



# INDIANA ARTS COMMISSION

## Indiana Masterpiece Grant Program Webinar Calendar Year 2016

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### Indiana Masterpiece Grant Program

#### Agenda

- Welcome  
Lewis Ricci, Executive Director,  
Indiana Arts Commission
- Program overview
- Application preparation
- Evaluation criteria & review process
- Online application



## Program Overview

Celebrating the best of Indiana's cultural and artistic legacy

The goal of the program is to fund and support eligible projects that are of high artistic merit, impact, educational value, and are publicly accessible to a broad audience.

Project activities must be publicly accessible and must not already receive IAC Arts Project Support.



IN Masterpiece Webpage • <http://www.in.gov/arts/2867.htm>

## Timeline

### Grant Period

Calendar Year 2016 (January 1, 2016 - December 31, 2016)

### Important Dates

August 17	Notice of Intent Deadline (Approval required)
September 1	Application Deadline (4:30pm ET)
October 29	Review Panel (10:00am ET)
December 2015	Award Notification (December 9 QBM)
January 12, 2017	Final Grant Report Deadline

IN Masterpiece Webpage • <http://www.in.gov/arts/2867.htm>



## Eligibility

### Eligible Applicants:

- Arts organizations and art departments that are part of a college or university (public or private).

*And,*

- *Non-arts organizations that partner with an arts organization or college/university art department. See the guidelines for further details.*

*All applicants and eligible partners (if applicable) must also meet the General Eligibility Requirements*



## General Eligibility Requirements

- Must be a private, nonprofit, tax-exempt agency, 501 (c)(3) status or Indiana public entity (part of city/county)
- Must have an operating history as an Indiana-based organization for one full year before applying
- Incorporated in State of Indiana with an Indiana address
- Must be physically located in Indiana, with majority of programming and activities in Indiana; primarily serve and engage Indiana audiences/participants
- Governing body that is representative of organization's service area
- Have a DUNS number; and,
- Provide arts services/programs for the benefit of the public



## Funding and Match

\$5,000 (min) - \$20,000 (max)

Request must not be greater than 20% of the applicant's most recently completed FY total cash operating income. May request up to 50% of project expenses.

Matching: 1:1; at least 50% must be cash

If your request is \$5,000, your total budget must be \$10,000, at minimum.

In-kind and In-kind Matching

<http://www.in.gov/arts/2680.htm#definitions>



## ACCEPTABLE PROGRAM EXPENSES

- Salaries
- Artistic fees
- Administrative fees
- Space rental
- Promotional costs
- Production costs
- Supplies



## UNACCEPTABLE PROGRAM EXPENSES

- Deficit reduction/elimination
- Capital expenditures not related to a public art project
- Consumable supplies not directly related to the project
- Restoration or new construction of buildings
- Cost of receptions, food, or beverages
- Travel outside the United States
- Activities not associated with project
- Religious Services
- Fundraising activities
- Private functions
- Lobbying activities
- Indirect costs of colleges/universities
- Events in private dwellings



## Preparing the Application



## GETTING STARTED

**For questions about the application content and guidelines, contact:**

- ▶ Paige Sharp, Director of Programs  
psharp@iac.in.gov  
317.232.1279

**For online system and contract questions, contact:**

- ▶ Adrian Starnes, Grant Manager  
astarnes@iac.in.gov  
317-232.1278



## TECHNOLOGY REQUIREMENTS

- Grant application will need to be completed through our online system
- Must provide current email address
- Must update contact information in the online IAC grants system
- Cannot request advanced technical assistance for personal computer or software problems



## YOUR APPLICATION

Start early to allow yourself enough time to write, edit, rewrite, assemble and submit.

### Tips

- ▶ PDF copy to review for typos/clarity
- ▶ Another set of eyes for review



## YOUR APPLICATION

- Use the Review Criteria when formulating responses to the application questions
- Budget and Narrative **must** support each other
- Income and Expenses must match;  
In-kind Income and Expenses must match
- Artistic Documentation is required.



## **APPLICATION ATTACHMENTS**

- Financial statement of most recently completed fiscal year
- IRS Letter of exempt status
- Promotional materials – up to three pieces combined into one PDF
- Partner letter of commitment, if applicable



## **SUBMITTING YOUR APPLICATION**

- Make all appropriate revisions BEFORE the established deadline.
- All deadlines and submissions are final.
- You will receive an email after the application has been successfully submitted.



# Criteria and Review Process



## Review Criteria

- ▶ **Feasibility (25 points possible)**
  - ▶ The project is well planned and the organization demonstrates capacity to implement the project as presented in the application
  - ▶ The budget is appropriate and well constructed for the project
- ▶ **Artistic Merit (25 points possible)**
  - ▶ The proposed project is of high artistic quality with a clear connection to the mission of the sponsoring organization
  - ▶ The significance and high artistic quality of the selected Indiana Masterpiece art/artist(s) showcased through this project is clearly articulated and supported
- ▶ **Educational Value (25 points possible)**
  - ▶ The educational value of the project is clearly explained and will bring participants a deeper appreciation and understanding of Indiana's cultural legacy, art, or artist(s)
  - ▶ The project includes high quality, publicly accessible educational programming
- ▶ **Community Impact (25 points possible)**
  - ▶ The project is accessible to all citizens including \*underserved audiences
  - ▶ There is collaboration in place to expand the resources and impact of the project
  - ▶ There is substantiated effort to make a broad impact



## ADVISORY PANEL

- Advisory panels appointed by the IAC will be composed of Indiana residents
- Panelists will have a range of experience in arts administration, nonprofit or community managers, or financial knowledge
- October 29: may schedule additional panels.



## ADVISORY PANEL REVIEW

- Meetings are open to the public for observation and may be recorded
  - IAC cannot guarantee quality of recording
- Applicants are encouraged to attend
- Applicants cannot “lobby” panelists on behalf of their applications before, during, or after the panel meeting



## PROPOSAL APPROVAL

Applications with the highest eligible scores will be considered for funding

- ▶ cut off 75 (minimum eligible score)

Funding is based on score and geographic impact.

The Commission will review and ratify funding recommendations made by the panel during the December 2015 business meeting.



## ONLINE APPLICATION



## ACCESSING THE ONLINE APPLICATION

Direct link: [www.indiana.cgweb.org](http://www.indiana.cgweb.org)

Or go to [www.IN.gov/arts](http://www.IN.gov/arts)

- ▶ Select "Access Online Application & Reports"
- ▶ Click link under "accessing the IAC's online grant system"

Or via guidelines

**Add to favorites/bookmarks**



## ONLINE APPLICATION



Direct link: [www.indiana.cgweb.org](http://www.indiana.cgweb.org)

Or via guidelines or go to [www.IN.gov/arts](http://www.IN.gov/arts)

- ▶ Select "Access Online Application & Reports"
- ▶ Click link under "accessing the IAC's online grant system"

**Add to favorites/bookmarks**



## ONLINE APPLICATION

Things to remember.....

- Red text is always a link.
- If you already have a profile, click Login button on left. Do not create a new profile if you can't find the login info. Contact Adrian. (astarnes@iac.in.gov)
- Email address is important; make sure it is correct and the best contact. This is where all correspondence regarding the grant is sent.
- Each section of the application is a red link at the top.
- Save work and save often.
- Use Firefox or Google Chrome



## ONLINE APPLICATION

- Click on "Current Programs & Applications" button to access the grant application.
  - Make sure to choose CY2016 Indiana Masterpiece
  - NOTE: Click "preview application" to open a PDF of application.
- Click "start application" to begin.



# ONLINE APPLICATION

**Indiana Arts Commission**  
Paige Sharp - IAC STAFF

**Indiana Masterpiece CY2016 #0001**

**Application Pages**

- Before You Begin
- Applicant Information
- Project Overview
- Narrative
- Project Impact Projections
- Organizational Artistic Documentation
- Projected Budget Income
- Projected Budget Expense
- Budget Explanation
- Uploads
- Accessibility Statement
- Application Checklist & Signature Page
- Submit Application

**Before You Begin**

A Notice of Intent is Required for this program. Deadline: August 17, 2015. See the guidelines for additional information at <http://www.in.gov/arts/2667.htm>

1. Review the Indiana Masterpiece guidelines and expectations to ensure eligibility for this program. This program requires a Notice of Intent to Apply.
2. Save often when working on your online application, especially when completing lengthy narrative areas, or before walking away from your computer.
3. All communication through the IAC's Online Grant System is sent to the email address you provided in your account's profile. You are required to check the application and when you submit it. If you do not receive these emails, please contact your regional partner immediately. Inaccurate information will result in your application being rejected.
4. Narrative questions within the application have limitations on character count. Exceeding this limit will result in the cut-off of text. Applicants should proof your content for errors. Possible options for copy and paste might be to use Clear Formatting in Microsoft Word or copy and paste from text that view the application in this format.
5. The IAC recommends starting and submitting your application prior to the deadline date as it cannot be extended for computer problems, personal issues, or other delays.
6. If you have questions regarding any areas of the content within the application, please contact your regional partner for assistance. Any technical issues will be handled by the IAC.
7. Be sure your Profile Information is accurate and up to date. Inaccurate information will jeopardize your application eligibility. You are responsible for keeping your information current.

[Save Work](#)

Did I Complete This Page?



Culture Grants Online - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Culture Grants Online

[https://indiana.cgweb.org/module.php/mod\\_id=13986](https://indiana.cgweb.org/module.php/mod_id=13986)

**Home**

**Edit Profile**

**Current Programs & Applications**

**Manage Work Samples**

**Submitting Artistic Documentation**

**Project/Grant Modification**

**Help**

**Logout**

Institutional Password:

Adjust font size:

**FY2014 Regional Initiative Grant - REGION 7 - Arts Operating Support (AOS) #140001**

**Application Pages**

- Before You Begin
- Business Information
- Applicant Summary
- Narrative - Administration
- Narrative - Projected FY2014 General Arts Programming
- Narrative - Projected FY2014 Educational Priorities
- FY2014 Organizational Budget - Income
- FY2014 Organizational Budget - Expenses
- FY2014 Budget Explanation
- AOSII ONLY: Projected FY2015 General Arts Programming
- AOSII ONLY: Projected FY2015 Organizational Budget - Income
- AOSII ONLY: Projected FY2015 Organizational Budget - Expenses
- AOSII ONLY: FY2015 Budget Explanation
- Projected FY2014 Demographics
- Artistic Documentation (Applicable Regions Only)
- Accessibility Statement
- Attachments Support Documents
- Region Specific Upload (Applicable regions only)
- Application Checklist & Signature
- Submit Application

**Narrative - Administration**

You must save your work on every page. Use the "Save Work" button at the bottom of each page.

\*1. Provide a brief organizational history.

Character Count: 0 out of 1500

\*2. Explain your organizational planning and budgeting process.

Find: region 7    Next    Previous    Highlight all    Match case    Reached end of page, continued from top

## ONLINE APPLICATION

- No spell check.
- Use Chrome or Firefox as browser; or
- Type directly into application; make suggested changes directly to application.



## ONLINE APPLICATION

- Please note file format requirements for each upload, i.e. ".doc or docx" or ".pdf"
- If you need help consolidating three marketing pieces into one PDF, please email Adrian at [astarnes@iac.in.gov](mailto:astarnes@iac.in.gov)



## ONLINE APPLICATION

- When finished with application, type name in field provided to serve as signature.
- Submit application page will flag everything you did not finish.
- You should receive a submission confirmation with a PDF of the application. Call the IAC ASAP if you do not receive this.



## ONLINE APPLICATION

Please check and double check everything; your application will not be able to be re-opened after the application closes.



## Overview

- To apply, you must either be an arts organization/art department or partner with one
- Meet all eligibility requirements, including your partner, if applicable
- Submit a request no greater than 20% of your operating cash income from most recently fiscal year
- Must submit the Notice of Intent by the deadline and receive approval
- Meet the match requirement
- Not already receive APS funds for the same project
- And, not having any outstanding final grant report with the IAC or any of its Partners
- NOI deadline – 8/17; Application deadline – 9/1 (4:30ET)



QUESTIONS...?



## CONTACT INFORMATION



**INDIANA ARTS  
COMMISSION**  
MAKING THE ARTS HAPPEN

### Guidelines/Application Content

Paige Sharp  
(317) 232-1279  
psharp@iac.IN.gov

### Contracts/Technology

Adrian Starnes  
(317) 232-1278  
astarnes@iac.IN.gov