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www.IN.gov/arts

FY2012 Regional Initiative Grant – Region 10

for Arts Organization Support (AOS) II

The Arts Council of Southwestern Indiana presents a special "Brown Bag" performance featuring Mr. Yanami Sakahashi, flutist, accompanied by Kristin Jones & Guests.

Grant Period
FY2012 (July 1, 2011 – June 30, 2012)
FY2013 (July 1, 2012–June 30, 2013)

Grant Workshops
January 21, 2011
January 25, 2011
February 5, 2011
Feburary 8, 2011

Deadlines
Application Due
April 1, 2011 – 3:30p.m. (CDT)

Panel Review
April 25, 2011

Final Grant Report Due
FY2012: April 27, 2012
FY2013: April 26, 2013

The Regional Initiatives Grant (RIG) application must be completed in the IAC's online grant system for applicants in Region 10 (Gibson, Knox, Pike, Posey, Spencer, Vanderburgh, Warrick). *No artistic documentation will be part of the application for Region 10. 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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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.

Questions? Please contact:
Name: Mary Jane Schenk
Title: Executive Director
Organization: Arts Council SW IN
E-mail: mjschenk@artswin.evansville.net
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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 Arts Organization Support II (AOSII) Program

Program Description

For FY2012-FY2013, the grant period is from July 1, 2011 – June 30, 2013. AOSII 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.

***New for FY2012:** Applications are submitted and paneled for two years: FY2012 (July 1, 2011 – June 30, 2012) AND FY2013 (July 1, 2012 – June 30, 2013). However, only yearly contracts will be issued. To be considered for FY2013 funding, FY2012 grantees will submit a Final Grant Report/Second Year Update form that will be made available in 2012. If this update is deemed acceptable by the Regional Art Partner/ IAC and funding is available, a second grant contract may be issued for FY2013. The RAP/IAC will not accept new FY2013 applications in the spring of 2012.

Who Can Apply?

Applicant requirements and restrictions:

- Arts programming and/or service must be stated in the organization's primary mission;
- Must have an annual **cash operating income and expenses of over $250,000** as supported by most recent Financial Statement;
- Must have more than a 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;
- Must have a paid staff person who reports to the governing body;
- Must have an Indiana address in the region in which you are based;
- 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;

General applicant requirements and restrictions:

- Must be a private, nonprofit, tax-exempt agency, with 501(c)(3) status from the Internal Revenue Service (IRS) OR an Indiana public entity (part of city, county, or state government);
    - 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 incorporated in the State of Indiana at the time of application;
- Entities that receive state operating support directly from the Indiana general assembly are **NOT** eligible for operating support from the RAP/IAC.
- Must not have any outstanding Final Grant Reports due to the RAP/Indiana Arts Commission.

Grant Amount

For FY2012-FY2013 cycle, AOSII applicants will not input a grant request amount. Grant awards will be determined by the RAP/IAC based on the approved IAC budget and will not be more than 20% of the applicant's annual cash budget as indicated by the most recently completed cash financial statements approved by the organization's Board of Directors.

Grant Period

The grant period for the AOSII program is July 1 – June 30. Applications are submitted and paneled for two years: FY2012 AND FY2013. However, only yearly contracts will be issued. To be considered for FY2013 funding, FY2012 grantees will submit a Final Grant Report/Second Year Update form that will be made available in 2012. If this update is deemed acceptable by the RAP/IAC and funding is available, a second grant contract may be issued for FY2013. Grantees will be notified after the June IAC Board of Commission meeting on the status of their second year funding. The RAP/IAC will not accept new FY2013 applications in the spring of 2012.

Match Requirement

AOSII grantees must match every dollar provided by the RAP/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.

Application Deadline

The application deadline for this grant program is 4:30 p.m. (EDT), on Monday March 28, 2011 for Regions 1, 2, 4, 6, 9, 11, 12 and Friday, April 1, 2011 for Regions 3, 5, 7, 8, 10.

Conditions and Requirements

- 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.

- 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 Operating Support I, Arts Operating Support II, Arts Operating Support III, Statewide Arts Service Organizations, Arts in Education, Regional Arts Partnership Regional Block Grant, and Regional Arts Partnership Operating Support. If special funding opportunities arise, some deviation from this rule may be permitted on a case-by-case basis at the discretion of the IAC and the funding source. Public entities, chapters/affiliates, and fiscal agent

relationship will be handled on a case-by-case basis.

- All applicants must have a DUNS number to complete an application. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of businesses. DUNS 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/ to apply for a DUNS number. Please note that it can take several weeks to receive your DUNS number. If you do not have your DUNS number to complete the application by the deadline date, please contact the program or grants/technology manager for further instructions.

Technology requirements and restrictions:

- Must provide current, primary contact's email address;
- Must create and/or update profile information in the online IAC grants system; and
- RAP/IAC staff cannot provide advanced technical help for computer or software-related problems.

Financial/Official form requirements: All grant recipients are required to sign and complete a grant agreement and submit a Form E-1 to the State Board of Accounts. A Vendor Form will also be required from grantees paid directly by the IAC before payment is issued.

- The grant agreement is the official contract with the RAC/IAC. 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. For the grantees receiving grants directly from the IAC, the contracts will also need to be approved by multiple state entities after receipt from the grantee.
- All grantees will need to submit the Entity Annual Report (Form E-1) which is required by the State Board of Accounts. All grantees NOT administered directly by the IAC should submit the Entity Annual Report by the end of the grant period. All direct IAC grantees should submit it as noted in the directions of how to accept the grant.
- **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 organizational 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; equipment, restoration, or new construction of buildings;

    - Travel outside the United States;
    - Indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities;
    - Projects to be delivered outside the state of Indiana;
    - Project expenses outside the grant period;
    - Activities that are solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity; and
    - Cost of receptions, food or beverages.

- 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.

- **(For all regions managed directly by the IAC ONLY)** Non-governmental organizations must have an active Business Entity Report. After a business entity has formed or been granted authority to do business in the state of Indiana, it has an ongoing responsibility to file regular business entity reports. These reports must be filed every year by nonprofit organizations. The filings are due during the anniversary month of the organization's formation or the anniversary month when granted authority to do business in the state of Indiana. Any business past due on its entity report will not be able to sign a contract with the state or receive grant funds. To file your entity report, go here: http://www.in.gov/ai/appfiles/sos-berf/. Contact the Secretary of the State Business Services Division with questions or for more information at http://www.in.gov/sos/business/index.htm.

- **(For all regions managed directly by the IAC ONLY)** All grantees must go through a mandatory clearance check to ensure that they are in good standing with the Department of Revenue (DOR) and Department of Workforce Development (DWD). If the clearance is denied, the grantee will be contacted by the IAC and provided with contact information to assist in resolving the issue. The IAC allows up to 30 days to rectify the problem. At the end of this deadline, the clearance check will be performed again. If the clearance check is denied a second time, grantees risk losing funding for the Fiscal Year.

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.

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 or the organization's impact in their community. This is an opportunity to educate public officials on the valuable work that arts organizations do and the importance of public funding for the arts. The first two letter copies are due with the signed grant agreement and the third and fourth copies are due with the Final Report/Second Year Update and the second Final Grant Report. Letters are purposely spread out to insure communication with public officials over the grant period. Letters sent at the end of the grant period should give the legislator information about the

activities provided during the grant period and the impact of those services on the community. Click for example.

Final report/Second Year Update: All grantees must submit a completed Final Report/Second Year Update and copies of the third and fourth letters sent to the legislators by May 2, 2012, 4:30 p.m. (EST) for Regions 1, 2, 4, 6, 8, 11,and 12 and May 9, 2012 for Regions 3, 5, 7, 8 and 10. The Final Report /Second Year Update is accessible through the IAC online grants system.

- If approved for second year funding, the second Final Grant Report will be due on May 1, 2013 for Regions 2, 4, 6, 8, 11 and 12 and on May 8, 2013 for Regions 3, 5, 7, 8, and 10.

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

- 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 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.
- Upload any documentation noted in the requirements.

- Upload any artistic documentation (check with your Regional Arts Partner to see if the artistic documentation will be accepted in your Region. It is optional.)

  Optional artistic documentation for some Regions:
  - 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 RAP.

- 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, RAP/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 by a panel of professional peers who will assist the RAP/IAC in its evaluation of grant applications. The panel meeting time and location will be posted on the RAP website or 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.
- 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 four major category evaluation criteria (25-point maximum for each).
  - In each of the four scoring criteria, reviewers will provide a score from 1-25 (25 is the highest 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: the organization has exhibited a severe deficiency in this area; if the panelist scores an application in the 11-20 range: the organization has achieved an acceptable level of proficiency in this area; and if the panelist scores an application in the 21-25 range: the organization has achieved an exceptional level of proficiency in this area.

- **Administration and organizational excellence (25 pts.)**

✓	Application Summary	✓	Demographic information
✓	Organizational Budget	✓	Submitted Financials
✓	Narrative, Part 1	✓	Strategic Plan
✓	Season Brochure/Marketing Material	✓	Board Roster

- **Arts Programming and artistic quality (25 pts.)**

✓	Applicant Summary	✓	Strategic Plan
✓	Narrative, Part II	✓	Season Brochure/Marketing Material

- **Audience development and visibility efforts (25 pts.)**

✓	Demographic Information
✓	Narrative, Part III
✓	Marketing Material/Season Brochure

- **Arts education/community outreach efforts to underserved populations (25 pts.)**

✓	Applicant Summary	✓	Narrative, Part IV
✓	Demographic Information	✓	Strategic Plan

- Following the panel meeting, RAP/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 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 RAP/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 or letter 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, and other pertinent materials. These materials will need to be thoroughly reviewed, signed, and returned to your Regional Arts Partner or Indiana Arts Commission within **ten business days**. **Once the RAP/IAC receives the completed and signed forms, the contract process will start. It can take up to 90 days to receive payment after the IAC begins this process for those organizations receiving direct grants from the IAC.** 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 RAP/IAC may rescind the entire grant amount and this may jeopardize future grants from the Indiana Arts Commission.