

Indiana Arts Commission Regional Arts Partnership Quarterly Report Instructions

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

1. Go to the Indiana Arts Commission home page (www.in.gov/arts).
2. Under the Grants section, click on the link “Access Online Applications”. This will open a new window with a list of grant programs. Scroll down to “Regional Arts Partners” and select the link with the appropriate grant period.

IAC: Home - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help

Back Links

Address <http://www.in.gov/arts/index.htm> Go

Google Search Bookmarks Find Check AutoFill Sign In

IN.gov SEARCH IN.gov advanced search ARTS

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

GOVERNOR MITCH DANIELS visit his home page >>

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Indiana Arts Commission Connecting People to the Arts **IAC**

Online Services FIRST IN LINE EVERY TIME

- Subscribe to an E-Newsletter
- Teach Poetry Out Loud in Your Classroom

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Spotlight

Tim Kennedy
Tim plans to do a series of paintings that take the few blocks near his home as their primary subject, but beneath the surface they will be about the Jeffersonian Township. He will show his paintings at First Street Gallery in New York and produce a color card and catalog.

Upcoming Deadlines & Events

Grants

- Access Online Applications
- Deadlines & Panel Meetings
- For Applicants
- For Current Grantees
- Grants Awarded

American Recovery and Reinvestment Act Grants

For more information on eligibility for grants from the NEA's Federal Stimulus Funds, please [click here](#).

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.

Introducing INGA (Indiana Grants Administration)!

The Indiana Arts Commission is excited to provide a new online grant system that allows artists and organizations (arts providers and public entities) to submit grant applications online and track existing grant records (FY2008 and beyond).

Before starting this process, be sure to visit <http://www.in.gov/arts/> for complete instructions, eligibility requirements, and grant guidelines.

New grant users will need to create a Grant User Profile. This profile allows the user to create grant applications, access grants that are in progress, and receive important grant related communications from the Indiana Arts Commission. **PLEASE NOTE:** Carefully following the instructions will ensure that the profile is set up correctly. All users must have a valid electronic email address in order to set up a profile.

You will also need the most recent version of Adobe Acrobat.
This is a free application that you will need to view application previews. Visit the [Adobe website](#) to download Acrobat Reader. It may take up to 30 minutes on a dial-up connection.

New Grant Users:
[Click Here to create an Individual profile.](#)
[Click Here to create an Organization profile.](#)

Returning Grant Users:

User Name:

Password:

Forgot your Username or Password?
 Enter your email address:

Powered By Tech Tips
 culturegrants online™

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 150 W. Market Street, Suite 618 Indianapolis, IN 46204 phone: 317.232.1277
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4. When you have accessed your account. You will see a screen similar to this.

Grant Guidelines
Definitions
Manage Funded Grants
Current Grant Applications
Board/Staff
Log Out of Columbus Area Arts Council
Profile
Logout

Available Grants

Available Grants
 All deadlines are at 4:30 pm EST on the deadline day.

Program Name	Deadline	Current Activity
American Masterpieces FY2008 Program Guidelines	Mar 1st, 2007	
Capacity Building Program FY2008 Program Guidelines	Apr 20th, 2007 Advance Review available before: Apr 10th, 2007	
Regional Arts Partnership FY2008 Program Guidelines	Apr 9th, 2007	#RAP080008 (QTR Rep In Progress) Admin Access to: #RAP080008 (QTR Rep In Progress)

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

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Connecting People to the Arts

ART LEARN EXPRESS INSPIRE CREATE UNIQUE

[Grant Guidelines](#)
[Definitions](#)
[Manage Funded Grants](#)
[Current Grant Applications](#)
[Board/Staff](#)
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6. Under the “Reports” column, find the quarter report that matches the year of the grant. Below the first quarter of first year report is highlighted.

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Manage Funded Grants

Manage Funded Grants
All deadlines are at 4:30 pm EST on the deadline day.

Program Name	Applications	Reports	Deadlines	View
Regional Arts Partnership	(Regional Arts Partnership - 08-0008 QTR Rep In Progress)	Project Modification Report 1 Quarter 1 Year 1 Quarter 2 Year 1 Quarter 3 Year 1 Interim Report Project Modification Report 2 Quarter 1 Year 2 Quarter 2 Year 2 Quarter 3 Year 2 Final Report	 Oct 1st, 2007 Jan 1st, 2008 Apr 1st, 2008 May 31st, 2008 Oct 1st, 2008 Jan 1st, 2009 Apr 1st, 2009 May 31st, 2009	Gr Ag PD PD PD PD PD PD PD PD PD

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http://www.in.gov/arts/ Internet

7. You will find four questions that pertain to all four of the core services. Each response has a 1900 character limit. It is recommended that you spell check and save your response. When finished, click on “Next Section”.



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

CULTURAL PLANNING IMPLEMENTATION: In the space provided, provide details of the actual cultural planning activities that occurred during year one. (Maximum Characters: 1,900. This includes spaces and punctuation.)
Current number of characters: 0

GRANTSMAKING: In the space provided, provide an update of your grantmaking activities. (Maximum Characters: 1,900. This includes spaces and punctuation.)
Current number of characters: 0

INFORMATION AND REFERRAL: In the space provided, provide an update of your information and referral activity. (Maximum Characters: 1,900. This includes spaces and punctuation.)
Current number of characters: 0

TECHNICAL ASSISTANCE: In the space provided, provide an update of your technical assistance activity. (Maximum Characters: 1,900. This includes spaces and punctuation.)
Current number of characters: 0



8. You will see this page, read the compliance statement, check the box “By selecting this checkbox,” to consent agreement to the statement.

Final Submit



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

Authorizing Official: **Warren Baumgart Executive Director**

By selecting this checkbox,

COMPLIANCE STATEMENT - The above named authorizing official certifies that s/he:

1. is a principal officer of the applicant with authority to obligate it, and
2. the information provided in this report is true and correct, and
3. has read the guidelines of the Indiana Arts Commission incorporated herein by reference, and
4. the grantee will comply with all guidelines, including federal and state statutes prohibiting discrimination against any person on the basis of race, color, national origin, gender, age, religion, or physical or mental disability.



9. A new set of instructions will display. You must click “Preview Application” to launch a PDF copy of your quarterly report. Print, sign, and return this copy to the IAC. (This can be done after the deadline). After completing that, click the “Submit” button.

Authorizing Official: **Warren Baumgart Executive Director**

By selecting this checkbox,

COMPLIANCE STATEMENT - The above named authorizing official certifies that s/he:

1. is a principal officer of the applicant with authority to obligate it, and
2. the information provided in this report is true and correct, and
3. has read the guidelines of the Indiana Arts Commission incorporated herein by reference, and
4. the grantee will comply with all guidelines, including federal and state statutes prohibiting discrimination against any person on the basis of race, color, national origin, gender, age, religion, or physical or mental disability.

Please read the following directions carefully! Failure to follow the Four steps as outlined may result in your report not being properly submitted and your report will not be considered for review.

- **Step 1:** Click on the "Preview Application" button below. This will open your application in Adobe Acrobat Reader. Review it. (If changes are required, close the Adobe program. You will be returned to this page and you can go back and make revisions.) If the report looks acceptable, continue to Step 2.
- **Step 2:** Print the report and close the Adobe program. You will be returned to this page.
- **Step 3:** Sign the signature page. Mail one signed hard copy along with any support materials.
- **Step 4:** Click the "SUBMIT" button. Once you do this, you will no longer have access to the report to make changes. You will receive an email confirmation of the receipt of your report. You will also be able to view your report (in a .pdf file) from your INGA account.

Submit



10. After clicking the “Submit” button you will be taken back to the “Manage Funded Grants” section with a confirmation of submitting the quarterly report.



Thank you for submitting your quarterly report

Manage Funded Grants

All deadlines are at 4:30 pm EST on the deadline day.

Program Name	Applications	Reports	Deadlines	View PDF
Regional Arts Partnership	(Regional Arts Partnership - 08-0008 QTR Rep Received)	Project Modification Report 1		Grant Agreement
		Quarter 1 Year 1	Oct 1st, 2007	PDF
		Quarter 2 Year 1	Jan 1st, 2008	PDF
		Quarter 3 Year 1	Apr 1st, 2008	PDF
		Interim Report	May 31st, 2008	PDF
		Project Modification Report 2		PDF
		Quarter 1 Year 2	Oct 1st, 2008	PDF
		Quarter 2 Year 2	Jan 1st, 2009	PDF
		Quarter 3 Year 2	Apr 1st, 2009	PDF
		Final Report	May 31st, 2009	PDF