

WHAT TO SUBMIT

Refer to p. 14 for further details.

Applicants must provide complete information on all forms, authorized signatures where indicated, assurances that the application is legally binding, and supporting materials (as requested) to allow for a uniform review.

Submit ALL requested materials ONLY. Please DO NOT submit additional materials that have not been requested. Submitting additional information can make your application INELIGIBLE.

First-time applicants should provide ONE copy of the following:

- 1. Articles of Indiana Nonprofit Incorporation or Public Entity Document
- 2. IRS Tax Exempt Status Letter

All applicants should provide the original and SIX copies of the following:

- 3. Grant Application Form—Sections A.-J. fully completed). Sections F. (Application Narrative), G. (Project Timeline), and I. (Budget Line Item Detail) will be separate documents attached to the form.
- 4. Governing Body Roster
- 5. Annual Financial Statement

The following materials are **optional**; however, if submitted, original plus SIX copies required:

- 6. Printed Promotional Materials, limit of 3 items
- 7. Project Manager's Resume

APPLICATION DEADLINE—April 15, 2009 at 4:30 PM

Mail completed application to:

The Arts Council of Southern Indiana
820 East Market Street
New Albany, IN 47150
812-949-4238
eluther@artscouncilsi.org



GRANT APPLICATION GUIDELINES & INFORMATION

for nonprofit organizations and Indiana public agencies in Clark, Floyd, Harrison, Jefferson, Scott, and Washington Counties in Indiana.

Regional Partnership Initiative Grants Fiscal Year 2010

July 1, 2009 - June 30, 2010



820 East Market Street • New Albany, IN 47150
Phone: 812-949-4238 • Fax: 812-949-6937
eluther@artscouncilsi.org • www.artscouncilsi.org

APPENDIX E—Fiscal Sponsor Guidelines

A fiscal sponsor is a public agency or tax-exempt nonprofit organization that agrees to apply for funds on behalf of an organization applying for nonprofit status.

The fiscal sponsor and sponsored entity must develop a written agreement that outlines the roles, responsibilities, and working relationship between the two parties. A copy of the agreement must be submitted with the grant application. If funding is awarded, the fiscal sponsor will be the recipient and administrator of the funds, and is legally responsible for insuring the funds are used for the purposes stated in the project proposal.

The Fiscal Sponsor will:

1. be the applicant of record and sign the application form;
2. complete all required forms and enter into a contractual agreement with the Regional Partner Organization for the receipt of the grant funds;
3. receive the funds from the RPO;
4. maintain accurate and up-to-date records of the receipt of the funds;
5. assure the security of the funds until they are disbursed to the sponsored entity implementing the project;
6. disburse the funds to the sponsored entity as warranted and agreed to by the terms of the letter of agreement that exists between the fiscal sponsor and the sponsored organization;
7. maintain an accurate and up-to-date accounting of expenditures and income for the project;
8. submit a final grant report of overall expenses and income for the project (all sources) to the Regional Partner Organization within the time period stipulated in the grant contract;
9. reimburse the Regional Partner Organization for any grant funds disbursed which are not spent according to the stipulations of the grant contract;
10. undergo a fiscal review of financial records pertaining to the grant by an agent of the IAC or the Regional Partner Organization if such review is deemed appropriate;
11. assure compliance with federal and state regulations prohibiting discrimination; and
12. assure compliance with federal and state regulations governing minimum wages, working conditions, and accessibility.

These guidelines pertain to the Indiana Regional Partnership Initiative Grant Program. They may or may not be applicable to the programs of other federal, state, or private agencies or endowments.

Who May Apply?

Organizations must meet four basic requirements to apply:

1. Must be either an Indiana public agency (part of city, county, or state government) OR a private, nonprofit, tax-exempt agency OR is a part of a larger Indiana public agency or tax-exempt nonprofit organization and has a separately identifiable organizational structure, governing body, and financial reporting system.
2. Private nonprofit organizations must be incorporated in the state of Indiana at the time of application, and have received recognition of tax-exempt status from the Internal Revenue Service (IRS). In some cases, an eligible tax-exempt organization may act as a fiscal sponsor for an organization that has not yet secured federal tax-exempt status. (See Appendix E for more information about fiscal sponsorship and its responsibilities.)
3. Must have no outstanding overdue IAC or RPO Final Grant Reports.
4. Must be Indiana-based and have an Indiana address within the IAC regional area in which application is made. Nonprofit corporations that are based in another state must be registered in Indiana as a Foreign Corporation, have an IAC regional address, and provide arts activities in that region to be eligible.

How Can RPI Funding be Used?

RPI funding can be used for Arts Project Support (APS) of Indiana arts and “non-arts organizations” (*) to support a distinct aspect of the organization’s arts activities, such as a one-time event, a single production, an exhibition, an educational seminar, or series of related arts activities, such as art classes or training sessions. Projects must occur in the fiscal year 2010, between July 1, 2009 and June 30, 2010. **The Arts Council of Southern Indiana strongly encourages the use of Southern Indiana artists and groups who provide art activities in the six-county region it serves.**

Projects may include, but are not limited to: concerts, theater productions, visual art exhibits, presenter touring programs, artist residencies in schools or other community settings, or a broad range of arts-related services for Indiana citizens, artists, arts organizations, and communities. (*) “Non-arts organizations” do not have the arts as their primary mission.

Restrictions for using RPI funding

The Regional Partnership Initiative funding **cannot** be used for:

- cash reserves; deficit reduction, or deficit elimination;
- events in private dwelling places or other locations not open to the general public;
- consumable supplies and materials not directly related to the project;
- capital acquisitions (purchase of artwork); capital expenditures (i.e., office equipment); restoration, or new construction of buildings;
- costs of receptions, food, or beverages;
- travel outside the United States;
- indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities;
- activities not associated with arts programs and services;
- projects to be delivered outside the state of Indiana;
- project expenses outside the stated fiscal year (7/1/2009-6/30/2010);
- activities that are solely for the purpose of fundraising; and
- private functions, religious services, lobbying activities, or any non-public activity.

How Much Funding Can be Requested?

Up to 50% of allowable project expenses or \$10,000, whichever is less.

The minimum request is \$2,000. Requests for funding below \$2,000 should be made using the RPI Mini-Grant Application.

How is My Application Reviewed?

ACSI and the Indiana Arts Commission have established an advisory panel process to assist in the evaluation of grant applications. Panels will be appointed by ACSI and will be composed of persons from each region who are knowledgeable in the arts, nonprofit management, and/or community development. ACSI will strive to balance advisory panel composition with consideration to race, gender, regional representation, and special needs.

Panelists will score the applications according to three criteria: 1) quality, 2) community impact, and 3) management. Following each panel meeting, Regional Partner Organizations will use a funding formula that takes into consideration the panel's ratings and available funds to determine funding recommendations.

NON-ARTS ORGANIZATION—Does not have the arts as their primary mission. They include pre-K, elementary, secondary schools, and in some cases, colleges and universities; senior centers; parks and recreation departments; civic and community service organizations; professional associations; public libraries and other public agencies and private nonprofit tax-exempt community-based organizations.

NONPROFIT ORGANIZATION—Must be incorporated in the state of Indiana at the time of application, and have received recognition of tax-exempt status from the Internal Revenue Service.

PRESENTER—An organization which enters into a purchase of service contract with a producer in order to provide arts performances, exhibits, readings, screenings, etc., created by the producer, to audiences located within the service area of the organization.

PRODUCER—An organization which creates or organizes arts performances, exhibits, readings, screenings, etc., that will be provided to audiences located outside the service area in which the organization is based.

RPI—Regional Partnership Initiative. The Indiana Arts Commission and 12 community-based organizations jointly established to enhance support for arts and cultural activities statewide, especially in underserved areas.

RPO—Regional Partnership Organization. Regional Partner Organizations work in cooperation with the IAC to provide four “core” services to artists, arts providers, and arts consumers in a specific multi-county region of Indiana. The core services are: Cultural Planning, Grantsmaking, Information & Referral, and Technical Assistance.

REVIEW—Itemized statement of an organization's beginning and ending assets, liabilities, and fund balances for an entire financial year that has been prepared by a certified public accountant according to generally accepted accounting principles and involves inquiries of management and analytical procedures and reasonableness tests.

UNDERSERVED—People lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ethnicity, cultural differences, disability or other circumstances.

APPENDIX D—Glossary of Terms and Acronyms

ACSI—The Arts Council of Southern Indiana

APS—Arts Project Support, the type of funding available from the Arts Council.

ARTS ORGANIZATION—Has arts programming and/or service as its primary mission.

AUDIT—Itemized statement of an organization’s beginning and ending assets, liabilities, and fund balances for an entire financial year that has been prepared by a certified public accountant according to generally accepted accounting principles, contains an examination on a test basis of the evidence supporting the amounts in the financial statements, and is designed to provide reasonable assurances that the financial statements are free of material misstatement.

COMPILATION—Itemized statement of an organization’s beginning and ending assets, liabilities, and fund balances for an entire financial year that has been prepared by a certified public accountant according to generally accepted accounting principals but does not contain an opinion or any other form of assurance by the CPA.

FINANCIAL STATEMENT—Itemized statement of an organization’s beginning and ending assets, liabilities, and fund balances or an entire financial year prepared according to generally accepted accounting principles.

FISCAL SPONSOR—A fiscal sponsor is a public agency or tax-exempt not-for-profit organization *eligible to apply for Regional Block Grant funding* that agrees to apply for funds on behalf of an Indiana nonprofit that has not yet received federal tax-exempt status from the IRS (and therefore, does not currently meet eligibility requirements). The fiscal sponsor IS THE APPLICANT OF RECORD. The fiscal sponsor and sponsored entity must develop a written agreement that outlines the roles, responsibilities, and working relationship between the two parties. A copy of the agreement must be submitted with the grant application. If funding is awarded, the fiscal sponsor will be the recipient and administrator of the funds, and is legally responsible for insuring the funds are used for the purposes stated in the project proposal. Fiscal sponsors are encouraged to read this application booklet thoroughly to gain an understanding of all of the fiscal requirements that fiscal sponsors are required to meet.

IAC—Indiana Arts Commission, a state agency established in 1969 to increase the support, awareness, and outreach of the arts in communities across the state. The Commission administers and distributes funds for arts programs and services appropriated by the Indiana General Assembly and the National Endowment for the Arts.

To determine if or how well an application meets the criteria, panels will use the following indicators. “Project,” as used below, refers to the activities for which funding is requested.

Panel meetings are open to the public for observation and may be recorded. Applicants are encouraged to attend. Applicants cannot “lobby” panelists on behalf of their applications before, during, or after the panel meeting.

1.) Quality (30% of total score)

The proposed activities, project, or service will be of the highest quality possible in relation to the community.

- The goals and objectives of the proposed activities are clearly explained and are consistent with the organization’s mission and long-range plans.
- The artistic goals and program design are consistent with the organization’s resources.
- The audience has been clearly identified and estimated attendance figures appear reasonable in light of past efforts.
- Proposed program components and activities appear to be appropriate in light of project goals and audience. The project design contains and describes educational activities.
- Participating artists, staff, community members and others have been/will be involved in planning, implementing, and evaluating the project activities.

2) Community Impact/Public Benefit (40% of total score)

The proposed activities, project, or service will have a significant impact on the organization and/or the community the organization serves.

- At the discretion of the grant review panel, special consideration may be given to counties, communities, or disciplines that qualify as “underserved.”
- The organization’s constituent base is clearly defined. The manner in which constituents were involved in assessing needs and program planning is clearly described. There was an appropriate level of constituent involvement and support.
- The plan for serving traditionally underserved populations in program development, implementation, and evaluation is clearly described and appears adequate.

- Appropriate promotional efforts will be made to inform the general public about activities, including strategies for reaching traditionally underserved populations.
- Proposed activities will be made accessible and marketed to persons with disabilities and other special needs.
- The proposed activities will contribute to long-term growth of the arts in the community.

3) Management (30% of total score)

The organization delivering the proposed activities, project, or service will be well managed.

- There is a person (paid or volunteer) assigned to manage the project/operation. The manager's qualifications have been clearly explained and appear adequate. Additionally, there appears to be a sufficient number of personnel to carry out the proposed activity.
- The project timetable is clearly explained and provides sufficient detail to guide implementation.
- The process that will be used to evaluate project effectiveness is clearly described and measurable. Evaluation will include assessment of impact on the people served. Audience/participant feedback will be used as one component to evaluate project success in achieving its goals.
- The person managing this project has had a successful history of providing related arts activities.
- The applicant's governing body meets on a regular basis and represents the diversity of the applicant's geographic service area with respect to race/ethnicity, gender, age, special needs, and location of residence, etc.

Ratification—The Board of Directors will review and ratify all FY2010 funding recommendations no later than the August 2009 Board of Directors meeting which is open to the public.

What Happens Next?

Notification and First Payment—All applicants will be notified in writing of grant decisions immediately following the August 2009 board meeting. Grantees will receive packets containing an award letter, a budget modification form, a service contract and other pertinent materials that must be completed, signed and returned to ACSI before the grantee's first payment can be processed.

- Doors Open Easily
- Elevators
- Chair Lifts
- Accessible Restrooms
- Designated Wheelchair Seating

6. Is the interior space accessible to people with visual impairments?

- Large Print Signage
- Braille Signage
- Braille Marked Elevator Buttons
- Raised Letter Signage
- Free of Hazardous/Protruding Overhangs
- Clearly Marked Abrupt Changes in Levels

7. Is interior accessible to people with hearing impairments?

- Does the facility utilize Visual Emergency Alarm System?

Access to Organization's Programs

Answer each question 8 through 10 as it relates to programmatic accessibility.

8. Does the organization use the following to make its programs accessible to people with visual impairments?

- Large Print Materials
- Large Print Labeling
- Braille Materials
- Taped Materials
- Audio Description

9. Does the organization use the following to make its programs accessible to people with hearing impairments?

- Assisted Listening Devices
- Infrared
- Audio Loop
- FM System
- Sign Interpreters
- Oral Interpreters
- Script and Text of Verbal Presentations
- Captioned Audio Visual Materials
- TDD/TTY (Telecommunications Device for the Deaf)

10. Does the organization publicize its accessibility

- By phone
- By TDD/TTY
- In Large Print
- In Braille
- On Audio Cassette Tape

APPENDIX C (for your records only—do not submit)

Accessibility Self-Assessment Checklist

The Indiana Arts Commission has adopted this checklist as an informal guide for applicant organizations. This checklist is neither a determination of your legal rights or responsibilities under the Americans with Disabilities Act (ADA); the 1973 Rehabilitation Act, Section 504; nor binding upon any agency with enforcement responsibility under the ADA.

Facility Access

Answer questions 1 through 7 about the physical accessibility of each facility or site used for programs by your organization. Indicate accessibility by answering yes or no in response to each question and checking yes, no, or n/a for each accommodation in relation to the question.

yes, Physical feature exists.

no, Physical feature does not exist but should.

n/a, Physical feature does not exist and is not needed (i.e., a single-level, ground-floor facility would not need an elevator).

- . Is the entry way accessible to people with mobility impairments (patrons who use wheelchairs, crutches, or walkers or who are unsteady)? Does your facility utilize:
 Ramps/Lifts?
 Hand Railings or Ramps?
 Steps?
 Hand Railings or Steps?
 Doors Open Easily/Automatically?
2. Is the entry easily accessible to people with visual impairment (i.e., low vision, blind)? Does your facility utilize
 Large-Print Signage?
 Adequate Lighting?
3. Is the entry way accessible to people with hearing impairments (i.e., hard of hearing, deaf)?
 Does your facility utilize a Buzzer Door?
 Is There a Visual Entry Code (i.e., Flashing Light)?
4. Is patron parking available?
 Is there Designated “Handicapped Parking”?
 Is there clear Passage to Entry (i.e., for Wheelchair Users)?
5. Is the interior space accessible to people with mobility impairments? Does your interior space utilize the following:
 Ramp
 Hand Railings on Ramps
 Steps
 Hand Railings on Steps
 Firm, Smooth Surfaces

Grant Agreement—ACSI will issue a grant agreement to each grantee. The agreement specifies the conditions under which the grant is given and, when signed, that the grantee accepts the conditions. The “authorizing official,” the person in the organization legally designated to enter into a contract on behalf of the organization, must sign the agreement.

What are the Conditions and Requirements?

Complete information and authorized signatures—Applicants must provide complete information on all forms, authorized signatures where indicated, assurances that the application is legally binding, and support documents (as requested) to allow for a uniform review of the application. Submit requested materials only. Please do not submit additional materials.

Application Deadline: April 15, 2009, 4:30 p.m. —All applications are to be mailed or hand delivered to the ACSI office by this deadline. *Applications submitted by email or fax will not be accepted.* Applicants will not be given a “grace” period for correcting errors. Following staff review of application materials, if your application is deemed ineligible, you will be contacted in writing. If you wish to have ACSI staff review your application, please submit it two weeks in advance of the final deadline, April 15, 2009.

Local Match Requirement—Applicants must match Regional Partnership funds on a dollar-for-dollar basis. The match may be a combination of cash and the value of necessary donated goods and services (in-kind contributions); and at least 50% of the local match must be cash.

Exceptions: All state agencies, state colleges and universities must match each Partnership dollar with at least three dollars cash — from documented non-state funds.

Public Manifestation—There must be a public manifestation of all funded activities within the year they are supported. “Public manifestation” means the project must result in a product or activity that is available to the public. “Available” means activities must be accessible to persons with special needs and open to the audience, participants, or public, either free or by reasonable admission or service charge.

Acknowledgment and Credit—Grantees must credit ACSI, the Indiana Arts Commission, and the National Endowment for the Arts for its support in all publicity and printed materials. Logos and credit lines must be included in a prominent location and type size in all advertising, title panels, catalogues, flyers, posters, literature, film/video credits, news releases, printed programs, public broadcasts, promotion, and publicity. The ACSI will provide grantees with logo sheets. Proof of logo usage will be required with the Final Grant Report at the completion of the project.

Project/Budget Modification Report—All grantees must submit a revised budget and narrative description of the funded activity/ies based on the actual amount of the grant. This report must be returned with the signed contract and becomes a part of the contract. It modifies the original application, describing what will actually be done with the amount of funding that was awarded. The grantee will be held accountable for delivering the type & level of services given in this report—not the original application.

Grantee Changes Affecting the Funded Project—During the period of time covered by the contract, the grantee must give prior written notice to ACSI of any major organizational changes which may affect the funded project/activities, such as significant changes in budget, personnel, dates, scope of activities, etc.

Final Grant Report—The deadline for submitting the final report is June 30, 2010. The ACSI will provide the final grant payment following receipt and acceptance of the final grant report. Failure to complete a Final Grant Report on time can jeopardize an organization's eligibility for future funding.

Arts Program Monitoring—ACSI and the Indiana Arts Commission will monitor the arts programs and organizational activities funded through this category. ACSI staff members may attend grantee's projects or events for this purpose.

Record Retention—Grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by ACSI or the IAC. Adequate records need to be maintained to substantiate all financial and program information reported to ACSI for a period of no fewer than three years.

APPENDIX B—In-Kind Income & Expense Guidelines

Contact your accountant or the ACSI with questions regarding budgeting for in-kind expenses and income. Because nonprofit organizations often receive donated materials and services (“in-kind” contributions), special accounting guidelines have been established to deal with these items. These guidelines should be followed when the applicant includes any in-kind match in the proposed budget.

Materials

Donated materials of significance should be reported at their fair market value if the recipient organization has an objective, measurable basis for assigning value. (Value is usually assigned by the donor.)

Services

Donated services of significance should be reported if:

- 1.) they are a normal part of a project and would be otherwise performed by paid personnel;
- 2.) the organization exercises control over the employment and duties of the donor; and
- 3.) there is a measurable basis for assigning a value to the service being donated.

The following cannot be claimed as in-kind service:

- 1.) services that are designed to be provided by volunteers;
- 2.) periodic volunteer services for fund raising;
- 3.) professional personnel engaged in research or training activities without pay or with a nominal allowance; and
- 4.) value of time donated by the organization's board of directors and board committee members in carrying out governance activities.

In-kind donations of materials and services must be able to be audited with a written record of each contribution. The written record should include: organization name, donor name and signature, date, description of the donated item or service, the value of the donated item of service (as assigned by the donor) and the signature of the person receiving the donation on behalf of the organization.

All estimated in-kind expenses should be identified in the proposed budget next to each appropriate line item cost in the Column labeled “In-Kind.” The total estimated in-kind income should also be identified in the proposed budget, on Line 28.

APPENDIX A—Specific Restrictions Regarding Touring & Presenting

Producer

An organization which creates or organizes arts performances, exhibits, readings, screenings, etc., that will be provided to audiences located outside the area in which the organization is based.

Presenter

An organization which enters into a purchase of service contract with a producer in order to provide arts performances, exhibits, readings, screenings, etc., created by the producer, to audiences located within the service area of the organization.

Producers seeking Arts Project Support (APS) must describe their proposed touring activities in the application narrative and in the project timetable and include touring expenses and income in the proposed budget summary and budget line item detail.

Producers receiving APS are expected to utilize this funding to subsidize a portion of the total cost of each presenter-sponsored tour, which should result in a reduction of the fee each presenter will pay the producer.

Example

ABC Dance Company, “the producer”, receives an RPI grant. DEF Community Center, “the presenter”, wants the dance company to perform at the center.

In determining the presenter’s fee for service, the producer identifies the total cost of providing the performance and reduces this amount using a portion of the RPI grant. The amount remaining is quoted to the presenter as the requested fee. Next, the producer and the presenter discuss/negotiate the actual fee and arrive at a mutually agreed upon amount.

Presenters seeking to purchase touring services from Indiana-based producers which receive RPI grants in the same fiscal year CANNOT themselves apply for additional RPI funding to support any portion of the final negotiated fee.

Before submitting an application for Presenter touring support, verify that the Producer does not receive RPI funding dollars from any RPO in the state. This can be done by checking with the producer or with the Regional Partner Organi

Civil Rights—The Indiana Arts Commission and the Regional Partner Organization comply with all state and federal laws and regulations concerning civil and human rights and must assure that programs, awards, and employment practices are free of any discrimination based on disability, religion, gender, or age.

Your signed contract indicates that the funded organization understands and is in compliance with these laws:

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Opportunity Act of 1972 (Public Law 92-261).

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) provides that no otherwise qualified handicapped individual in the United States, as defined in the law, shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

The term “handicapped individual” means “any person who (a) has a physical or mental impairment that substantially limits one or more of such person’s major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment.”

Americans with Disabilities Act of 1990 which provides for nondiscrimination in public accommodation on the basis of disability.

Title IX of the Education Amendments of 1972 which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.

The Age Discrimination Act of 1975 which provides for nondiscrimination in federally assisted programs on the basis of age.

Drug-Free Workplace—The Drug Free Work Place Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispersion, possession, or use of controlled substances in the grantee’s workplace or work site.

Fair Labor Standards—Applicants must follow Fair Labor Standards which provide that all professional performers and related or supporting professional personnel employed on projects or productions that are financed in whole or in part by this grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for people employed in similar activities.

No part of any project or production that is financed in whole or in part under this grant will be performed or engaged in under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in a project or production. Compliance with the safety and sanitary laws of the state in which the performance or part thereof is to take place shall be prima facie evidence of compliance.

General Application Instructions

All applications must be typed. Handwritten applications will NOT be accepted. Use typeface or fonts NO smaller than 11-point. Copies should be double-sided, with all pages CLEARLY LABELED and numbered.

Application must be complete. Review checklist for all required documents. Additional unrequested material may make your application INELIGIBLE.

Submit the correct number of copies for all material. The “ORIGINAL” application must bear the actual signature of the authorized official and cannot be photocopied or a computer generated signature. Additional photocopies must be legible.

Keep a blank application, this booklet and a copy of the completed, signed application for your own files.

SECTION K. FISCAL SPONSOR AGREEMENT (if required)—Refer to SECTION F. Application Narrative on p. 19 for instructions on answering the three questions about the fiscal sponsor organization: 1) Mission/Purpose; 2) Governance and Management; 3) Financial Status. Attach the fiscal sponsor’s most recently completed fiscal year’s financial statement and a signed copy of the agreement between the fiscal sponsor and the sponsored organization. See Appendix E, p. 32 for guidelines and responsibilities of the fiscal sponsor.

28. Total In-Kind —Enter amount from line 13.

29. Total Project/Operation Income—The sum of lines 27 and 28.

SECTION I. BUDGET LINE ITEM DETAIL (submit a separate document)

Following the budget summary format in Section H of the application, provide a line by line breakdown of your budget. Identify the expenses and income included that make up each segment of the budget. The explanation must provide sufficient detail so that the reader can easily determine how the amount listed for each line item was determined.

In order to evaluate your request for support, staff and advisory panelists need complete information about projected costs and revenue sources. For example, if line 15 of your budget summary indicates \$4,000 in projected income from admissions, then your line item detail might read:

15. Admissions: 200 tickets @ \$20.00 each

SECTION J. ACCESSIBILITY STATEMENT

In this section, the Applicant attests arts related activities supported with federal and state funds will be accessible to people with special needs; specifies the manner in which and by whom accessibility issues were identified and addressed; and agrees that records supporting these actions will be maintained by the grantee and made available to the ACSI and the IAC, upon request. The authorizing official must sign this form.

- Use Question 7 in the Narrative to explain your efforts to make arts related activities accessible to people with disabilities and other special needs (e.g., special seating, adaptive devices, targeted marketing, location of service, low cost tickets, etc.).
- A sample accessibility self-assessment checklist is provided for your information and use in Appendix C. This form is for your use only and need not be submitted.

Grant Writing Suggestions

Grant writing does not require specialized training or expertise. To assist all applicants, the Arts Council of Southern Indiana will conduct information sessions and offer one-on-one consultations. First-time applicants are requested to attend a grant information session.

Successful grant applications contain clear, concisely written descriptions of arts programming, agency operations and management, and community outreach. Answers should demonstrate how the proposed program meets all guidelines and evaluation criteria.

Read the guidelines thoroughly before you begin to write the application. Follow the application instructions carefully. There are both general instructions and program-specific instructions. Call the ACSI, 812-949-4238, for clarification or with questions.

Write the application with the assumption that its reader does not know the applicant organization. Avoid jargon or abbreviations that are not familiar to the general public. The narrative should document your proposal and organization; it is not a marketing or creative writing piece.

Have someone not closely associated with the applicant organization read a draft of the application to see if it communicates what is intended.

Construct your budget based upon artistic and organizational goals. Estimate your expenditures and revenues realistically.

Apply by the appropriate deadline; late applications will be returned without further consideration.

What Should I Submit?

This section explains the items that applicants must provide with their funding requests. Not all items are required from every applicant. Review this section carefully to identify which items you must submit in addition to the completed grant application.

All applications must submit **one copy** of the following documents:

Articles of Indiana Nonprofit Incorporation (first-time applicants only)—

This item pertains to private nonprofit organizations only. *By Laws do NOT satisfy this requirement.* First-time applicants, or organizations which have revised this item since last submitted to the IAC, including organizations which have revised their legal names, must submit a copy of their not-for-profit incorporation papers with the application. (If needed, request a duplicate copy from the Secretary of State's office at 317-232-6576. This item does NOT pertain to public entities,

OR

Public Entity Document—This item pertains to public agencies (including public schools) and units of federal, state, and local government only. First-time applicants, or entities which have revised this item since last submitted to the IAC, including entities which have revised their legal names, must submit a copy of the public document that created the entity (e.g., local ordinance, executive order, regulation, legislation, etc.) with the application. This item does NOT pertain to private nonprofit organizations, AND

IRS Tax-Exempt Status Letter—This item pertains to private nonprofit organizations only. First-time applicants - or organizations with name or other changes since last submitted to the IAC - must send a copy of the Internal Revenue Service (IRS) letter which recognizes the organization's tax-exempt status with application. This item does NOT pertain to public entities, AND IF REQUIRED

Fiscal Sponsorship Agreement (if applicable)—An applicant acting as a fiscal sponsor for an Indiana nonprofit organization that applied for but not yet received verification for tax exempt status must submit a signed copy of the agreement between the two organizations which outlines the roles and responsibilities of each regarding the funded project. (See Section K and Appendix E for additional information about fiscal sponsorship.)

17. Other Revenue.—Cash revenue from sources other than those listed previously, including income from catalog sales, advertising space, gift shops, parking, investments, etc.

18. Corporate Support.—Cash support for the project/activities from local businesses. (Do not include income from corporate foundations here—list that amount in line 20.)

19. Foundation Support.—Cash support for the project/activities from a nonprofit organization whose primary purpose is to distribute money from an endowment.

20. Other Private Support.—Direct public support such as contributions made directly to the project/activities by individuals, sustaining memberships, net proceeds from special fund raising events, etc. Include income from corporate foundations, United Arts and United Way organizations here.

21. Government Support - Federal.—Cash support for the project/activities from the federal government. Do not include Regional Partnership Initiative funds.

22. Government Support - Regional/State.—Cash support for the project/activities from state agencies or consortia of state agencies such as Arts Midwest. Do not include Regional Partnership Initiative funds.

23. Government Support - Local.

Cash support for the project/activities from city or county government agencies. Do not include Regional Partnership Initiative funds.

24. Other Applicant Cash—Cash from current or anticipated resources NOT listed above that you plan to use for this project/activities.

25. Total Non-Regional Partnership Initiative Cash Income—The sum of lines 15 through 24.

26. Regional Partnership Initiative Request—The amount of funding requested from the Regional Partner Organization.

27. Total Cash Income—The sum of lines 25 and 26. This is the estimated cash only income from all sources, including Regional Partnership Initiative requested funds.

8. Marketing/Publicity/Promotional—Costs for all marketing/publicity/promotion for the project. DO NOT include costs of individuals or firms that belong under “Personnel” (lines 1-3) or “Outside Other Fees and Services” (line 5). DO include costs for newspaper, radio, and television advertising; and printing and mailing of brochures, flyers, and posters when directly connected to marketing/publicity/promotion.

9. Remaining Operating Expenses—All project expenses not entered in other categories, such as scripts, scores, electricity, telephone, storage, postage, sets, props, equipment rental, trucking, shipping and hauling expenses, printing, and insurance. DO NOT include expenses that belong under “Marketing” (line 8).

10. Capital Expenditures—Acquisitions. The Regional Partnership Initiative does NOT fund this expense. Expenses for additions to a collection, such as works of art, artifacts, or historical documents, the purchase of which is specifically identified with the project.

11. Capital Expenditures—Other. —The Regional Partnership Initiative does NOT fund this expense. Expenses for purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, driveways, or parking lots, office equipment, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically related to the project.

12. Total Cash Expenses—Add the amounts listed on lines 1 through 11 in Column (A) “Cash.”

13. Total In-Kind Contributions—Add the amounts listed on lines 1 through 11 in Column (B) “In-Kind.”

14. Total Project/Operation Expenses—The sum of line 12 + line 13.

Estimated Income

(Note that lines 15 through 24 refer to cash sources of revenue.)

15. Admissions.—Income from the sale of admissions, tickets, subscriptions, memberships, etc., for events associated with the project/activities.

16. Contracted Services Revenue.—Income from the sales of services including performance or residency fees, tuition, etc., for events associated with the project.

*Applicants must submit an **original plus six copies** of the following:*

- Grant Application Form (Sections A.-J. fully completed)**—Sections **E., F., G.** and **I.** will be **separate documents attached** to the form.
- Governing Body Roster**—Applicants must provide current information about its governing body, including members’ offices, terms of service, community positions, mailing addresses. Identify members of the Executive Committee.
- Annual Financial Statement**—Applicants must provide an unaudited financial statement for the applicant organization’s most recently completed fiscal year. This item is not the same as the audit. A financial statement is a public document that indicates the financial status of your organization at the close of the fiscal year. It should reflect information for the entire fiscal year, including individually categorized income and expenses, and beginning and ending fund balances. It is most helpful when it compares actual income and expenses to either budgeted amounts for the same year, or actual amounts for the previous year.

*The following materials are **optional**; however, if submitted, original plus six copies required.*

- Printed Promotional Materials**—Applicants may include up to three pieces of printed promotional materials. These must include information about previously successful programs or projects (i.e., programs, catalogues, newspaper articles, reviews, etc.). These materials should be carefully selected and must compare in size with the application page; oversized pieces will not be accepted.
- Compliance Audit**—This item pertains to all applicants which are required to complete a compliance audit. All organizations which received total federal funds of \$300,000 or more per year from all sources are required, by federal law, to complete a compliance audit performed by an independent Certified Public Accountant (CPA). The audit should be for the period covered by the organization’s most recently completed fiscal year and must be performed according to specific federal guidelines. (Consult with your accounting firm for specific information about the compliance audit.)
- Project Manager’s Resume**—If not included, the Project Manager’s qualifications must be described in the narrative.

YOUR STEP-BY-STEP GUIDE to Completing the Application

Please read the entire guidelines, instructions, and application before beginning. If you are unsure about the category appropriate to your needs, the status of your organization, or have other questions, please call The Arts Council of Southern Indiana for assistance, 812-949-4238.

The following instructions correspond to the items in Sections A.- K. on the FY2008 Application.

SECTION A. GRANT REQUEST INFORMATION

Name of Arts Project/Activity—Enter the name of the arts project or activity for which you are requesting funds.

Amount Requested—Enter the amount requested. This amount will also be shown on line 26 of Section H. Proposed Budget Summary.

Beginning and Ending Dates—Enter the month, day, and year the project will begin and the month, day, and year the project will end. Example entry: July 1, 2009-June 30, 2010.

Name of Staff Person Consulted.

Enter the name of the ACSI staff person who helped you with this application. Applicants are strongly encouraged to seek consultation prior to submitting applications.

SECTION B. APPLICANT INFORMATION

Legal Name—Enter the legal name of the applicant organization as it appears in the incorporation papers or enabling legislation.

Address—Enter the applicant's complete address (including street, city, and zip + 4 code) and county. If mailing address is different, also include.

Phone, Fax, and Email—Enter the applicant's phone number (including area code). If available, also enter a Fax number and Email address.

Estimated Expenses—For each estimated expense category in line 1 through line 13, indicate the amount that will be provided by each source: Column (A) — Cash from all sources (including the IAC grant). Column (B) — In-kind Contributions (the value of donated goods and services needed for the project). For each line item in Column (C), enter the sum of the two corresponding expense columns: Column (C) = Column (A) + Column (B).

Expense Line Items

Applicants should be aware of the IRS definition of a staff employee and an independent contractor.

1. Personnel-Administrative—Salaries and benefits paid to regular employees (full and part time) as well as temporary personnel who will provide administrative services for the project. Do not include payments to outside administrative personnel engaged on a contract basis (see line 5).

2. Personnel-Artistic—Salaries and benefits paid to regular employees (full and part time) as well as temporary personnel who will provide artistic services for the project. Do not include payments to outside artistic personnel engaged on a contract basis (see line 4).

3. Personnel-Technical/Production—Salaries and benefits paid to regular employees (full and part time) as well as temporary personnel who will provide technical/production services for the project. Do not include payments to outside personnel engaged on a contract basis (see line 5).

4. Outside Artistic Fees and Services—Costs of the artistic services of individuals or organizations who are not employees of the applicant, but who are engaged on a contract basis.

5. Outside Other Fees and Services—Costs of the non-artistic services of individuals or organizations who are not employees of the applicant, but who are engaged on a contract basis.

6. Space Rental—Costs of the rental of any space needed for the project.

7. Travel/Transportation—All costs for individuals or organizations working with the project, including mileage allowance, local bus and cab fares, applicant-owned or leased vehicles, lodging, meals, etc.

6. Educational Efforts—Describe the educational goals and activities of the project/program. Describe briefly your organization’s arts education or outreach philosophy. Include educational activities for children or adults that will take place outside school-based settings.

7. Public Outreach/Audience—Describe the target audience for this project. What underserved populations will be reached? Describe how your target audience has been involved in the implementation of this project. Discuss briefly your organization’s accessibility provisions for this proposal.

8. Promotion and Marketing—Describe plans to promote, publicize, and/or disseminate the program or project. Describe plans to reach and involve underserved populations, including people with special needs.

9. Outcomes and Evaluation—Describe plans for evaluating the value and impact of the project, including methods, activities, and timetable. Have past evaluation findings been used to improve programs and services?

SECTION G. PROJECT TIMELINE (submit a separate document)

Submit a separate timeline of activities or implementation steps for the project or program for which support is requested. List items by **Task, Personnel Responsible, and Deadline** by month/day/year.

SECTION H. PROPOSED BUDGET SUMMARY

Please note: Budget items and estimated expense figures need to be as accurate as possible and reflect the projects actual expenses. Do not inflate your figures.

Round all figures to the nearest dollar (no decimals). Enter a zero (0) in line(s) where no expense or income is estimated. These lines must be equal:

Line 12 must = Line 27.

Line 13 must = Line 28.

Line 14 must = Line 29.

Applicants may include in-kind income which is “the value of donated materials and services” for a portion of their required local match.

Contact Person, Telephone, Fax, and Email—Enter the name of the person to contact with questions regarding this application. Enter the phone number, fax, and email address of the contact person listed above.

Authorizing Official—Enter the name, title, and phone number (including area code) of the person who is legally authorized to file this application on behalf of the applicant organization and who will sign the application’s Compliance Statement and Accessibility Statement. (Proof of authorization may be requested.)

Federal Employer Identification Number (FEIN)—Enter the number assigned by the IRS to all nonprofits, whether or not they have employees. (Contact the IRS office nearest you to obtain an application for a FEIN.)

State House District Number.*—Enter the 2-digit code for the Indiana General Assembly House of Representatives district in which the applicant is located.

State Senate District Number.*—Enter the 2-digit code for the Indiana General Assembly Senate district in which the applicant is located.

U.S. Congress District Number.*—Enter the 2-digit code for the U.S. House of Representatives district in which the applicant is located.

Fiscal Sponsor—Check “yes” or “no” to indicate if the tax-exempt organization identified is serving as a fiscal sponsor for another entity which will actually carry out the project (i.e., the “sponsored entity”). If “yes”, enter the name, mailing address, phone number, FAX number, and county of the sponsored entity. (See eligibility requirements and Arts Project Support guidelines to determine if you need a fiscal sponsor. See Appendix E for fiscal sponsor responsibilities.)

SECTION C. COMPLIANCE STATEMENT

Carefully read the compliance statement and additional information concerning the compliance statement under civil rights in “Conditions and Requirements” on p. 9 of the application guidelines booklet. This section must be signed and dated by the authorizing official.

* **Authorizing Official**—All grant materials must be signed by the authorizing official of that organization. Except in the case of schools, the authorizing official will be the board chair or president. In many cases, the executive director can also act as an authorizing official. For schools, only the school superintendent or principal will be considered. In the case of an application with a fiscal sponsor, the authorizing official should be a representative of the fiscal sponsor organization.

SECTION D. DEMOGRAPHIC INFORMATION

This data is required by the Indiana Arts Commission and the National Endowment for the Arts.

Number and Characteristics of People Served—For each line (a. - j.), enter the number of people represented in each column: Column 1 — All Persons Served (including participating artists, membership, and audience); Column 2 — Governing Body; Column 3 — Staff & Volunteers (do not include board members).

NOTE: Line g. is the SUM of lines a.- f. Lines h. - i. are individual totals and are NOT added together.

Counties to be Served—Enter the name of the Indiana county or counties which will be served by the funded project.

Arts Education—Designate projects/activities as arts education, according to the definition below.

Definition: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes.

SECTION E. PROPOSAL INFORMATION

(Project refers to the funded activity or activities)

Proposal Summary—Use this space only to briefly describe your proposal and use of RPI funds.

Goals—Check the goal or goals that the funded activity will best address. The goal statements are Indiana Arts Commission long-range goals.

SECTION F. APPLICATION NARRATIVE (submit a separate document)

Answer all 9 items. Be concise, clear, and as brief as possible in your responses. Panelists read numerous applications and are more likely to retain information that summarizes key elements, is clearly presented, and is to-the-point.

Submit responses on a maximum of three (3) double-sided, single-spaced sheets of standard white 8 1/2" x 11" paper. Leave a 1-inch margin on all sides of the paper. Applications must be typed. Enter the applicant's name at the top of each page. Number and briefly label each narrative item. Answer questions in the order listed below.

1. Mission/Purpose of Organization—What is the mission and primary purpose of your organization? (For organizations whose work extends beyond the cultural sphere, e.g.; schools, universities, human service agencies, etc, summarize your mission as it pertains to your public cultural programs and/or services.)

2. Governance and Management—Describe the responsibilities of your governing body. How often does the board meet? Who is responsible for the daily operations of the organization? Include the date your organization was incorporated. Briefly describe key positions in management (staff and/or volunteer).

3. Financial Status—Describe your current financial position (include an explanation of any significant changes in your operating budget over previous years). What plans are in place for long-term resource development and/or current deficit reduction?

4. Proposal Goals and Activities—What is the goal of this project or program? Provide specific information about the project/program. Explain the relationship of your proposal's goals to your organization's mission/purpose. If your annual programming has changed from previous years, please explain.

5. Personnel—Name the project manager and describe their qualifications and their responsibilities. Is the project manager a paid staff or a volunteer? Applicants may include the project manager's resume. Who are the artists, ensembles, artistic resources, and other key personnel to be involved? How and why were these people selected?