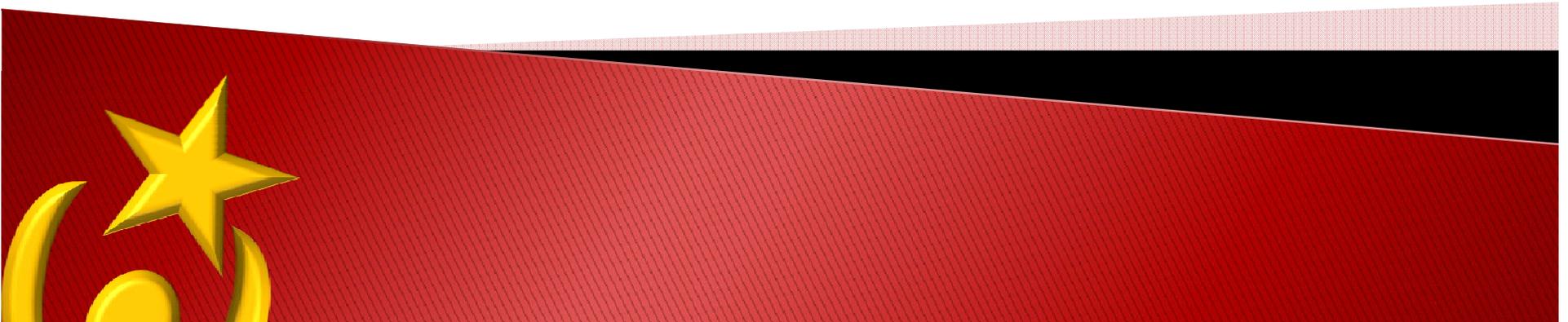




Regional Initiative Grants (RIG) Information for Region 7

Laura Frank
317/232-1274
lfrank@iac.in.gov

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



Regional Initiative Grants Open in FY2013 (RIGs)

- ▶ AOSI– Operating Support for Arts Organizations
- ▶ APS– Arts Project Support



Arts Operating Support I (AOSI)

Eligibility – AOS I

- ▶ Cash Operating Income and Expense from most recently completed FY of **\$250,000 or less**
- ▶ Private-nonprofit with 501c3 status from IRS
- ▶ Incorporated in Indiana as of deadline
- ▶ Indiana Based with Indiana address



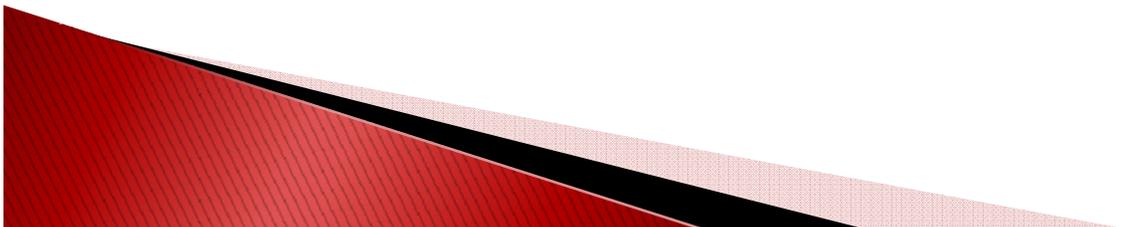
Eligibility – AOS I

- ▶ Arts programming/service-primary mission
- ▶ One year history of similar services
- ▶ Annual program planning/evaluation must have community input
- ▶ Governing body that represents the community



AOS Dollar Request

- ▶ AOS I- There is no dollar request amount. Last year in Region 7 the average grants were:
 - AOSI - \$6,537



AOSI Match Requirements

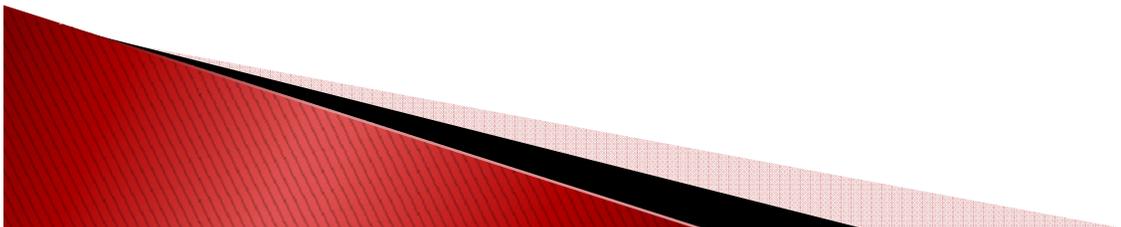
- ▶ Dollar for dollar match.
 - Organization's match may be 50% donated goods and services (in-kind)



Arts Project Support (APS)

Eligibility – APS

- ▶ Private nonprofit, tax-exempt agency, 501(c)(3) or Indiana public entity
 - Can apply under a fiscal agent with the above if not currently a 501c3
 - Does NOT have to have arts in mission, but project must be arts-centric



Eligibility – APS

- ▶ Incorporated in State of Indiana with IN address
- ▶ Governing body that is representative of organization's service area
- ▶ No outstanding Final Grant Reports due to the IAC



APS Request

- ▶ APS - \$5,000 or 50 percent of allowable project expenses, whichever is less
 - It is possible that a portion of the request will be funded
 - Average APS grant last year \$2,636



APS Match Requirements

- ▶ Dollar for dollar match.
 - Organization's match may be 50% donated goods and services (in-kind)



Eligible Expenses

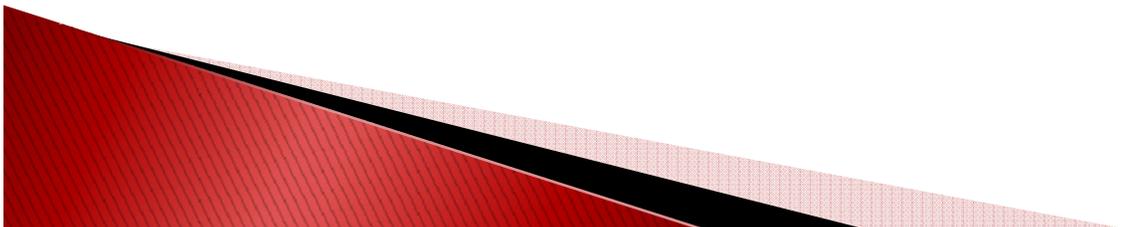
Acceptable Program Expenses (For AOS and APS)

- ▶ Salaries, administrative/artistic fees, staff training, space, rental, promotional costs, productions costs, etc.



Unacceptable Program Expenses (For AOS and APS)

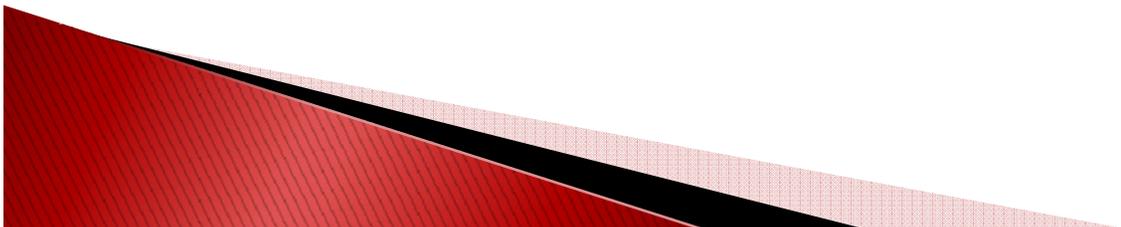
- ▶ Deficit reduction/elimination, events in private dwellings, capital acquisitions, equipment, cost of food/receptions, travel outside of Indiana/United States, indirect costs of colleges/universities, fundraising activities, private functions, religious services or lobbying activities.



Preparing the Application

Getting Started

- ▶ Read all instructional material thoroughly before you begin preparing your application
- ▶ For questions contact:
 - Kristina Davis (program/application questions) or
Laura Frank (online application questions)



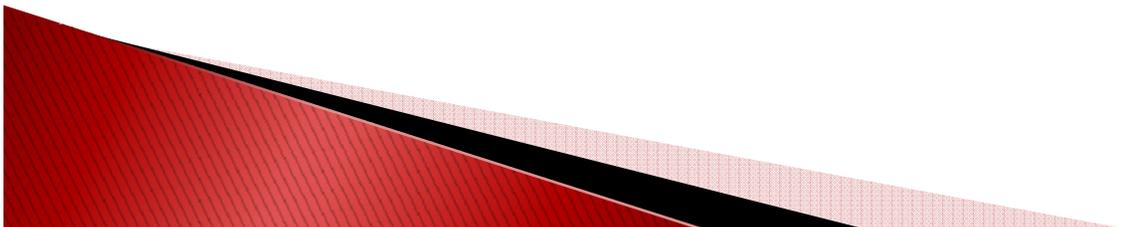
Eligibility – Technology

- ▶ 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



Application Development

- ▶ Application questions may have changed from last year so please read carefully.



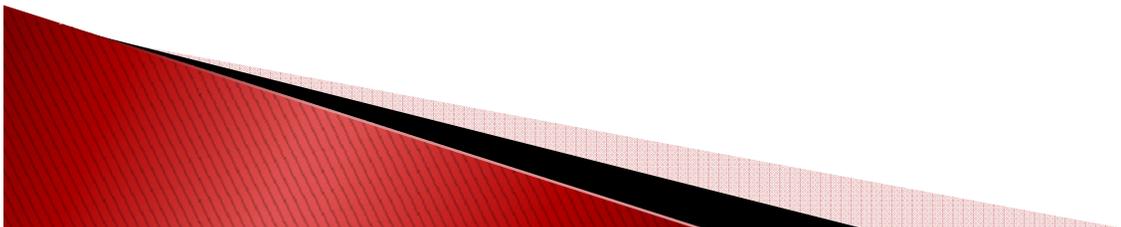
Application Development

- ▶ Start early, allow yourself enough time to write, edit, rewrite, assemble and submit
- ▶ Tips for Editing
 - Cut & Paste issues
 - PDF copy to review for typos/clarity
 - Another set of eyes for review



Application Development

- ▶ Develop a well thought out project timeline (APS) (who, what, when, where, why and how)
- ▶ Think about demographic information
- ▶ Budget and Narrative must support each other
- ▶ Income and Expenses must match



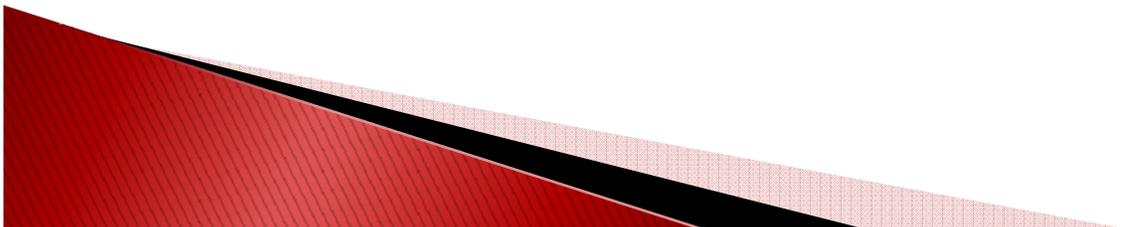
Attachments-Uploaded

- ▶ Forms for Board list available on IAC website (link also listed in application)
- ▶ If problems occur while uploading ...please call Laura
- ▶ If you have questions about the type of document required...please call Kristina



Attachments-Uploaded

- ▶ Promotional materials
- ▶ Unaudited financial statement for most recently completed FY
- ▶ **No Regional Specific Upload or Artistic Support documentation Required!**



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 Process - Advisory Panel

- ▶ Advisory panels appointed by the IAC will be composed of Indiana residents
- ▶ Panels change from year to year



Advisory Panel Review

- ▶ Region 7 Panel Dates:
 - APS- Tuesday, May 1st
 - AOSI –Wednesday, May 2nd
- ▶ Details will be available on the IAC website.



Advisory Panel Review

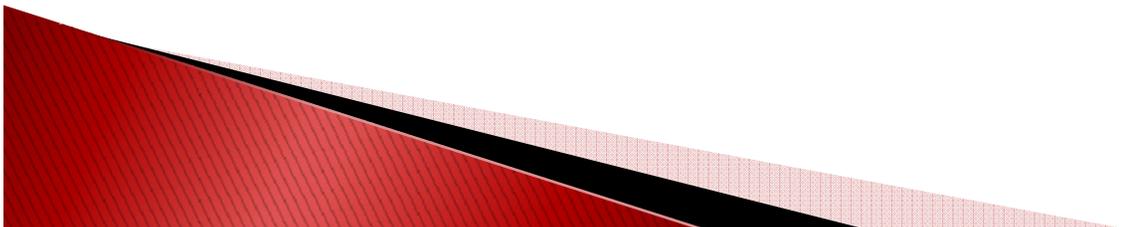
Twitter Updates

- ▶ [Twitter.com/IACgrants](https://twitter.com/IACgrants)
- ▶ Twitter Handle: IACgrants



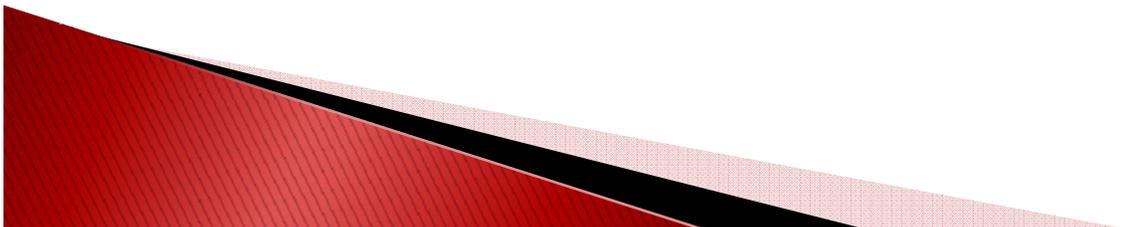
Advisory Panel Review

- ▶ 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



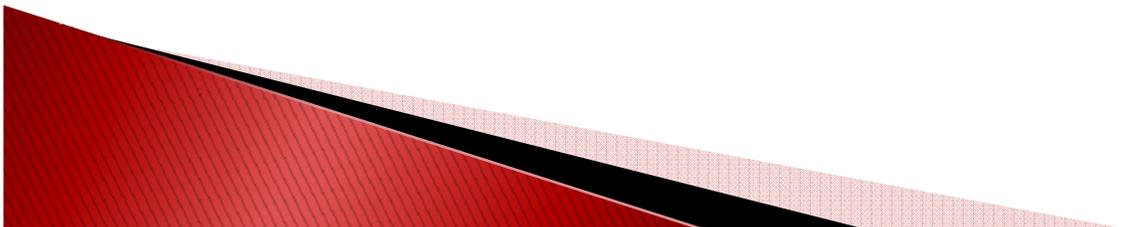
AOSI Criteria

- ▶ Each evaluation criteria will be reviewed on a scale of 1-25
 - Administration and organizational excellence
 - Arts Programming and artistic quality
 - Audience development and visibility efforts
 - Arts education/community outreach efforts to underserved populations



APS Criteria

- ▶ **Administration**
(30 possible points)
- ▶ **Project Quality**
(30 Possible Points)
- ▶ **Outreach/Community Impact**
(40 possible points)



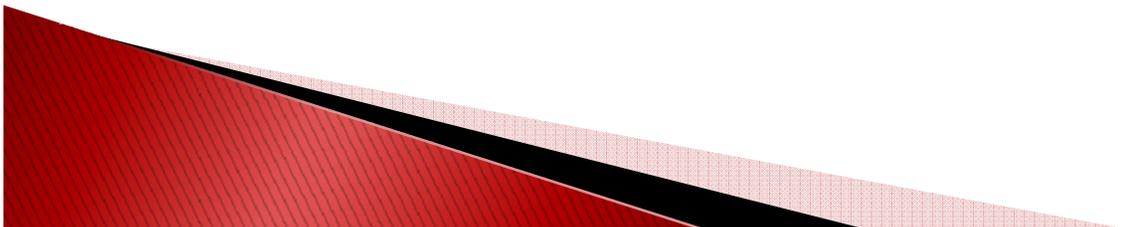
Proposal Approval

- ▶ Applications with the highest final scores will be considered for funding
- ▶ Funding is currently based on a per capita allocation for the region



Proposal Approval

- ▶ The Commission will review and ratify funding recommendations made by the panel during the June 2012 business meeting



Managing Your Grant

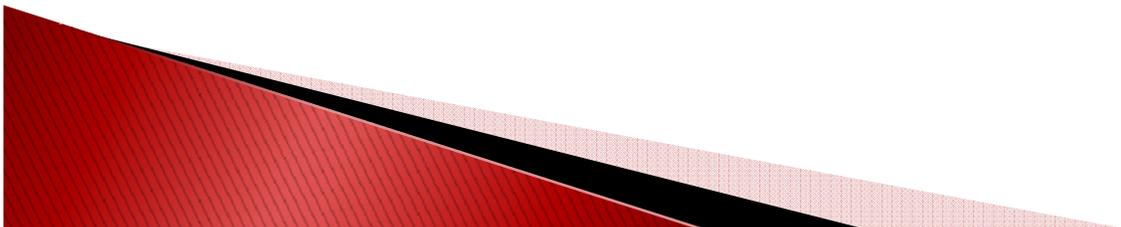
Notifications

- ▶ All applicants will be notified of grant decisions after the June 2012 Commission meeting
- ▶ Grantees will receive an award letter, grant agreement, and instructions for completing other necessary forms
- ▶ State Forms check



Notifications

- ▶ Payment will not be started through the state until all required paperwork is received. It usually takes at least 90 days after we have all the paperwork for the first partial payment to be deposited into your account.



Forms

- Vendor Form
- Secretary of State Business Entity Report registration is up-to-date
- Clearance checks with Dept. of Workforce Development and Dept of Revenue
- A copy of the E-Verify Memorandum of Understanding (MOU)
- E-1 Form must be completed with the State Board of Accounts at the end of the State Fiscal Year.



Payment

- ▶ 1st payment will include 75% of awarded amount
- ▶ Proceed with established project timeline regardless of payment status
- ▶ Remaining 25% will be disbursed after submission and approval of final grant report



Completing an Online Application

Laura Frank,
Communications Manager
Indiana Arts Commission

Accessing Online Application

Direct link: www.indiana.cgweb.org

- ▶ or go to www.IN.gov/arts
 - Select “Access Online Application & Reports”
 - Click link under “accessing the IAC’s online grant system”
- ▶ Add to favorites/bookmarks



Culture Grants Online - Windows Internet Explorer provided by State of Indiana

http://indiana.cgweb.org/

File Edit View Favorites Tools Help

Culture Grants Online

 **Indiana Arts Commission**

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Login

Adjust font size:
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 **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.](#)

[Terms of Use](#) [Privacy Policy](#)

Done

Internet 100%

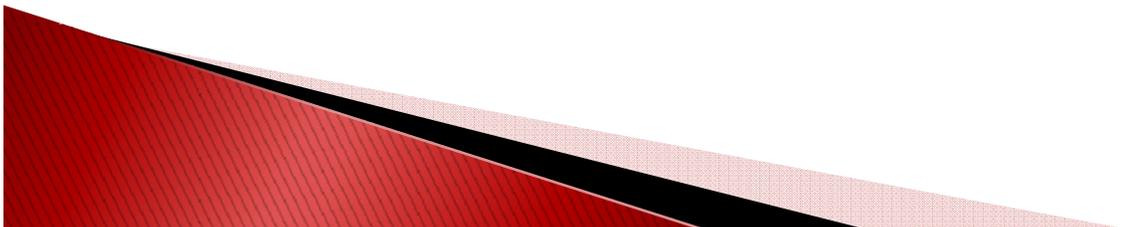
Online Application

- ▶ Red text is always a link
- ▶ If you already have a profile, click Login button on left.
- ▶ If this is the first time your organization has applied, click red text at bottom of information screen
- ▶ Fill out all profile information



Online Application

- ▶ Once logged in, you can make changes to your profile by clicking “edit profile” button.



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http://indiana.cgweb.org/main.php

File Edit View Favorites Tools Help

Culture Grants Online

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Edit Profile

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Submitting Artistic Documentation

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Logout

Invitational Password:

OK

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IAC
Indiana Arts Commission

Indiana Arts Commission
Laura Frank - Laura Katherine Frank

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T Tech Tips

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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.

Internet 100%

Online Application

- ▶ If creating profile for the first time, make sure you select “organization”
- ▶ Email address is important; make sure it is correct. This is where all correspondence regarding the grant is sent.





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Laura Frank - Laura Katherine Frank

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Edit Profile

Current Programs & Applications

Manage Work Samples

Submitting Artistic Documentation

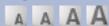
Project/Grant Modification

Help

Logout

Invitational Password:

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* Please choose the type of profile you are creating:

- Individual
- Organization

Primary Contact Information

Salutation	Mrs.
* First Name	Laura
Middle Initial	K
* Last Name	Frank
Title	
* Phone	(317) 232-1274
* Email	lfrank@iac.in.gov
* Confirm Email	lfrank@iac.in.gov
* Username	lauraf
* Password	*****
* Confirm Password	*****

Applicant Information

* Legal Name (Organization or Individual)	Laura Katherine Frank
Date of 501(c)3 incorporation (if applicable)	
* Address	100 N. Senate Ave.
Address (line 2)	Room N505
* City	Indianapolis
* Country	UNITED STATES
* State/Province	Indiana
* Postal Code	46204
* Phone	(317) 232-1274
Fax	

Online Application

- ▶ Click on “Current Programs & Applications” button to access the grant application.
- ▶ Make sure to choose FY2013 Region 7, either AOS or APS.
- ▶ Suggestion: click “preview application” to open a PDF of application.
- ▶ Click “start application” to begin.



Culture Grants Online - Windows Internet Explorer provided by State of Indiana

http://indiana.cgweb.org/active_programs.php

File Edit View Favorites Tools Help

Culture Grants Online Culture Grants Online

Available: December 8th, 2011
Final Submission Deadline: March 5th, 2012
[START Application](#)
[Preview Application](#)

FY2013 Regional Initiative Grant - REGION 6 - Arts Operating Support I (AOSI)

The Regional Initiative Grant for Arts Operating Support is specifically geared to Indiana arts and cultural organizations. Funding comes from the state through the Indiana Arts Commission. Grantsmaking is conducted regionally by the IAC Regional Arts Partners.

Contact your IAC Regional Arts Partner (<http://www.in.gov/arts/2482.htm>) for guideline information and eligibility requirements.

Available: December 8th, 2011
Final Submission Deadline: March 1st, 2012
[START Application](#)
[Preview Application](#)

FY2013 Regional Initiative Grant - REGION 7 - Arts Operating Support I (AOSI)

The Regional Initiative Grant for Arts Operating Support is specifically geared to Indiana arts and cultural organizations. Funding comes from the state through the Indiana Arts Commission. Grantsmaking is conducted regionally by the IAC Regional Arts Partners.

Contact your IAC Regional Arts Partner (<http://www.in.gov/arts/2482.htm>) for guideline information and eligibility requirements.

Available: December 8th, 2011
Final Submission Deadline: March 5th, 2012
[EDIT Application #130003 \(IN PROGRESS\) - PDF](#)

FY2013 Regional Initiative Grant - REGION 8 - Arts Operating Support I (AOSI)

The Regional Initiative Grant for Arts Operating Support is specifically geared to Indiana arts and cultural organizations. Funding comes from the state through the Indiana Arts Commission. Grantsmaking is conducted regionally by the IAC Regional Arts Partners.

Contact your IAC Regional Arts Partner (<http://www.in.gov/arts/2482.htm>) for guideline information and eligibility requirements.

Available: December 8th, 2011
Final Submission Deadline: March 5th, 2012
[START Application](#)
[Preview Application](#)

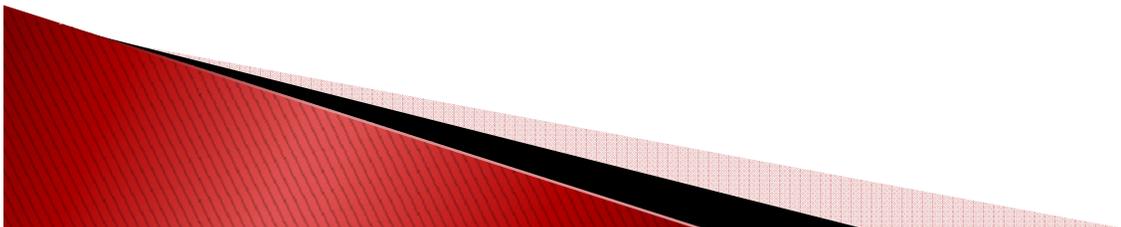
FY2013 Regional Initiative Grant - REGION 9 - Arts Operating Support I (AOSI)

The Regional Initiative Grant for Arts Operating Support is specifically geared to Indiana arts and cultural organizations. Funding comes from the state through the Indiana Arts Commission. Grantsmaking is conducted regionally by the IAC Regional Arts Partners.

Internet 100%

Online Application

- ▶ Each section of the application is a red link at the top.
- ▶ Save work and save often.
- ▶ Note “Did I complete this page” link.





Indiana Arts Commission

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January 9th, 2012



Home

Edit Profile

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ApplicationsManage
Work SamplesSubmitting Artistic
DocumentationProject/Grant
Modification

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Logout

Invitational Password:

 OK

Adjust font size:

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FY2013 Regional Initiative Grant - REGION 7 - Arts Operating Support I (AOSI) #130003**Application Pages**

- **Before You Begin**
- Business Information
- Applicant Summary
- Narrative - Administration
- Narrative - Projected FY2013 General Arts Programming
- Narrative - Projected FY2013 Educational Priorities
- FY2013 Organizational Budget - Income
- FY2013 Organizational Budget - Expenses
- Budget Explanation
- FY2013 Projected Demographics
- FY2013 Projected Demographics (Continued)
- Demographics Explanation
- Artistic Documentation (Applicable Regions Only)
- Accessibility Statement
- Attachments/Support Documents
- Application Checklist & Signature
- Submit Application

Before You Begin

1. Before you begin your application, please **review your region's guidelines and expectations for this program to ensure eligibility**. If you are not sure in what region your organization is located, go to <http://www.in.gov/arts/2482.htm>.
2. When completing your online application, **save often**. It is especially important to remember to save frequently when completing lengthy narrative areas, walking away from your computer, logging out of the system, or moving to a new page. Once you have saved your data, you can log back into the system to continue at any time.
3. When you complete your profile within the online system, remember that all communication through the IAC's Online Grant System is sent to the email address you provide for your account. This information can be changed by selecting the "Edit Profile" button on the left navigation. You will receive a notification email when you start the application and when you submit it. If you do not receive these emails, please contact your regional partner immediately.
4. Narrative questions within the application have limitations on character count. Exceeding this limit will result in your text being cut off. Applicants should also note that copying and pasting text from other applications can cause issues with character count and typos. If you do copy and paste, make sure you proof your content for errors using the PDF preview.
5. The IAC recommends starting and submitting your application prior to the deadline date as it cannot be extended for computer problems, personal issues, etc.
6. If you have questions regarding any areas of the content within the application, please contact your regional partner for assistance. Any technical issues with the online system should also be directed to your regional services manager.
7. Be sure your Profile Information is accurate and up to date. Inaccurate information will jeopardize your application eligibility.

Save Work**Did I Complete This Page?**

Online Application

- ▶ As you type into the narrative box, the system counts characters for you.
- ▶ DO NOT COPY AND PASTE FROM WORD. It messes up the count and enters unseen HTML characters.
- ▶ Only copy/paste from plain text programs like Note Pad.





Indiana Arts Commission

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FY2013 Regional Initiative Grant - REGION 7 - Arts Operating Support I (AOSI) #130003

Application Pages

- Before You Begin
- Business Information
- Applicant Summary
- **Narrative - Administration**
- Narrative - Projected FY2013 General Arts Programming
- Narrative - Projected FY2013 Educational Priorities
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- FY2013 Projected Demographics (Continued)
- Demographics Explanation
- Artistic Documentation (Applicable Regions Only)
- Accessibility Statement
- Attachments/Support Documents
- 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 an overview of your art organization's operation and include a brief history and relevant information regarding your organizational structure (process for planning and budgeting; board/key artistic/staff roles, responsibilities, and qualifications).**

Character Count: 0 out of 5000

***2. Describe your organization's financial situation. If your organization is experiencing a deficit, describe how the board and staff are addressing that situation.**

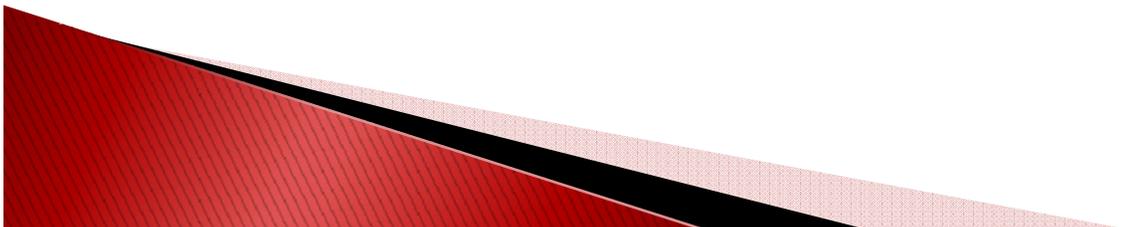
Online Application

- ▶ Another method to check spelling: type directly into application; copy text into Word document; make suggested changes directly to application.



Online Application

- ▶ Please note file format requirements for each upload, i.e. “.doc” (NOT “.docx”) or “.pdf”
- ▶ If you need help consolidating three marketing pieces into one PDF, please email Laura at lfrank@iac.in.gov or April at ablevins@iac.in.gov.





Indiana Arts Commission

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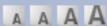
Project/Grant Modification

Help

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FY2013 Regional Initiative Grant - REGION 7 - Arts Operating Support I (AOSI) #130003

Application Pages

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- Demographics Explanation
- Artistic Documentation (Applicable Regions Only)
- Accessibility Statement
- **Attachments/Support Documents**
- Application Checklist & Signature
- Submit Application

Attachments/Support Documents

If you need technical assistance on how to prepare documents for upload, contact your regional partner. Consult your regional guidelines to make sure you attach the correct documents for your region and grant Category.

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

*** 1. Upload your organization's Articles of Nonprofit Incorporation, Public Entity Enabling Document, and/or Certificate of Authority as a Foreign Corporation. The file should be named with your organization's name or acronym and the applicable title, e.g. IAC_ArticlesNonprofit.pdf.**

No file uploaded.
upload file

(Document must be formatted as a PDF for upload.)

*** 2. Upload your organization's IRS Determination Letter of Tax Exempt Status. If you are a Public Entity, please upload a document stating that information here. The file should be named with your organization's name or acronym and the applicable title, e.g. IAC_TaxExemptLetter.pdf.**

No file uploaded.
upload file

(Documents must be formatted in Word 97-2003 (.DOC) or PDF format for upload.)

*** 3. Upload a financial statement for the most recently completed fiscal year. The file should be named with your organization's name or acronym and the applicable title, e.g. IAC_FinancialStatement.pdf.**

No file uploaded.
upload file

(Document must be formatted as a PDF for upload.)

help!

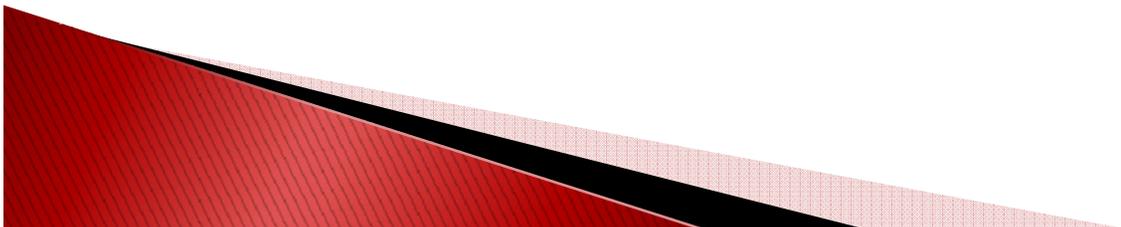
*** 4. Has the most recently completed financial statement attached to this application been approved by your Board of Directors?**

*** 5. Upload promotional materials (up to 3 pieces consolidated into one electronic PDF). The file should be named with your organization's name or acronym and the applicable title, e.g. IAC_PromotionalMaterials.pdf.**

No file uploaded.

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.



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http://indiana.cgweb.org/module_submit.php

File Edit View Favorites Tools Help

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Laura Frank - Indiana Arts Commission

January 9th, 2012

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 Tech Tips

FY2013 Regional Initiative Grant - REGION 7 - Arts Operating Support I (AOSI) #130003

Application Pages

- Before You Begin
- Business Information
- Applicant Summary
- Narrative - Administration
- Narrative - Projected FY2013 General Arts Programming
- Narrative - Projected FY2013 Educational Priorities
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- FY2013 Organizational Budget - Expenses
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- FY2013 Projected Demographics (Continued)
- Demographics Explanation
- Artistic Documentation (Applicable Regions Only)
- Accessibility Statement
- Attachments/Support Documents
- Application Checklist & Signature
- **Submit Application**

You have not yet answered some required questions. Below is a list of questions that need to be completed prior to submission:

Required Question: 1. To what level of operating support are you applying? on the Business Information page.
[Click here to answer this question.](#)

Required Question: 2. Organization home county: on the Business Information page.
[Click here to answer this question.](#)

Required Question: 3. 9-Digit organization zip code: on the Business Information page.
[Click here to answer this question.](#)

Required Question: 4. Organization web address: on the Business Information page.
[Click here to answer this question.](#)

Required Question: 5. Authorizing official first name: on the Business Information page.
[Click here to answer this question.](#)

Required Question: 6. Authorizing official last name: on the Business Information page.
[Click here to answer this question.](#)

Required Question: 7. Authorizing official title: on the Business Information page.
[Click here to answer this question.](#)

Required Question: 8. Authorizing official email address: on the Business Information page.
[Click here to answer this question.](#)

Required Question: 9. Authorizing official phone: on the Business Information page.
[Click here to answer this question.](#)

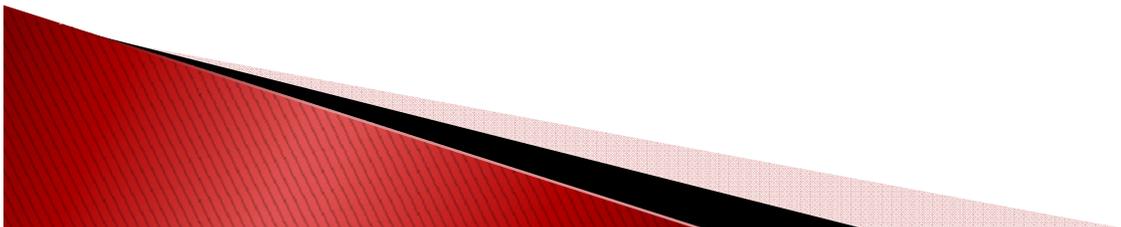
Required Question: 10. Federal identification number (FEIN): on the Business Information page.
[Click here to answer this question.](#)

Required Question: 11. Dun & Bradstreet (DUNS) number: on the Business Information page.
[Click here to answer this question.](#)

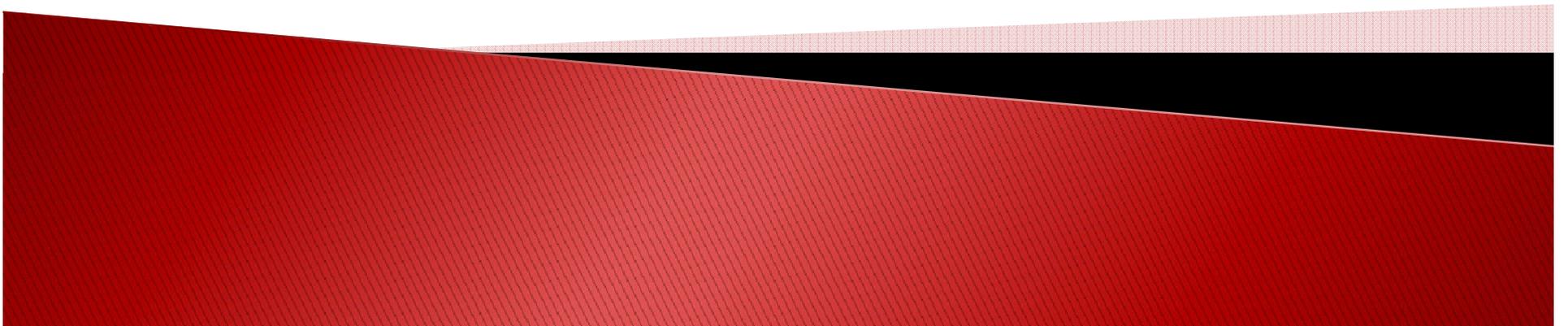
Internet 100%

Online Application

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



Questions ...



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Guidelines/Application Content

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