.m. (EST) Thursday,
May 17th, 2012

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.

Braille

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.

About the IAP program

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, 2011 and June 30, 2012. Using the IAC's online grant system, applicants may request up to $2,000 by the deadline: February 14, 2010. **A new schedule was instituted in FY2011**. The IAP program will only accept applications in the Dance, Literature, Music, and Theatre disciplines in the even fiscal years (such as FY2012) and applications in the Crafts, Design, Media Arts, Photography, and Visual Arts disciplines on odd fiscal years (such as FY2013). Beginning in FY2011, Folk arts applications will be paneled with the corresponding discipline (for example, a folk musician's application will be reviewed in the Music panel and the panel will include a folk arts specialist).

Funding currently available in **FY2012** for the following disciplines ONLY:

- Dance
- Literature
- Music
- Theatre
- Folk Arts – 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 FY2012, Folk Arts projects must be in one of the following disciplines: Dance, Literature, Music, and Theatre

Who Can Apply?

Any individual artist 18 years or older, and…

- 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 FY2012: Dance, Literature, Music, Theatre, or Folk Arts in one of the above disciplines.
- **NOT** Enrolled in any degree-granting program (undergraduate, graduate and doctorate) as of February 14, 2011;
- **NOT** a FY2011 Individual Artist Project grantee from the IAC (July 1, 2010 through June 30, 2011); AND
- **NOT** applying as part of a collaboration for which another artist is also applying in the same fiscal year.

Grant Amount
Individuals may request up to $2,000.

Grant Period
July 1, 2011 – June 30, 2012

Match Requirement
There is no match requirement for this program.

Application Criteria

- The following criteria 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.)

Application Deadline
The deadline for completed applications is **Monday, February 14, 2011**. ONLY online applications will be accepted.

Conditions and Requirements

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 create and/or update contact information in the IAC's online grants system;
- IAC staff cannot provide advanced technical assistance for personal 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-1before 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 Entity Annual Report (Form E-1) is required by the State Board of Accounts. At the end of the grant period, all applicants will be contacted to complete the financial portion of the E-1 Form so it reflects the amount of state funds received for the fiscal year.

Allowable project expenses

- Supplies, rental/purchase of equipment, time necessary for the development, completion, or presentation of a work;
- Documentation or marketing of work;
- Travel essential for artistic research or to present or complete work; or
- Advanced workshops that further career development

Two Public Official Letters: Grantees are required to write at least two letters to their state officials. This includes local, state legislators and/or the Governor to thank them for making these funds available. Grantees will mail one letter to each recipient. The letter should raise awareness of the project that was funded in their community. The grantee will email copies of the original letters to the IAC. The first letter is due with the signed grant agreement; the second copy is due with the Final Report. Click for example.

Acknowledgement and credit of public funding: **Requirements** are documented on the IAC website for credit on any and all printed documents related to the funded project.

Activity Timeline

Please be advised that the grant period spans the entire 12 month period, but due to time required for state payment processing and reporting, grantees may need to consider how this may impact all activities proposed and plan for reimbursable expenses if necessary. **It takes approximately three months from the time the correctly completed forms are submitted until the recipient receives the first payment.** Applicants will be responsible for carrying out activities included in their timeline regardless of funding status.

Project/Grant modification (if change is necessary): During the grant period and PRIOR TO MAKING A CHANGE TO THE PROJECT/GRANT, grantees must notify Susan Britsch at the IAC of any changes that may affect the funded project/grant. A Project Modification Form would be necessary if the change would include budget variance of 10% 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 second letter sent to the legislators by **Thursday, May 17th, 2012**. Any planned activities scheduled after this date will still need to be addressed in the final report for processing. The Final Report is accessible through the IAC online grants system.

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.

Public manifestation, fair labor, drug free, and civil rights: *The electronically-signed Grant Agreement indicates that the organization and its representative understand the detailed information provided at this link and are in compliance with these laws.*

How to Complete and Submit an Application

How to apply:

- Open your Internet browser and navigate to www.in.gov/arts
    - Click "Access Online Applications & Reports"
    - Click the link to access the IAC's online grant system.
    - 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.
    - Once you have logged in, click on the "Current Programs & Applications link and scroll down until you find the appropriate program.

- 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.

- 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.

- Upload any documentation noted in the requirements.

Artistic documentation requirements and restrictions:

- All applicants are required to submit discipline-specific artistic sample documentation that is relevant to the proposed project;
- Works selected as documentation must have been *produced after* February 1, 2008 and must feature works created by the applicant;
- Artistic documentation is used to determine quality of work – and may not be used by the applicant to directly lobby their case to the panel.
- Work chosen should represent your strongest work in the discipline chosen and may or may not reflect the project proposed
- Applicants may submit **one of the following**:
    - one (1) to five (5) still images (JPEG, RGB, 1920 x 1920 pixels, 72 dpi), **OR**
    - one (1) to five (5) document pages (PDF, DOC (Word 97-2003 only)), **OR**
    - one (1) music file (WMA or MP3 format and under 4MB), **OR**
    - one (1) video files (DVD). Music or video files may not exceed five (5) minutes in length.

Images and audio files must be uploaded online; video samples must be mailed to the IAC*.

- 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.**

*Mail or hand deliver Video DVDs to the IAC office no later than 4:30 PM (EST) on **Friday, February 18th, 2011**. 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, and are only required to review the first 3 minutes.**

- If you would like staff to review a completed draft of your application, a request must be received by the IAC no later than **January 20, 2011**. Please be advised that reviews will be given on a first come, first serve basis and priority will be given to first time applicants and those who have not received a grant in previous years. 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 of this sample will result in ineligibility.

- 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.

- The applications will be reviewed by a panel of professional peers who will assist the IAC in its evaluation of grant applications. The panel meeting time and location will be posted on the IAC website. The meeting will be open to the public for observation and may be recorded. **Applicants are invited and are encouraged to attend to hear feedback, the quality of the recorded session is not guaranteed.** Applicants are invited as observers only and cannot lobby or address the panel on behalf of their applications before, during, or after the panel meeting.

- Panelists will be responsible for thoroughly reviewing each application and supportive material prior to the panel meeting. Panel meetings will allow for subsequent discussion of the information reviewed and submission of scores.

- 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 grant recommendations.

- The IAC will review and ratify the FY2012 IAP recommendations at its June 2011 business meeting. Commission meetings are open to the public for observation and may be recorded.

- 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.

What Happens after a Grant is Awarded?

- 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 copies of its award letter, grant agreement, vendor form, and other pertinent materials. These materials will need to be thoroughly reviewed, signed, and returned to the Indiana Arts Commission within **ten business days**. For more information about required forms, please visit our website.

- 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.

- If the grantee fails to comply with the contract, reporting, logo, or the letter to elected officials requirement, the IAC may rescind the entire grant amount and this may jeopardize future grants from the Indiana Arts Commission.

Need Additional Help?

Application Content and Program Questions:
Susan Britsch
Community Development Manager/Arts Education Coordinator
317-232-1281
sbritsch@iac.in.gov

Online Grants and Payment Info:
April Blevins
Grants and Technology Manager
317-232-1278
ablevins@iac.in.gov