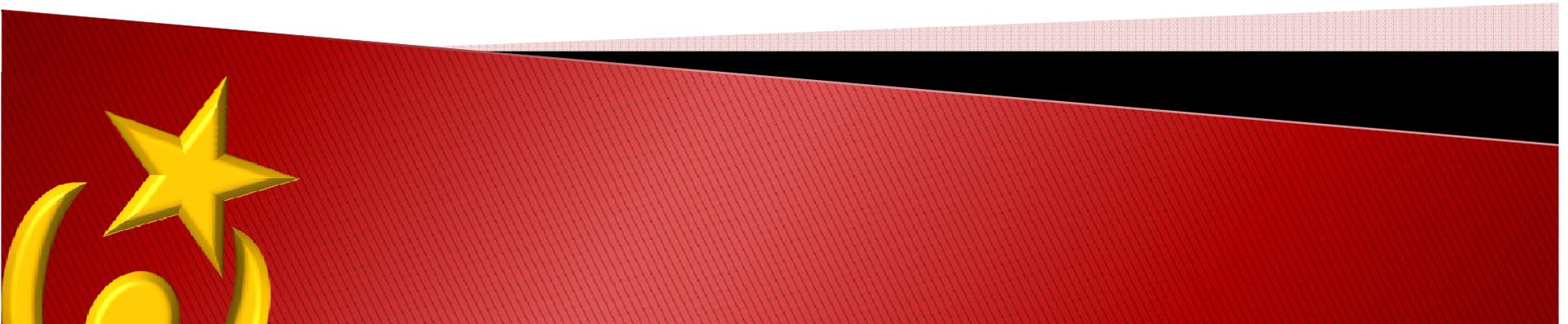




Preparing a Successful Individual Artist Program Grant Application



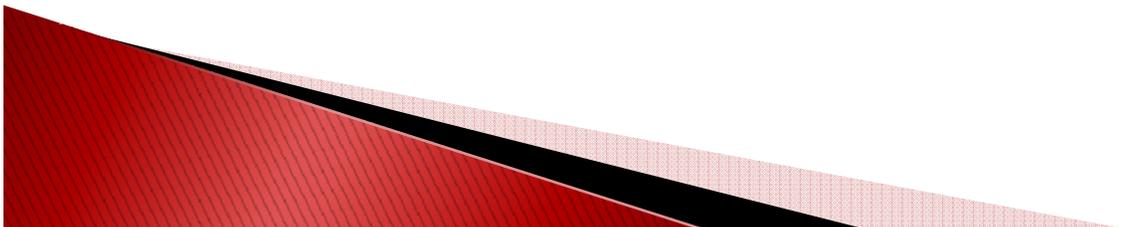
About the Program...

- ★ The Individual Artist Program (IAP) grant is designed to support individual artists in all disciplines for specific project-related costs, which will have a positive impact on the artist's career



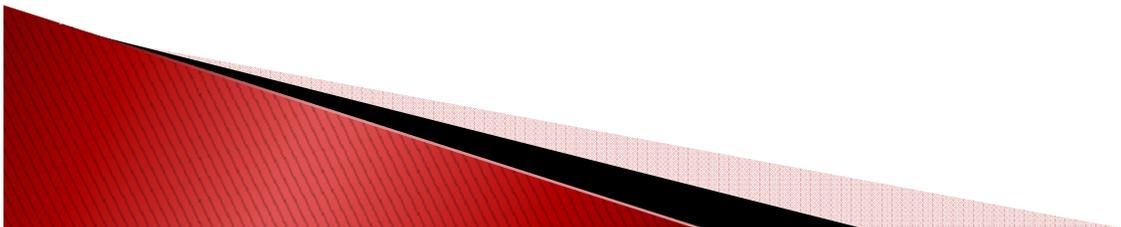
About the Program...

- ★ Artists may request up to \$2,000
- ★ Eligible projects are purposely left flexible to respond to the artists' ideas, dreams, and needs



About the Program...

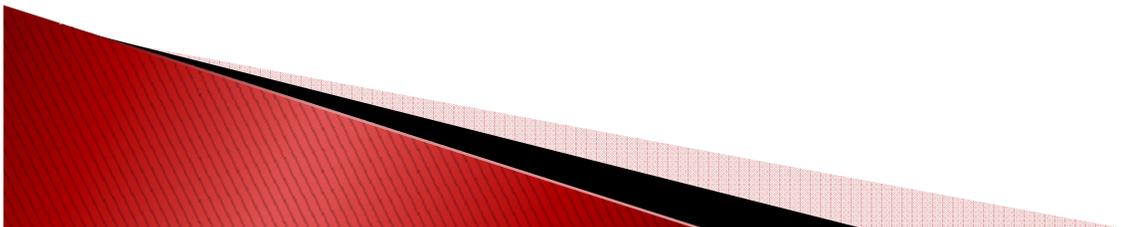
- ★ Applicants must plan a project, or phase of the project which can be realized within the requested budget and completed within the proposed timeline



Who Can Apply...

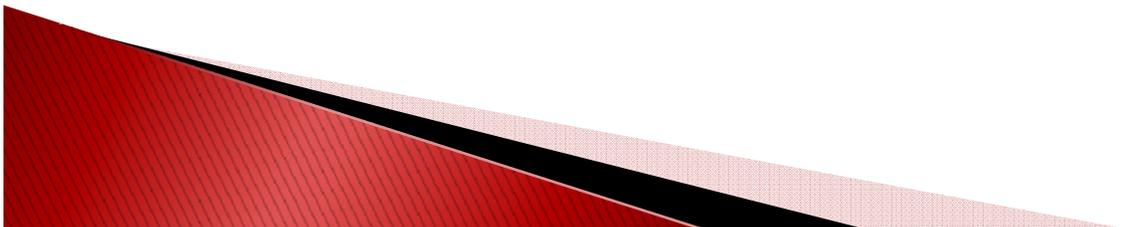


- ★ Anyone 18 years or older
- ★ Lived in Indiana for at least 1 year prior to the date of the application
- ★ Must remain in Indiana during the granting period



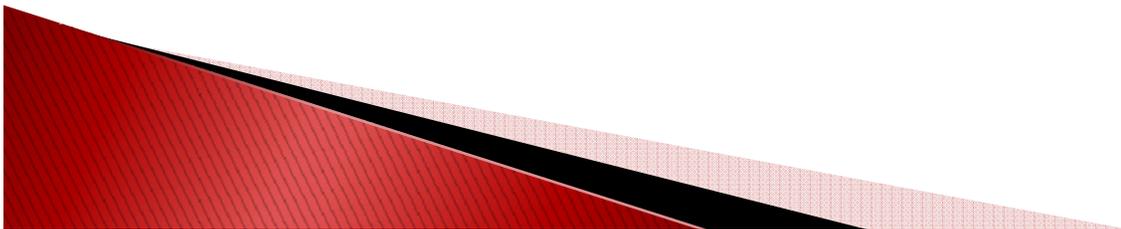
Who is NOT Eligible...

- ★ Enrolled in a degree granting program as of Feb. 1, 2010
- ★ Applying as part of a collaboration where another artist is applying for the same fiscal year



Who is NOT Eligible...

- ★ Received an IAP grant in the current year
(July 1, 2009 – June 30, 2010)



Dates to Remember...

★ *Monday, January 15, 2010* –

Draft review deadline

★ *Monday, February 1, 2010* –

Application deadline (late applications will NOT be accepted)



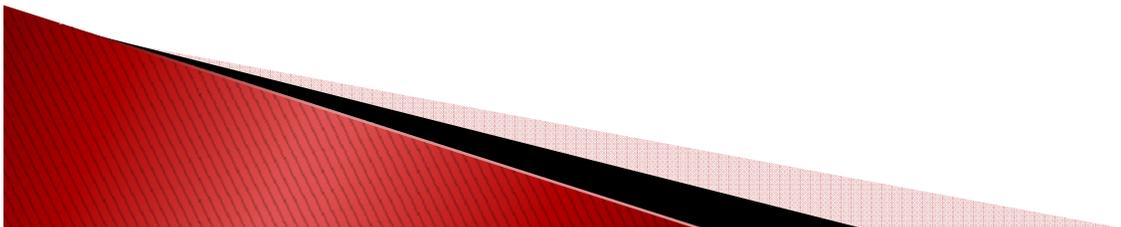
Dates to Remember...

★ *July 1, 2010 – June 30, 2011*–

Grant period

★ *Friday, May 20, 2011* –

Final reporting deadline



Changes to the Program...

- ★ Categories will be alternating each year to make the most of the funding available
- ★ This year the IAC will include an Access category for artists with disabilities



What is Access...

- ▶ This discipline is designed to recognize artists with disabilities as active, producing members of the Indiana arts community.
- ▶ Applicants with disabilities can apply to any open FY2011 IAP discipline – or any Access discipline that also includes performing arts.



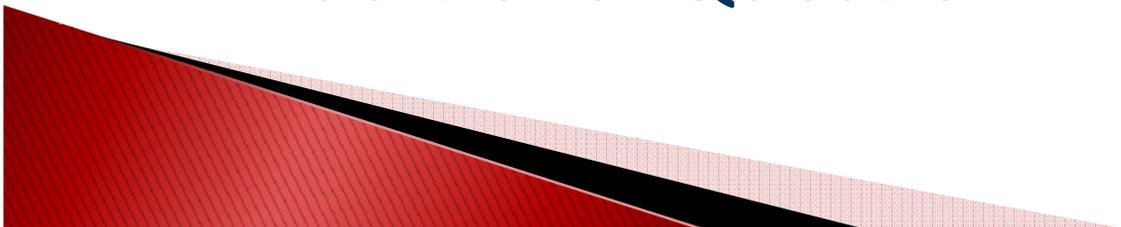
What is Access...

- ▶ The Americans with Disabilities Act defines a person with a disability as one who:
 - Has a physical or mental impairment that substantially limits one or more major life activities;
 - Has a record of such an impairment; or
 - Is regarded as having such an impairment.
- 

What is Access...

▶ Additional notes:

- The grant period will be April 1, 2010 – March 31, 2011.
- The Final Report and corresponding materials must be submitted by March 31, 2011.
- Additional Question



What is Access...

- ▶ Applicants receiving SSI or SSDI are **strongly encouraged** to contact Indiana Works (1-800-206-6610) prior to submitting the application for guidance on the possible effects of a grant award on benefits.



The Disciplines and Staff...

**Media Arts,
Photography...**

Bobbie Garver
bgarver@iac.in.gov
317-232-1283

The Disciplines and Staff...

Crafts,
Folk Arts, Access

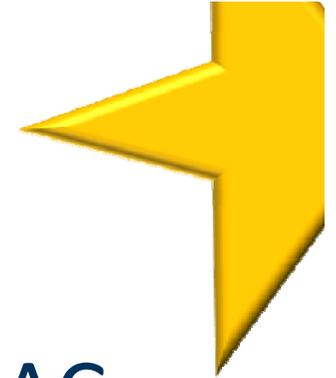
Kristina Davis
Kdavis-smith@iac.in.gov
317-232-1279

The Disciplines and Staff...

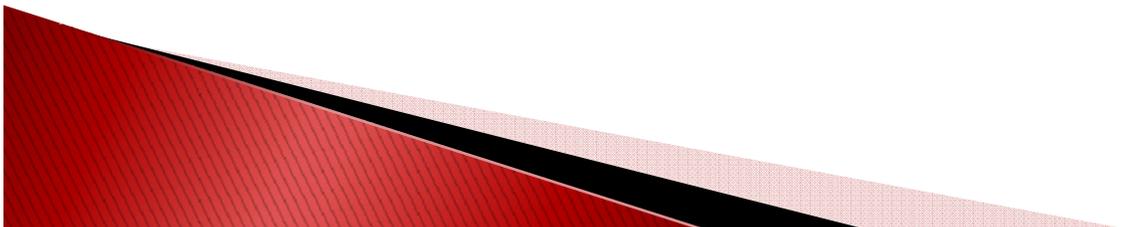
Visual Arts,
Design...

Susan Britsch
sbritsch@iac.in.gov
317-232-1281

Advisory Panel



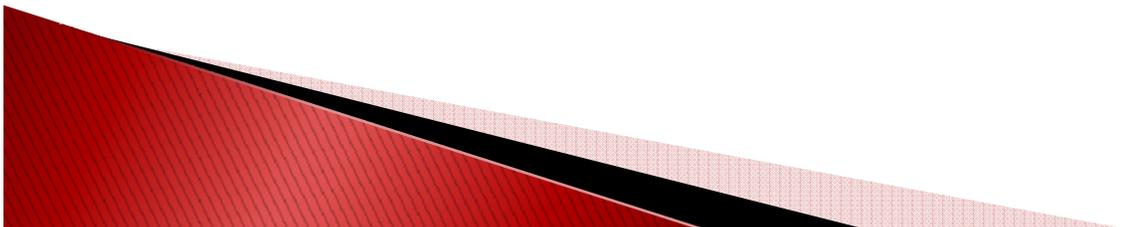
- ★ Advisory panels appointed by the IAC will be composed of Indiana residents
- ★ These individuals will be experienced artists or knowledgeable in the arts and/or arts management



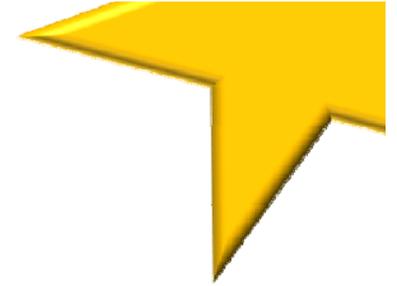
Advisory Panel



- ★ The IAC strives to balance the advisory panel composition with consideration to race, gender, regional representation, special needs, and arts discipline



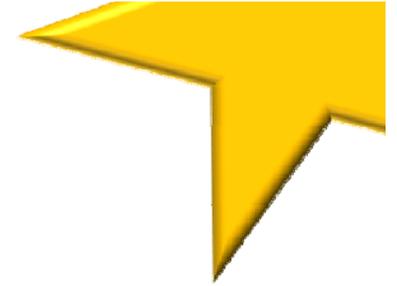
Advisory Panel Review



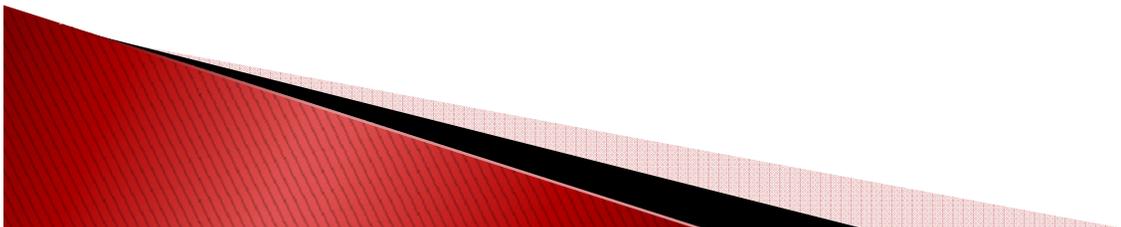
- ★ Advisory panels will be convened in the spring of 2010
- ★ Panel meetings are open to the public for observation and may be recorded



Advisory Panel Review



- ★ Applicants will be invited and encouraged to attend
- ★ Applicants cannot “lobby” panelists on their behalf before, during, or after the panel



How Proposals are Evaluated

- ★ **Impact** of the project on the artist's growth and career development (up to 35 pts)
- ★ **Feasibility** of project completion (up to 30 points)



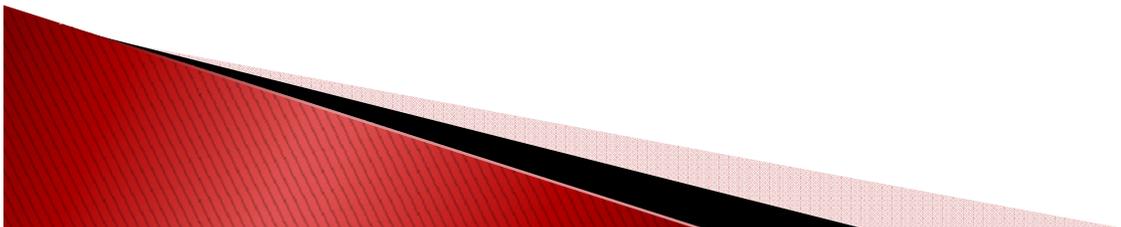
How Proposals are Evaluated

- ★ **Quality** of artist's work (up to 25 points).
- ★ **Public Benefit** evident (up to 10 pts)



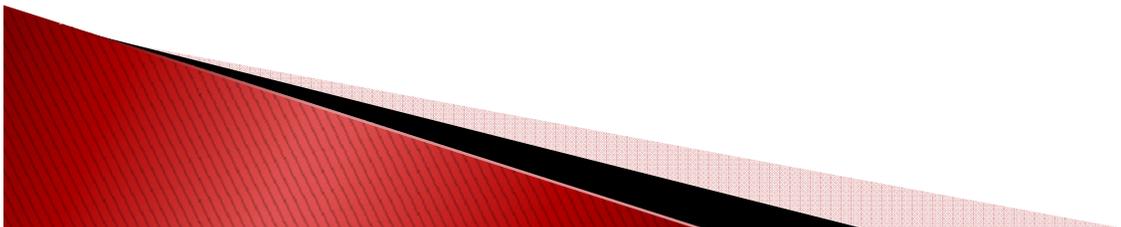
Proposal Approval

- ★ Applications with the highest final scores will be considered for funding
- ★ Funding is based on allocation available for this program



Proposal Approval

- ★ The Commission will review and ratify funding recommendations made by the panel during the June 2010 business meeting



Notifications

- ★ All applicants will be notified of grant decisions after the June 2010 Commission meeting
- ★ Grantees will receive an award letter, grant agreement, and instructions for completing other necessary forms



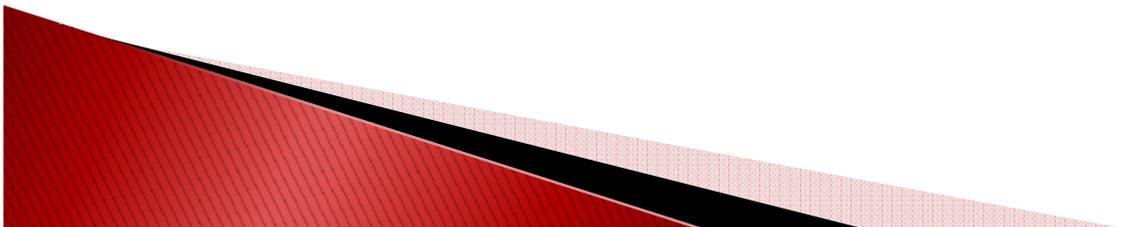
Notifications

- ★ Payment will not be processed until all required paperwork is received



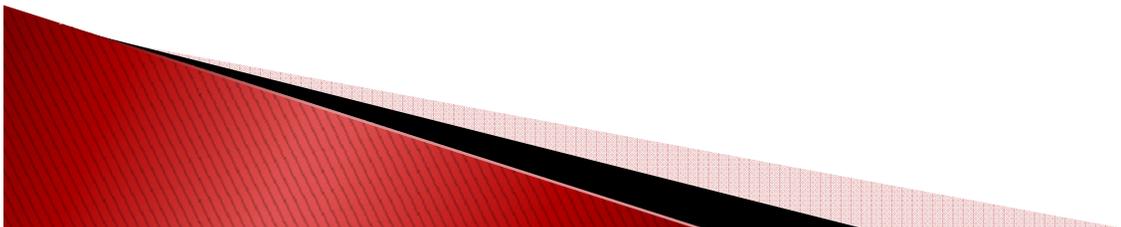
Payment

- ★ 1st payment will include **75%** of awarded amount
- ★ Proceed with established project timeline regardless of payment status



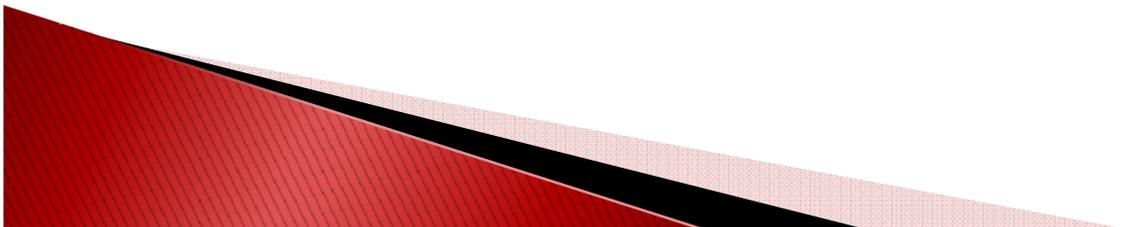
Payment

- ★ Remaining **25%** will be dispersed after submission and approval of final grant report



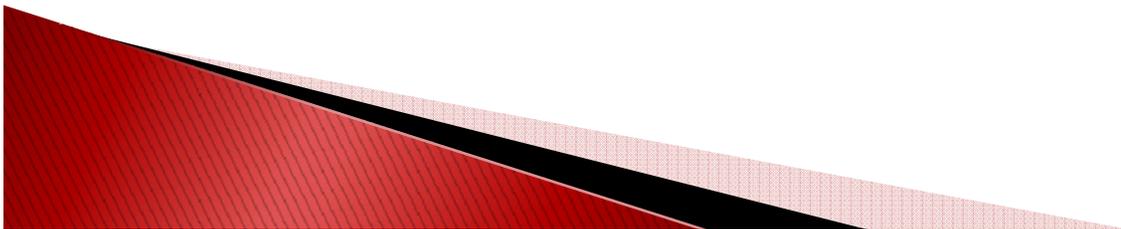
Managing Your Grant

- ★ Grant paperwork and clearance
- ★ Grant payments
- ★ Acknowledgement of public funding
- ★ Changes to the project
- ★ Tax responsibility



Getting Started

- ★ Read all instructional material *thoroughly* before you begin preparing your application
- ★ Contact the appropriate staff member if you have any questions when completing your application



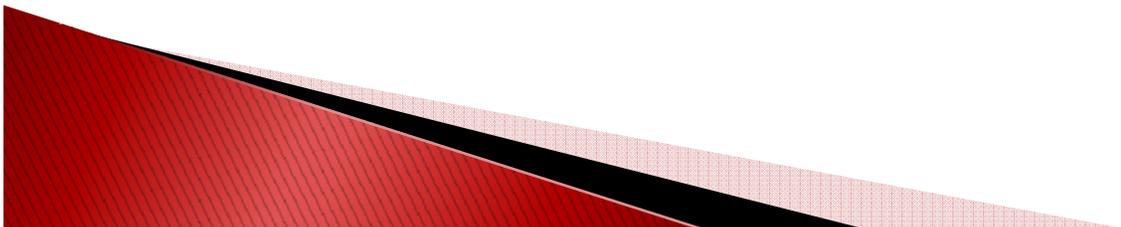
Getting Started

- ★ If you are an artist with a disability, staff members are always available to accommodate more specific needs



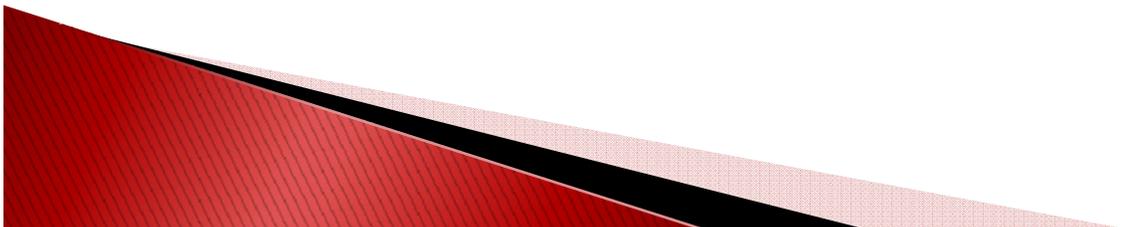
Application Development

- ★ Successful applications contain clear, concisely written descriptions of your project and demonstrates how it meets all guidelines and evaluation criteria



Application Development

- ★ Developing a grant application does not require specialized training or expertise
- ★ Thoroughly read all the guidelines and criteria



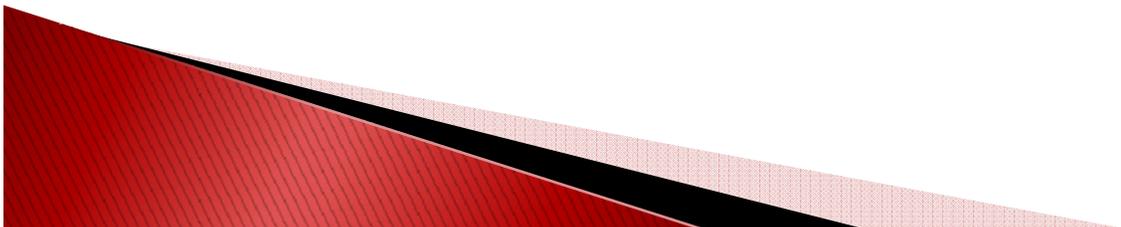
Application Development

- ★ Write the application with the assumption that the reader does not know about you or your project
- ★ Avoid jargon or abbreviations



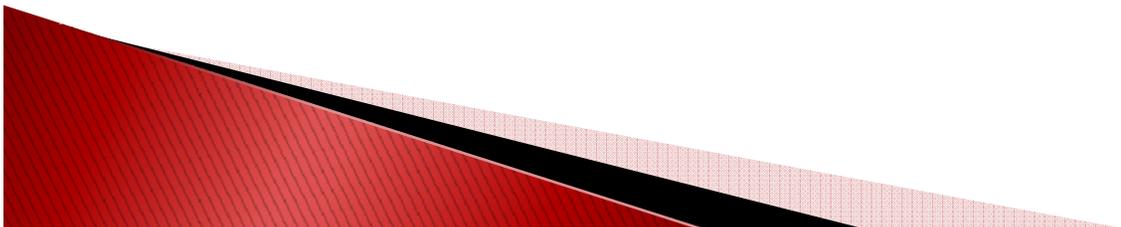
Artistic Documentation

- ★ Each application must be accompanied by artistic documentation (digital images, written samples, etc.) that is specified by the category



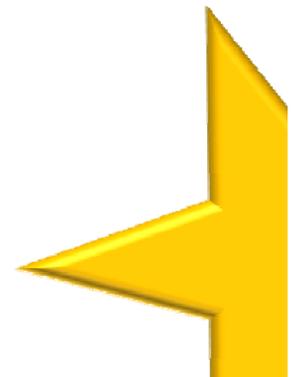
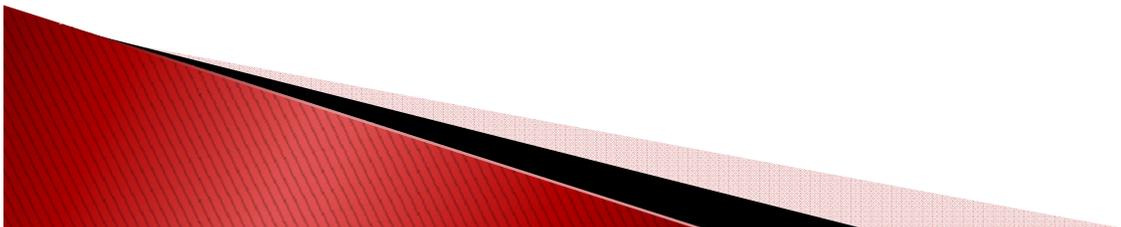
Artistic Documentation

- ★ Read this section carefully to identify the limitations of quantity and format
- ★ Work selected as documentation must have been produced by the applying artist *after* February 1, 2007 (3 years)



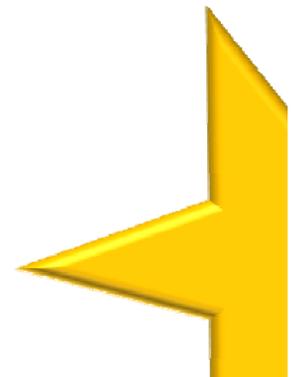
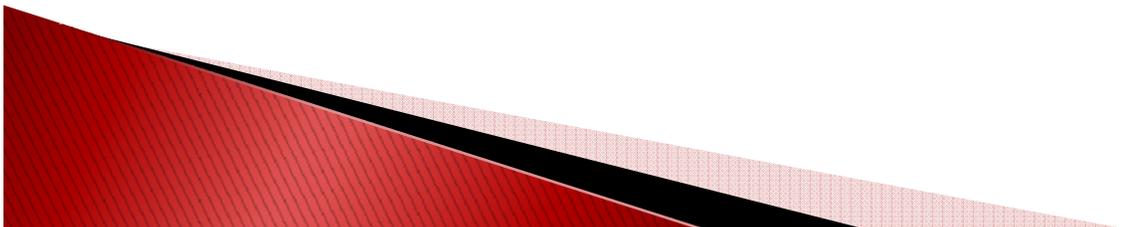
Key Points to Remember...

- ★ Express with confidence. Use terms such as can and will, rather than would or could.
- ★ Use clearly expressed facts and statements.



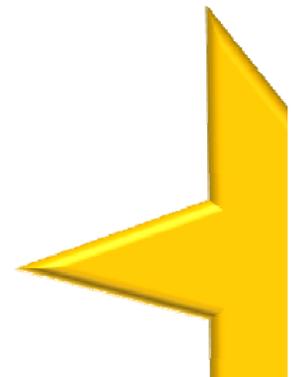
Key Points to Remember...

- ★ The narrative, timeline and budget must reflect one another and be realistic
- ★ Use phrasing that gets the reader excited about the project



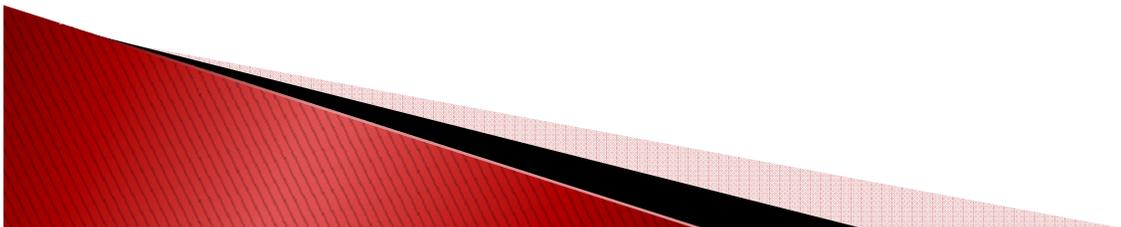
Key Points to Remember...

- ★ All parts of the application must be completed
- ★ You are competing against the criteria, not the other applicants



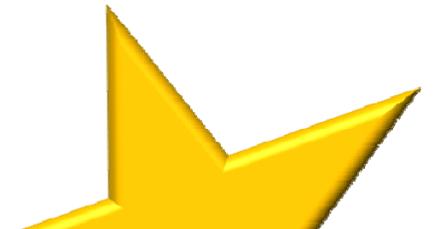
Application Revision

- ★ Have someone not closely associated with the project read a draft of the application to see if it communicates what is intended
- ★ Re-read the guidelines and make sure all components are addressed



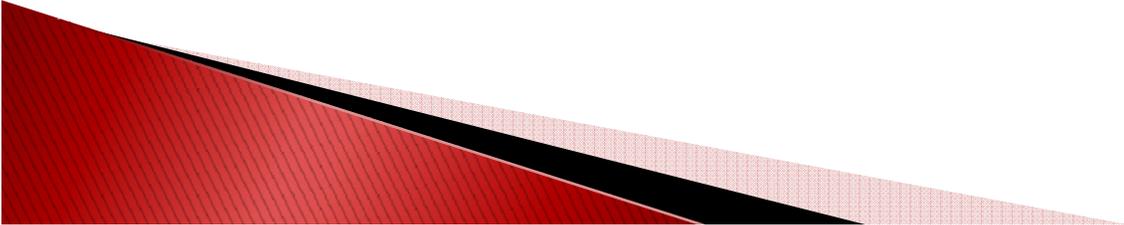
Application Revision

- ★ Make all appropriate revisions BEFORE the established deadline
- ★ Revisions will not be allowed after the application deadline
- ★ All deadlines and submissions are final

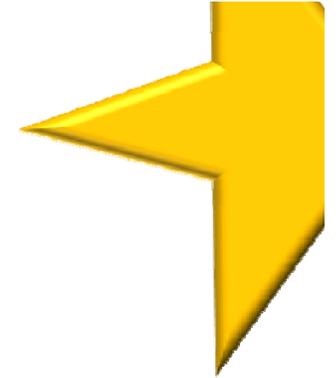


Submitting Your Application

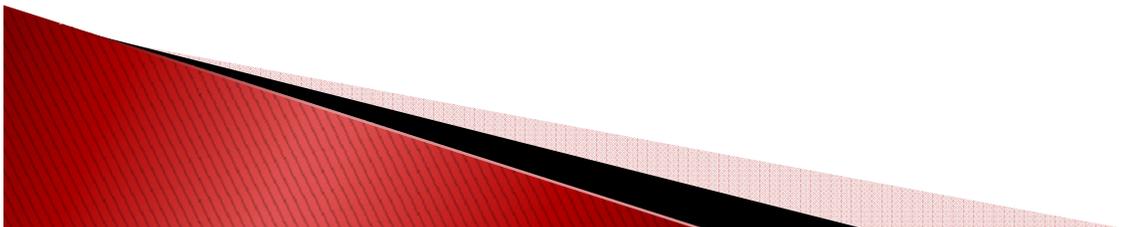


- ★ All submissions must be made through the IAC's online grants system
 - ★ No paper copies will be accepted, regardless of your situation
 - ★ Be mindful of potential internet issues, don't wait until the last minute to apply!
- 

IAP Online Grant Application

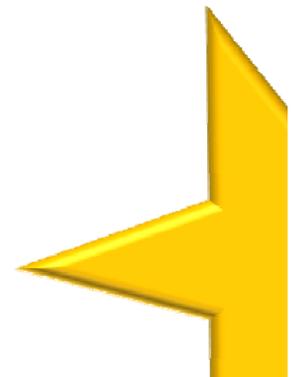
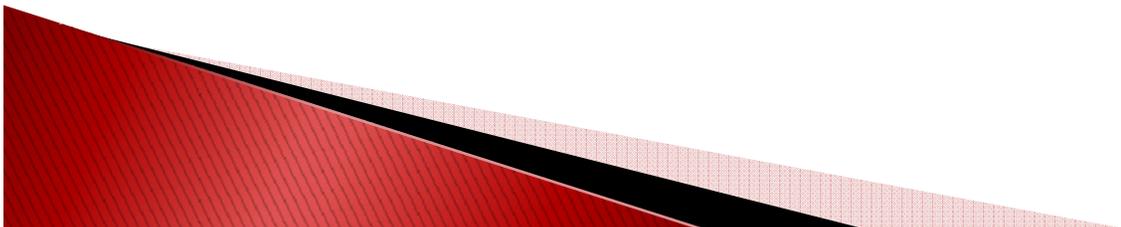


April Blevins
Grants & Technology Manager



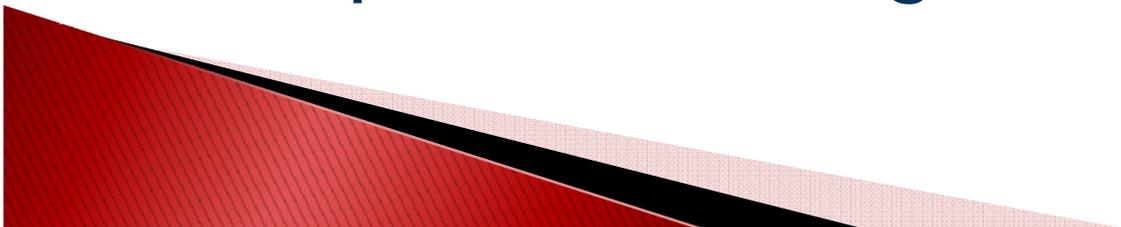
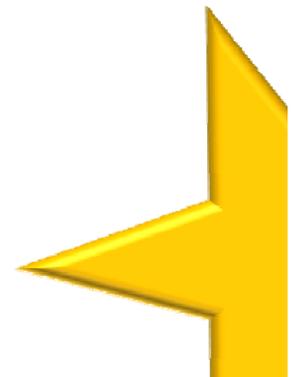
Completing an Online Application

- ★ Log on to www.in.gov/arts
- ★ Select “For Applicants”, “Grant Programs & Guidelines”



Completing an Online Application

- ★ Click on “Individual Artist Program” link
- ★ Read the instructions under “How to Apply” and click the link to the IAC’s Online Grant System (<http://indiana.cgweb.org/>)



IAC's Online Grants System

The screenshot shows a web browser window titled "Culture Grants Online - Windows Internet Explorer". The address bar displays "http://indiana.cqweb.org/". The page content includes the IAC logo, navigation buttons for Home, Submitting Artistic Documentation, Project Modification, Help, and Login, and a "Tech Tips" section with a list of instructions for users.

Indiana Arts Commission
Database Status: Connected
October 30th, 2009

Home
Submitting Artistic Documentation
Project Modification
Help
Login

Tech Tips

Welcome to the Indiana Arts Commission's Online Grant System!

Before starting the application or reporting process, be sure to visit www.in.gov/arts for complete program eligibility requirements and guidelines.

If you are new to the IAC's Online Grant System, you will need to create a profile to access applications.

The following tips will assist you in navigating the grants system:

- Select "Current Programs and Applications" to access an application.
- If your application requires artistic documentation, go to "Manage Work Samples" and upload your files. These files will then be selected as part of your application.
- To preview your application, you will need the most recent version of Adobe Acrobat Reader. This is a free application available at the Adobe website - www.adobe.com.

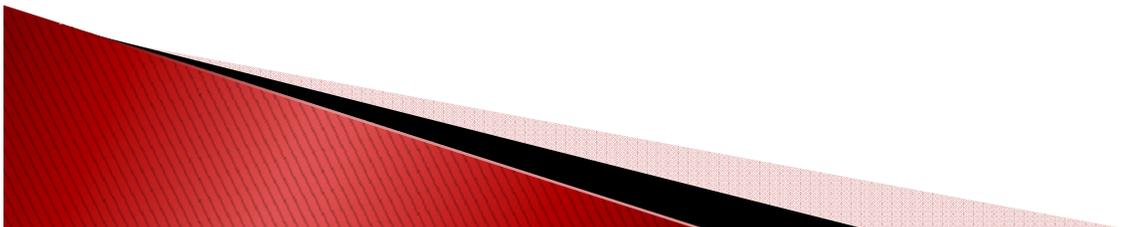
Questions?
Questions regarding the program or application content should be directed to the program manager. If you need technical assistance with an application or artistic documentation, contact the grants manager at grantsadmin@iac.in.gov or 317-232-1278.

New to the site?
[Click Here to create a new profile.](#)

Adjust font size:
A A A A

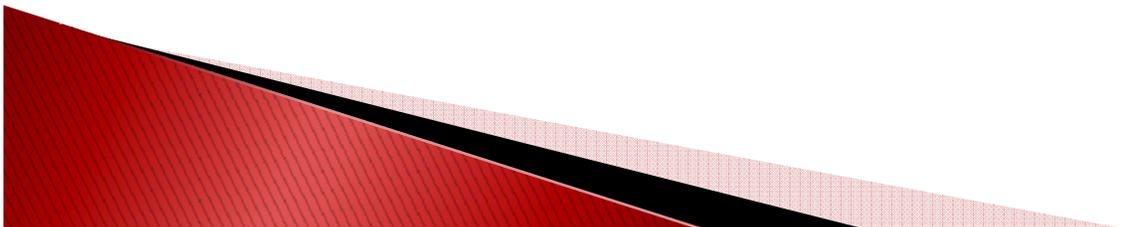
Create a Username & Password

- ★ Users need to create a profile to use the system. Select “Click Here to create a new profile” to create an account.
- ★ Use the same login information every time you access your application.



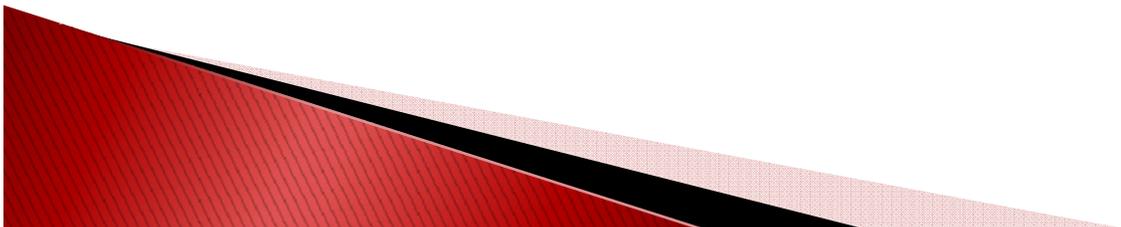
Accessing the IAP Application

- ★ When you log in, select “Current Programs and Applications”, then scroll down to the Individual Artist Program link and click “Start an application”
- ★ A number will be assigned to your application.



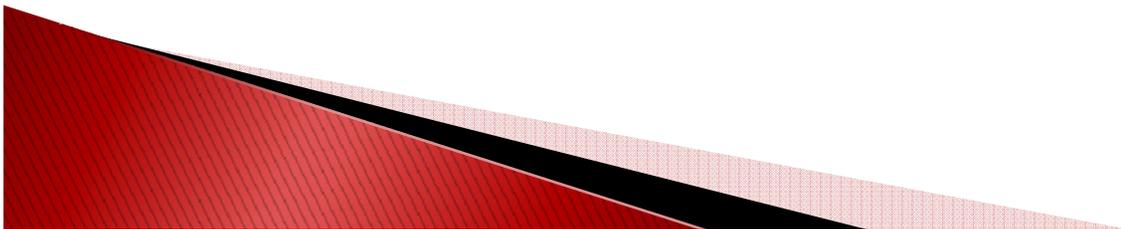
Things to Remember...

- ★ Save often by select the “Save” button at the bottom of the page.
- ★ Once you’ve started your application, you can save it, stop and go back to it at any time.



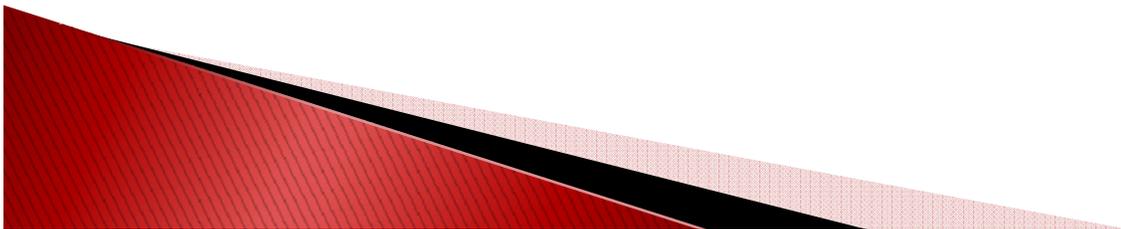
Things to Remember...

- ★ If you cut and paste from Microsoft Word, your text will not format correctly and the word count will not be accurate. Type directly into the application.
- ★ Proofread your application. Spelling and grammar are important.



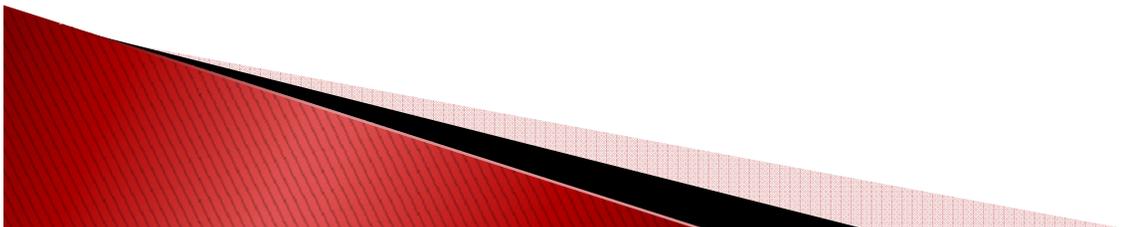
Application Pages

- ★ **Application Profile and Information** - Collects your discipline and personal information.
- ★ **Narrative** - Describe your project in detail. Answer these questions with the scoring criteria in mind.



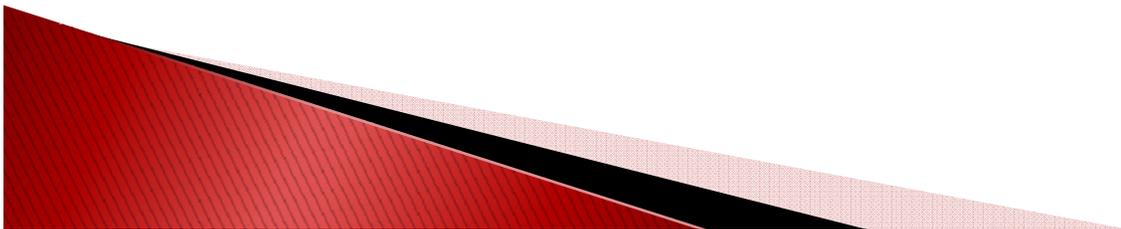
Application Pages

- ★ **Task Timeline** – Provide a detailed project plan
- ★ **Individual Budget Expenses & Income** – Enter your funding request and budget details. Totals must match.



Application Pages

- ★ **Demographics** – Provide information on how many individuals this project will benefit.
- ★ **Arts Education** – Provide information on arts education activities that are part of your project.



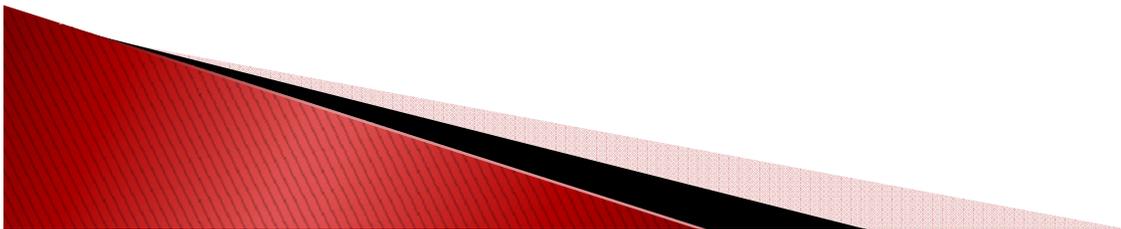
Application Pages

- ★ **Artist Experience** – Artists will provide a resume and short project synopsis (to be used on the IAC website if funded).



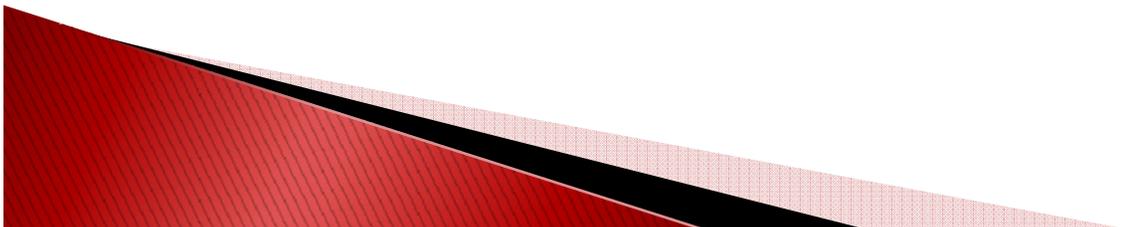
Application Pages

- ★ **Artistic Documentation** – Area to upload your images, audio, etc. See guidelines for details by discipline.
- ★ **Application Checklist** – A reminder of information that must be submitted with/for the application.

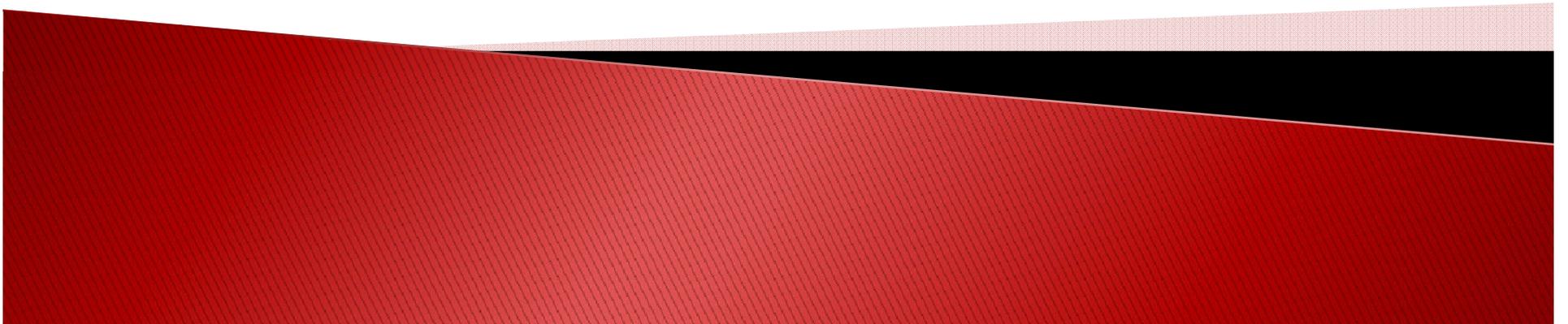


Final Submit

- ★ When all information is complete, the checkbox will appear.
- ★ When you click “Submit” you will no longer be able to edit the application.
- ★ A confirmation is sent via e-mail.



Questions ...



Contact Information

Indiana Arts Commission

100 North Senate Ave.
Room N505
Indianapolis, IN 46204



April Blevins (317) 232-1278
ablevins@iac.IN.gov

Susan Britsch (317) 232-1281
sbritsch@iac.IN.gov

Kristina Davis-Smith (317) 232-
1279
kdavis-smith@iac.IN.gov

Bobbie Garver (317) 232-1283
bgarver@iac.IN.gov