



Regional Arts Partnership Interim Report Instructions

Below are instructions to locate, complete, and submit the Regional Arts Partnership Interim Report. For any programming related questions please contact your program liaison. For any technical questions please contact grantsadmin@iac.in.gov.

Accessing the Interim Report

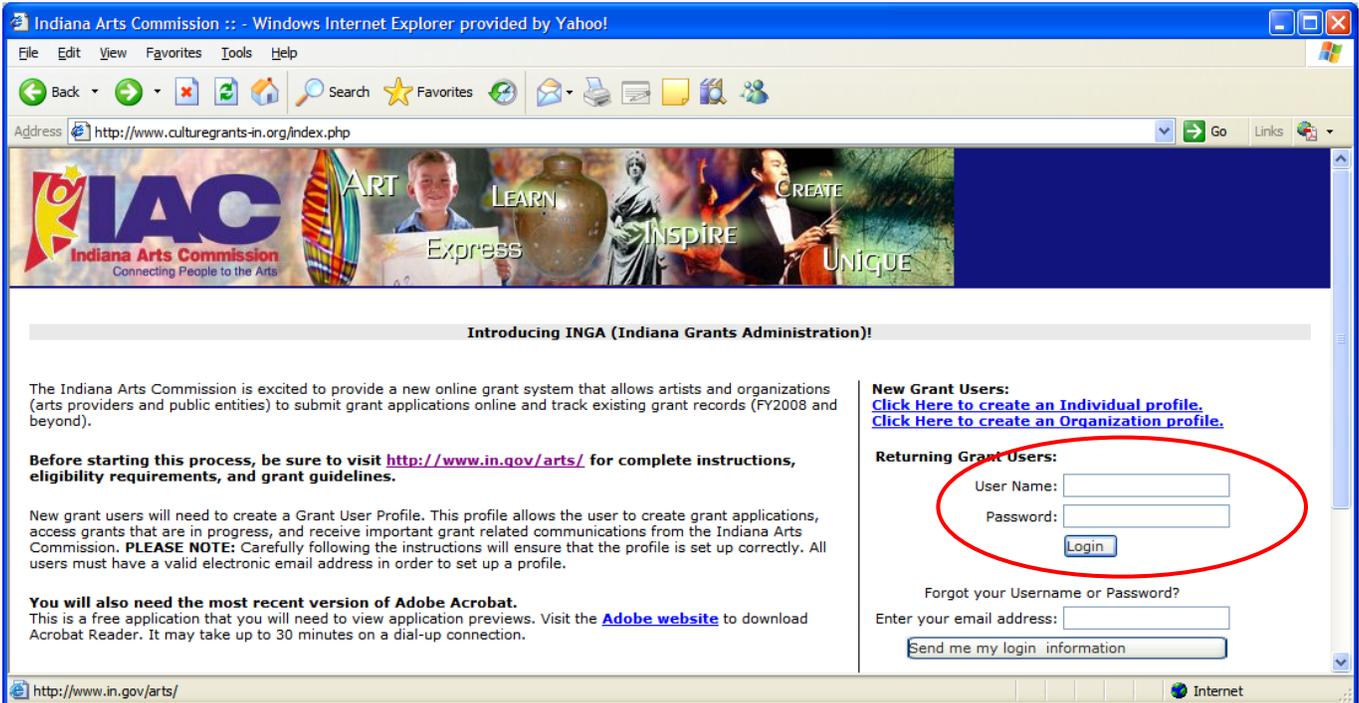
1. Go to the Indiana Arts Commission home page (www.in.gov/arts).

The screenshot shows the Indiana Arts Commission website. The navigation menu includes: About Indiana, Agriculture & Environment, Business & Employment, Education & Training, Family & Health, Law & Justice, Public Safety, Taxes & Finance, and Tourism & Transportation. The main content area features a large banner with the text "Cultural tourists spend 33% more than all other tourist segments. More on the economic impact of Arts>>>". A sidebar on the left contains a "Grants" menu with options: "For Applicants", "For Current Grantees", "Grants Awarded", and "Serve as a Grant Panelist".

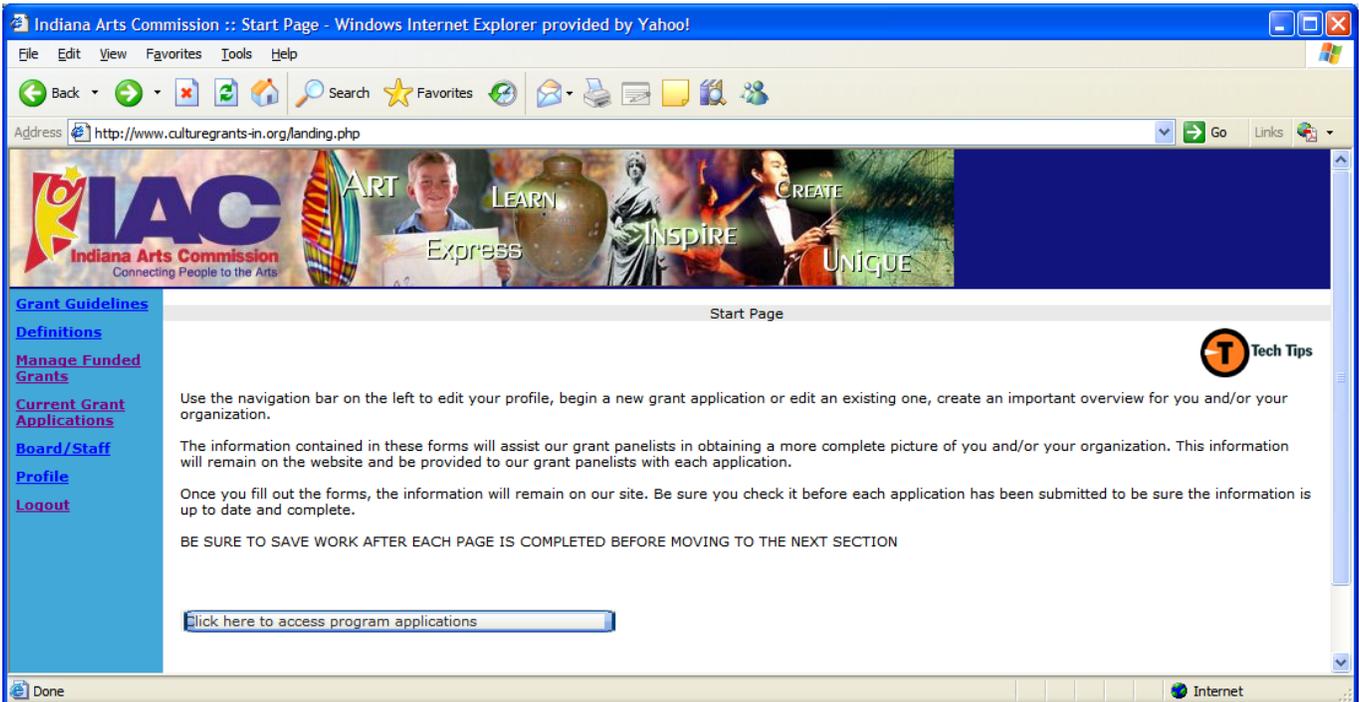
2. Under the Grants section, click on the link “Apply for & Manage Your Grant”. This will open a new window to Indiana Grants Administration (INGA).

This screenshot is identical to the previous one, but with the "Apply for & Manage Your Grant" link in the "Grants" sidebar menu circled in red to indicate the next step in the instructions.

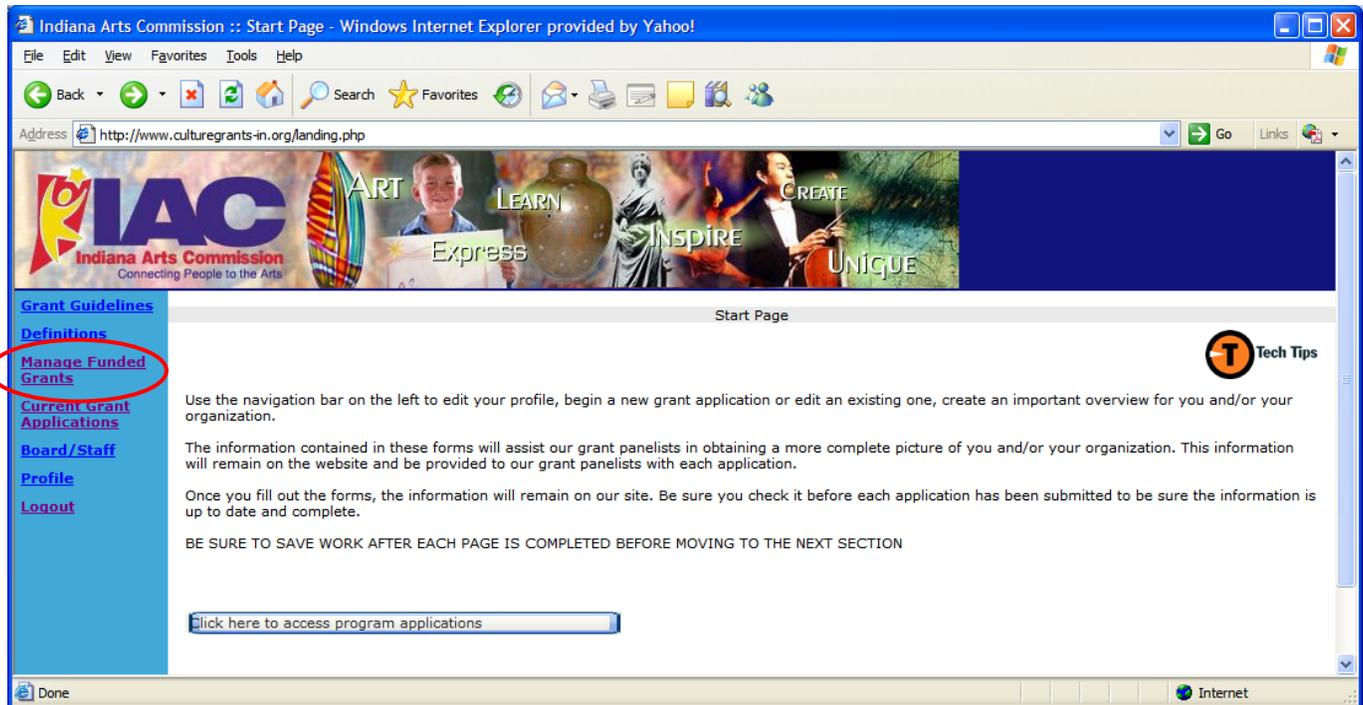
3. Once the page is loaded, you can log into the system with your organization’s account. This is the same account you used to apply for the partnership grant. If you forgot your information, there is a place to enter your email address to have your account information emailed to you.



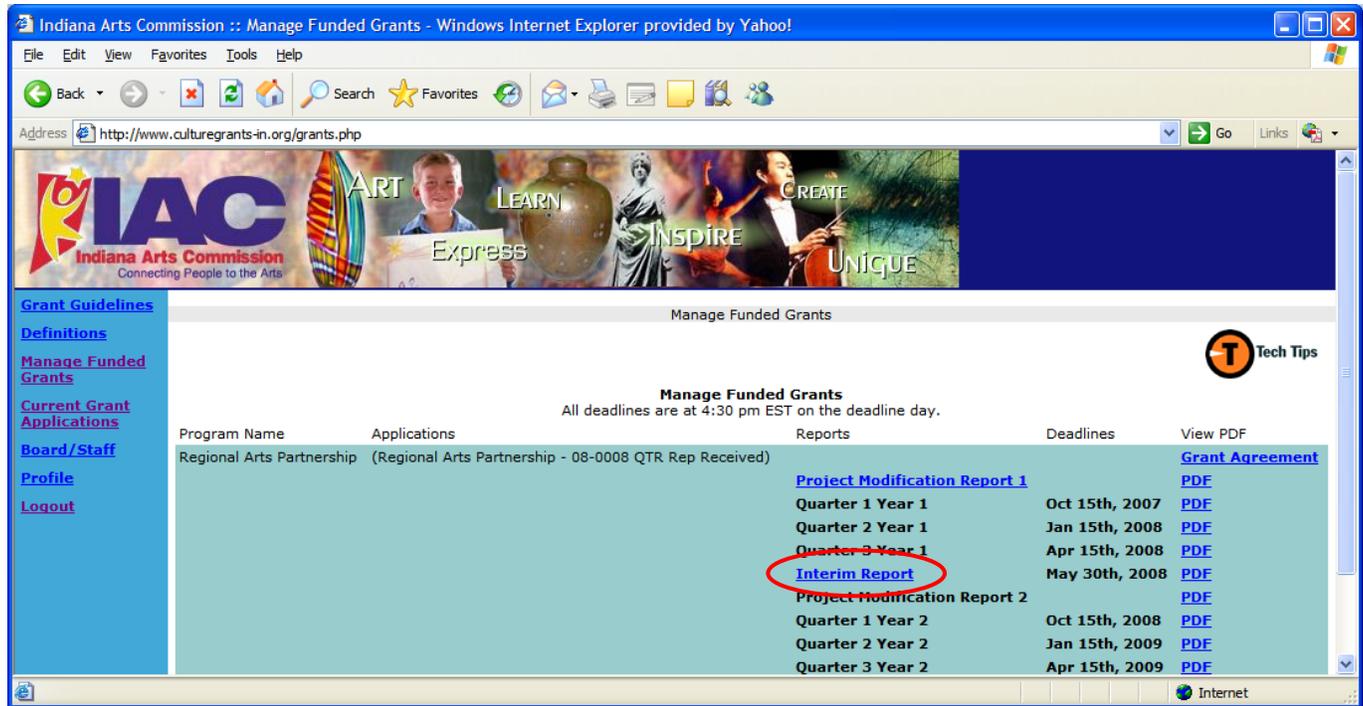
4. When you have accessed your account, you will see a screen similar to the one shown below.



5. Click on the link “Manage Funded Grants”.



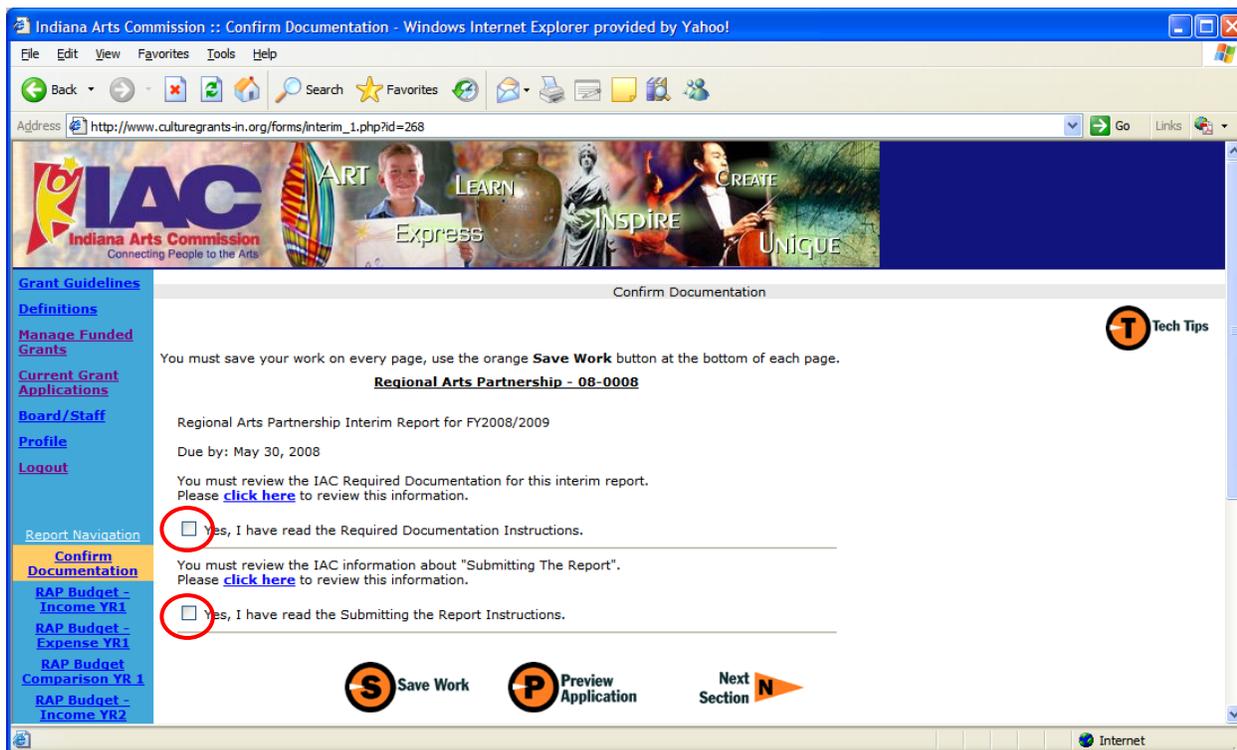
6. Under the “Reports” column, find the Interim Report. If the text is not a highlighted indicating it is a hyperlink contact grantsadmin@iac.in.gov.



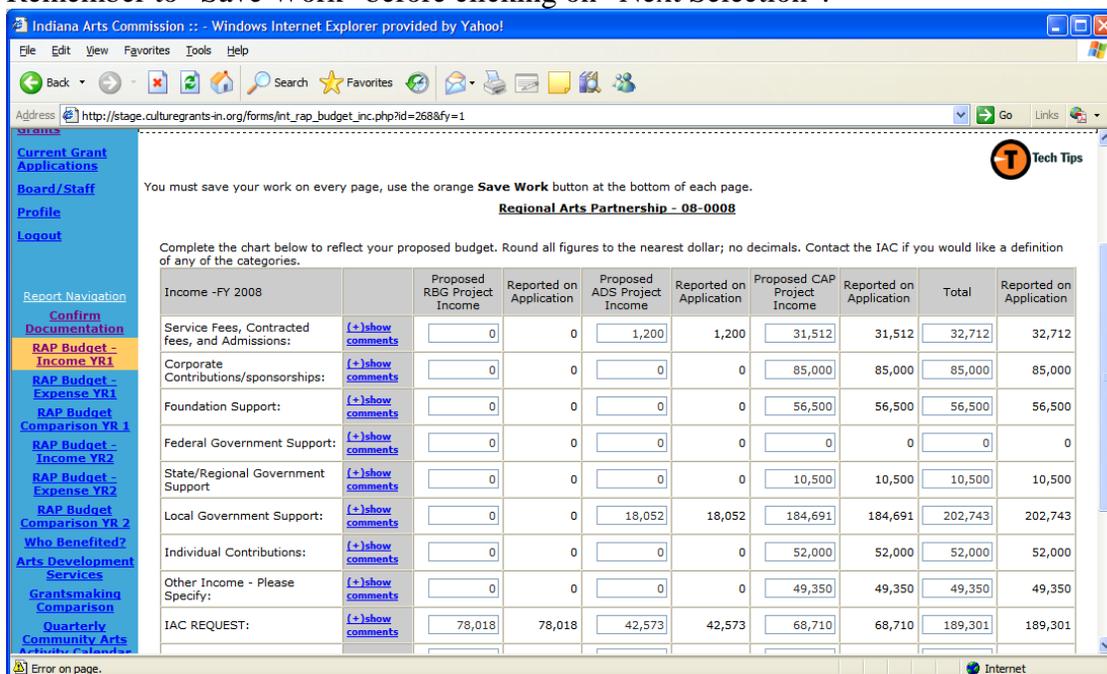
Completing the Interim Report

1. Confirm Documentation

The links within the INGA site do not pull up the appropriate information you need. Please visit <http://www.in.gov/arts/2938.htm> to review the Required Documentation Instructions for this report. The information about submitting the report is included within these instructions. Once you've completed reading through both documents, please check the boxes, "Save Work", and then click on "Next Selection".



2. RAP Budget-Income YR1 (Note: "Proposed" income is the actual amount) Remember to "Save Work" before clicking on "Next Selection".



- RAP Budget-Expense YR1 (Note: “Proposed” income is the actual amount)
Remember to “Save Work” before clicking on “Next Selection”.

Regional Arts Partnership - 08-0008

Complete the chart below to reflect your proposed budget. Round all figures to the nearest dollar; no decimals. Contact the IAC if you would like a definition of any of the categories.

Expenses -FY 2008		Proposed RBG Project Expenses	Reported on Application	Proposed ADS Project Expenses	Reported on Application	Proposed CAP Project Expenses	Reported on Application	Total	Reported on Application
Employee compensation, benefits and taxes:	(+ show comments)	<input type="text" value="0"/>	0	48,526	48,526	286,343	286,343	334,869	334,869
Professional fees and contracted labor:	(+ show comments)	<input type="text" value="0"/>	0	0	0	21,390	21,390	21,390	21,390
Space Rental:	(+ show comments)	<input type="text" value="0"/>	0	0	0	10,000	10,000	10,000	10,000
Travel/Transportation:	(+ show comments)	<input type="text" value="0"/>	0	640	640	480	480	1,120	1,120
Marketing/Publicity/Promotion:	(+ show comments)	<input type="text" value="0"/>	0	0	0	22,000	22,000	22,000	22,000
Staff Development and Training:	(+ show comments)	<input type="text" value="0"/>	0	315	315	2,425	2,425	2,740	2,740
Supplies:	(+ show comments)	<input type="text" value="0"/>	0	650	650	8,200	8,200	8,850	8,850
Other Expense - Please Specify:	(+ show comments)	<input type="text" value="0"/>	0	11,694	11,694	227,425	227,425	239,119	239,119
Regional Grants	(+ show comments)	78,018	78,018	0	0	0	0	78,018	78,018
Total Expenses		78,018	78,018	61,825	61,825	578,263	578,263	718,106	718,106

- RAP Budget Comparison YR1
If your budget changes are within 10%, there will be a note for you to click “Next Selection” to skip to the next page.

Regional Arts Partnership - 08-0008

You must save your work on every page, use the orange **Save Work** button at the bottom of each page.

Your budget changes are all within 10%. No explanations are required. Please click next to continue.

Please explain the difference in your income (**\$718,106**) and expenses (**\$78,018**) budget YR1. (Maximum Characters: 1,900. This includes spaces and punctuation.)
Current number of characters: 0

P Previous Section **S** Save Work **P** Preview Application Next Selection **N**

- RAP Budget Income YR2 (Note: "Proposed" income is the actual amount)
Remember to "Save Work" before clicking on "Next Selection".

Indiana Arts Commission :: - Windows Internet Explorer provided by Yahoo!

Address: http://stage.culturegrants-in.org/forms/int_rap_budget_inc.php?id=268&fy=2

Current Grant Applications
[Board/Staff](#)
[Profile](#)
[Logout](#)

Report Navigation
[Confirm Documentation](#)
[RAP Budget - Income YR1](#)
[RAP Budget - Expense YR1](#)
[RAP Budget Comparison YR 1](#)
[RAP Budget - Income YR2](#)
[RAP Budget - Expense YR2](#)
[RAP Budget Comparison YR 2](#)
[Who Benefited?](#)
[Arts Development Services](#)
[Grantsmaking Comparison](#)
[Quarterly Community Arts](#)

Regional Arts Partnership - 08-0008

You must save your work on every page, use the orange **Save Work** button at the bottom of each page.

Complete the chart below to reflect your proposed budget. Round all figures to the nearest dollar; no decimals. Contact the IAC if you would like a definition of any of the categories.

Income -FY 2009		Proposed RBG Project Income	Reported on Application	Proposed ADS Project Income	Reported on Application	Proposed CAP Project Income	Reported on Application	Total	Reported on Application
Service Fees, Contracted fees, and Admissions:	(+ show comments)	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	33,088	33,088	33,088	33,088
Corporate Contributions/sponsorships:	(+ show comments)	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	85,000	85,000	85,000	85,000
Foundation Support:	(+ show comments)	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	52,500	52,500	52,500	52,500
Federal Government Support:	(+ show comments)	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	0	0	0	0
State/Regional Government Support	(+ show comments)	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	10,500	10,500	10,500	10,500
Local Government Support:	(+ show comments)	<input type="text" value="0"/>	0	<input type="text" value="18,955"/>	18,955	190,232	190,232	209,187	209,187
Individual Contributions:	(+ show comments)	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	54,600	54,600	54,600	54,600
Other Income - Please Specify:	(+ show comments)	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	52,038	52,038	52,038	52,038
IAC REQUEST:	(+ show comments)	<input type="text" value="84,823"/>	84,823	<input type="text" value="45,962"/>	45,962	<input type="text" value="84,671"/>	84,671	<input type="text" value="215,456"/>	<input type="text" value="215,456"/>

Error on page.

- RAP Budget Expense YR2 (Note: "Proposed" income is the actual amount)
Remember to "Save Work" before clicking on "Next Selection".

Indiana Arts Commission :: - Windows Internet Explorer provided by Yahoo!

Address: http://stage.culturegrants-in.org/forms/int_rap_budget_exp.php?id=268&fy=2

Current Grant Applications
[Board/Staff](#)
[Profile](#)
[Logout](#)

Report Navigation
[Confirm Documentation](#)
[RAP Budget - Income YR1](#)
[RAP Budget - Expense YR1](#)
[RAP Budget Comparison YR 1](#)
[RAP Budget - Income YR2](#)
[RAP Budget - Expense YR2](#)
[RAP Budget Comparison YR 2](#)
[Who Benefited?](#)
[Arts Development Services](#)
[Grantsmaking Comparison](#)
[Quarterly Community Arts](#)

Regional Arts Partnership - 08-0008

You must save your work on every page, use the orange **Save Work** button at the bottom of each page.

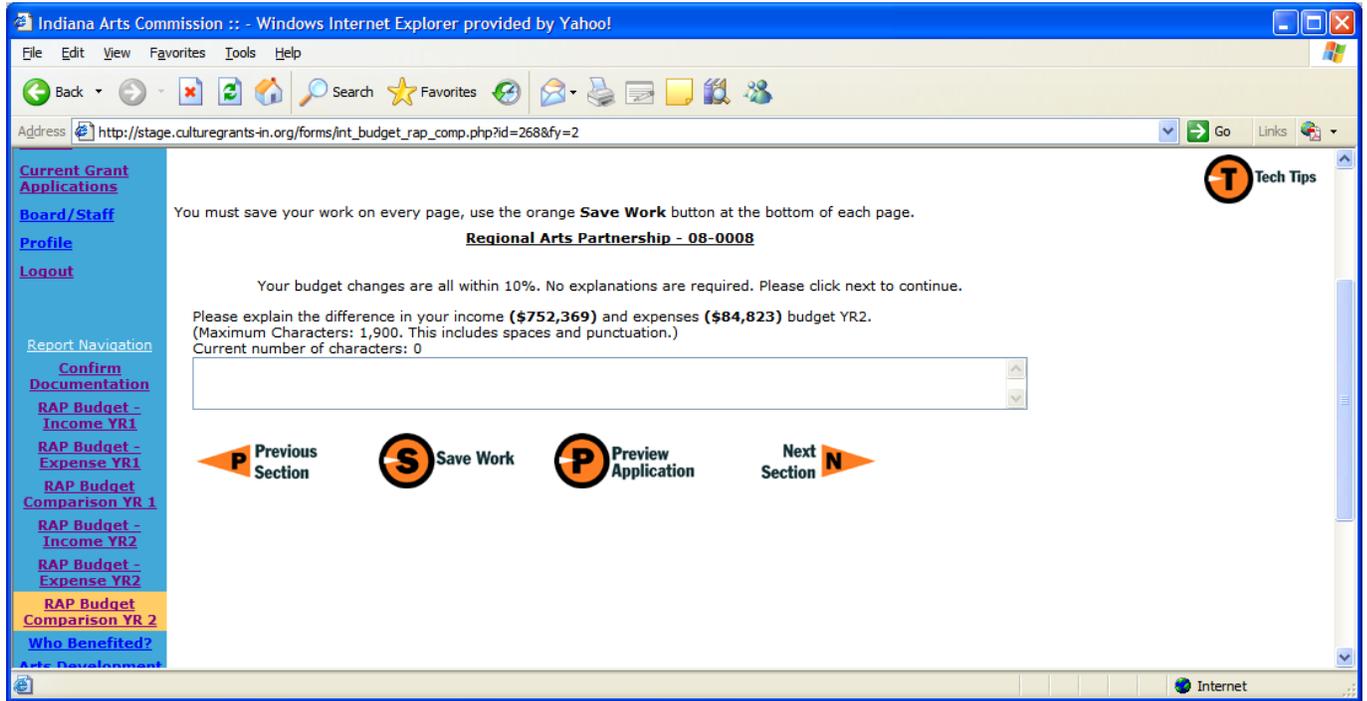
Complete the chart below to reflect your proposed budget. Round all figures to the nearest dollar; no decimals. Contact the IAC if you would like a definition of any of the categories.

Expenses -FY 2009		Proposed RBG Project Expenses	Reported on Application	Proposed ADS Project Expenses	Reported on Application	Proposed CAP Project Expenses	Reported on Application	Total	Reported on Application
Employee compensation, benefits and taxes:	(+ show comments)	<input type="text" value="0"/>	0	<input type="text" value="50,952"/>	50,952	300,660	300,660	351,612	351,612
Professional fees and contracted labor:	(+ show comments)	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	22,460	22,460	22,460	22,460
Space Rental:	(+ show comments)	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	10,500	10,500	10,500	10,500
Travel/Transportation:	(+ show comments)	<input type="text" value="0"/>	0	<input type="text" value="672"/>	672	504	504	1,176	1,176
Marketing/Publicity/Promotion:	(+ show comments)	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	23,100	23,100	23,100	23,100
Staff Development and Training:	(+ show comments)	<input type="text" value="0"/>	0	<input type="text" value="331"/>	331	2,546	2,546	2,877	2,877
Supplies:	(+ show comments)	<input type="text" value="0"/>	0	<input type="text" value="683"/>	683	8,610	8,610	9,293	9,293
Other Expense - Please Specify:	(+ show comments)	<input type="text" value="0"/>	0	<input type="text" value="12,279"/>	12,279	234,249	234,249	246,528	246,528
Regional Grants	(+ show comments)	<input type="text" value="84,823"/>	84,823	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	<input type="text" value="84,823"/>	<input type="text" value="84,823"/>

Error on page.

7. RAP Budget Comparison YR2

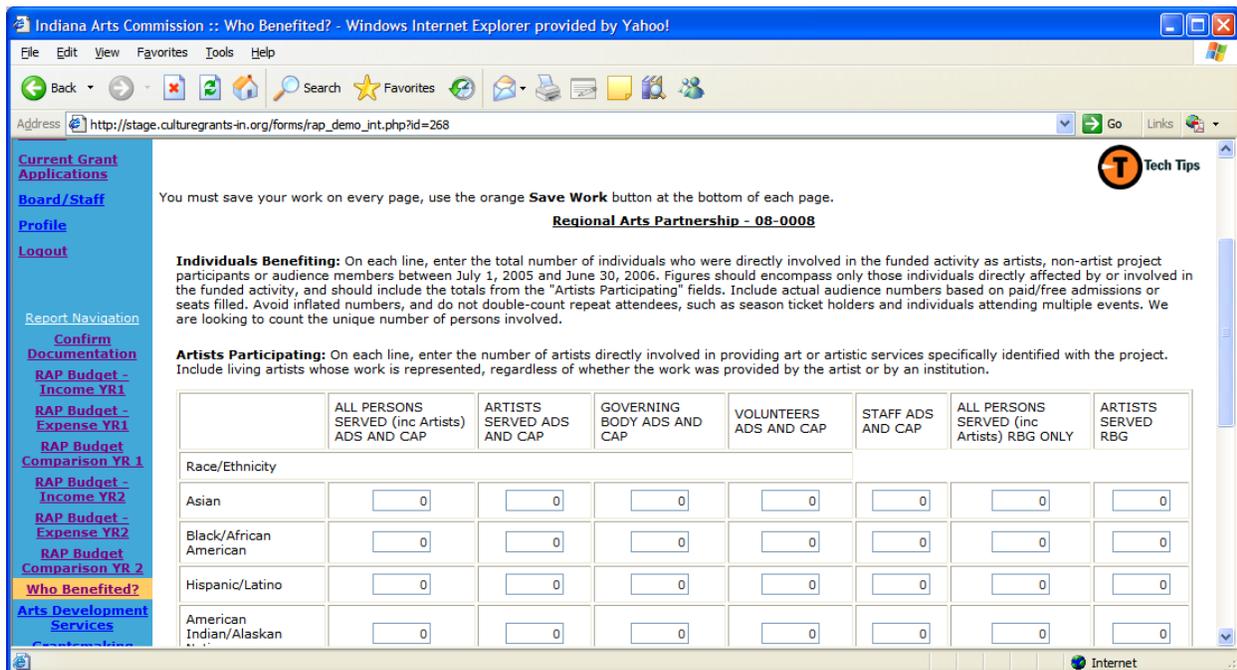
If your budget changes are within 10%, there will be a note for you to click “Next Selection” to skip to the next page.



8. Who Benefited?

On each line, enter the total number of individuals who were directly involved in the funded activity as artists, non-artist project participants or audience members between **July 1, 2007 and June 30, 2008**. (Note: The dates listed in INGA are incorrect.)

Remember to “Save Work” before clicking on “Next Selection”.



9. Arts Development Services

Remember to “Save Work” before clicking on “Next Selection”.

The screenshot shows a web browser window titled "Indiana Arts Commission :: Arts Development Services - Windows Internet Explorer provided by Yahoo!". The address bar shows "http://stage.culturegrants-in.org/forms/int_ads.php?id=268". The page content includes a navigation menu on the left with items like "Current Grant Applications", "Board/Staff", "Profile", "Logout", and "Arts Development Services". The main content area has a "Tech Tips" icon and a message: "You must save your work on every page, use the orange Save Work button at the bottom of each page." Below this is the heading "Regional Arts Partnership - 08-0008". There are two text input fields for "Cultural Planning Implementation" and "Grantsmaking", each with a character count of 0. At the bottom, there is a table with the following data:

Activities	FY2008 Actual	FY2008 Proposed on Application	FY2009 Re-Proposed	FY2009 Proposed on Application
Number of applicants applied	18	18	22	22
Grants awarded	18	18	20	20

10. Grantsmaking Comparison

If you have no grantsmaking changes, you will be prompted to choose “Next Selection” to skip this page.

The screenshot shows a web browser window titled "Indiana Arts Commission :: Grantsmaking Comparison - Windows Internet Explorer provided by Yahoo!". The address bar shows "http://www.culturegrants-in.org/forms/int_ads_comp.php?id=267". The page content includes a navigation menu on the left with items like "Definitions", "Manage Funded Grants", "Current Grant Applications", "Board/Staff", "Profile", "Logout", and "Arts Development Services". The main content area has a "Tech Tips" icon and a message: "You must save your work on every page, use the orange Save Work button at the bottom of each page." Below this is the heading "Regional Arts Partnership - 08-0007". There is a message: "You have no grantsmaking changes, no line item explanations are required. Please click next to continue." At the bottom, there are four navigation buttons: "Previous Section", "Save Work", "Preview Application", and "Next Section".

11. Quarterly Community Arts Activity Calendar

Modify this area if needed, “Save Work”, and click on “Next Selection”.

You must save your work on every page, use the orange **Save Work** button at the bottom of each page.

Regional Arts Partnership - 08-0008

A variety of activities designed to provide access to educational opportunities for people of all ages to learn about the arts, experience different arts forms, participate in and enjoy creative and cultural activities. For each CAP activity to be offered, provide name of activity and number of people served, and number of times each activity will be offered.

The list below will show your community arts program activities you have listed please update the actual number of activities you held. You can add new community arts program activities also.

Add Community Arts Activity

Year	Quarter	Community Arts Activity	Number of Activities Projected	Actual Number of Activities		
2009	1 - July - Sept	JCB's NeighborFEST! - Free outdoor community street concert	3	0	Edit	Delete
2009	1 - July - Sept	Mill Race Back to School Bash - Free Teen Concert	1	0	Edit	Delete
2009	1 - July - Sept	Country in the Park - Free country music concert	1	0	Edit	Delete
2009	1 - July - Sept	Fabulous Friday - Free family performance	1	0	Edit	Delete
2009	1 - July - Sept	2-day technical support for Scottish Festival	2	0	Edit	Delete
2009	1 - July - Sept	Bluegrass Jamboree - Free Bluegrass concert and jam session	1	0	Edit	Delete
2009	1 - July - Sept	Iron Pour Sculpture Invitational and workshops	1	0	Edit	Delete
2009	1 - July - Sept	Biggest Block Party Ever - Street party fundraiser	1	0	Edit	Delete
2009	1 - July - Sept	Arts Gala - Fundraiser for local arts agencies	1	0	Edit	Delete
2009	1 - July - Sept	ArtFest - 2-day art festival	2	0	Edit	Delete
2009	2 - Oct - Dec	1000 Jacks - Jack-o-lanterns carved by local artists and general public displayed throughout downtown Columbus	1	0	Edit	Delete
2009	2 - Oct - Dec	Ethnic Expo - Free 2-day outdoor ethnic festival hosted by the City of Columbus	1	0	Edit	Delete

12. Regional Block Grants Information

To complete this area, visit <http://www.in.gov/arts/2938.htm> to download the Excel spreadsheet that is referenced. The Excel spreadsheet includes two worksheet (Tabs are at the bottom), one for Subgrantee Details and one for Project Results. The Project Results portion of the spreadsheet lists the results you will need to complete section 2. The web page listed above also includes a link with a sample that will assist you in completing section 2.

Remember to “Save Work” before clicking on “Next Selection”.

You must save your work on every page, use the orange **Save Work** button at the bottom of each page.

Regional Arts Partnership - 08-0008

Please ensure that required advocacy requirements are met to the Indiana Arts Commission's standards as outline in the program guidelines and grant agreement, such as letters to legislators, legislative invitations to organization events.

1) Summary of Grantee Project Results

Total # FGRs received:

2) Examples of Specific Grantee Project Results

In the space provided, for each result above, provide three examples of the explanations that were submitted by grantees. Label each set (a, b, c, etc.) and include the name of the grantee cited.

(Maximum Characters: 1,900. This includes spaces and punctuation.)
Current number of characters: 0

3) Grantee Details

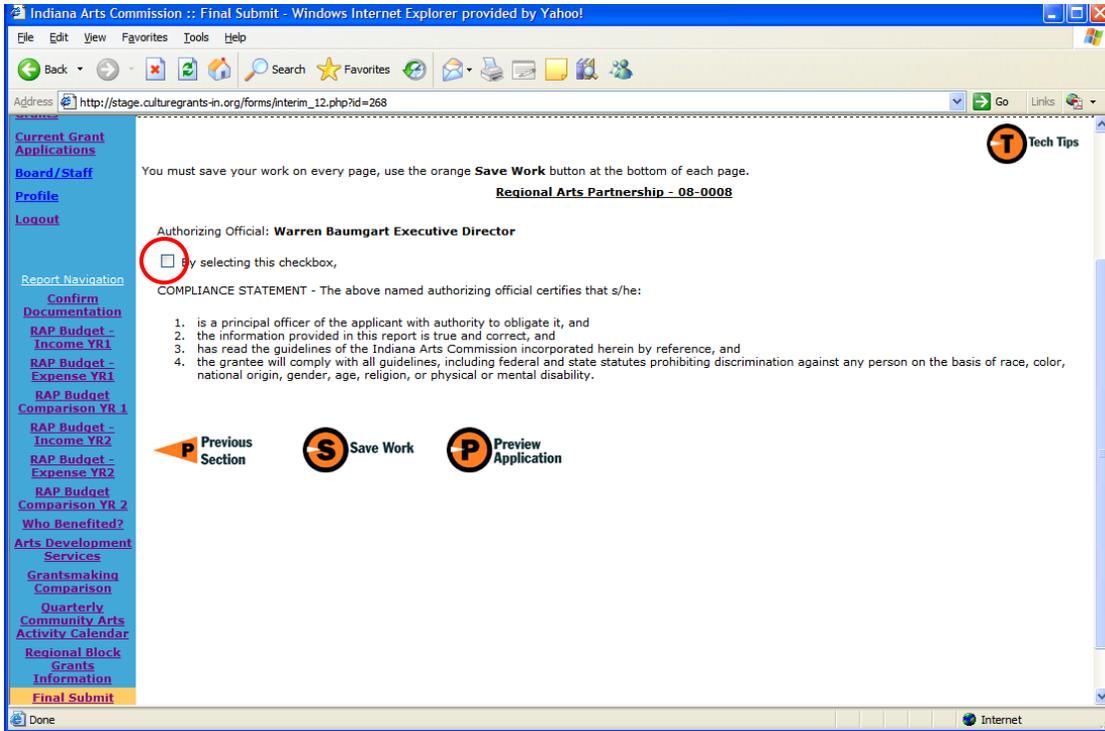
Using the Indiana Arts Commission provided Microsoft Excel spreadsheet, record the grantee detailed information. This is available via Indiana Arts Commission's website. Attach spreadsheet and upload.

13. Final Submit

The report must be authorized by checking the box shown below.

When you put a check in the box, a “Submit” button will appear. Before submitting the report, select “Preview Application” to launch a PDF copy of your Interim Report. Print, sign, and return a hard copy of the report to the IAC (Attn: Grants Programs: RAP, 150 W. Market Street, Suite 618, Indianapolis, IN 46204). The report must be signed by a board member, president or executive director.

After you have printed the report, click the “Submit” button.



14. After clicking the “Submit” button you will be taken back to the “Manage Funded Grants” section. At the top of the page, you will see a confirmation in red text thanking you for submitting the Interim Report.