

**Indiana Arts Commission/
Bloomington Area Arts Council**

**Regional Arts Partnership
Grant Program**

**FY 2010 APS and AOS Grant Guidelines
(July 1, 2009 thru June 30, 2010)**

**Application Deadline:
March 30, 2009
4:30 p.m. EST**

The Indiana Arts Commission & Bloomington Area Arts Council
Regional Arts Partnership Grants

What it is: A grant-making program where south central Indiana nonprofit organizations and governmental entities can apply for funding to help them engage in arts-related programs between July 1, 2009 and June 30, 2010.

Your proposal is reviewed on three criteria—artistic and program quality, community impact/public benefit and management—by a panel of citizens with nonprofit management or arts expertise and given a score of 0-100. Score ranks the proposals and grants are awarded based on this score plus a funding formula and allocation plan. If you are awarded a grant, you'll receive 90% of the grant in September 2009.

How to apply: The process is simple, and the Bloomington Area Arts Council staff is available to help. You may call Arts Outreach (812) 334-3100 ext 106, send an email to artsdevelopment@artlives.org or visit <http://www.artlives.org> to download the proper forms and guidelines.

Grant Application Process:

First, give careful thought to how your organization would use a grant from this program. Your application will be evaluated based on the quality of your proposal and project, so be sure it is aligned with your organization's mission and that it benefits an important community.

Second, select a category in which to apply. Two primary grant categories provide general operating funds to arts agencies. They are divided by the size of the agency's annual budget: Arts Organization Support I (AOSI) provides operating support funds for small to mid-sized arts organizations. Art Organization Support II (AOSII) is for larger arts agencies with an annual budget of \$350,000 or greater. A third category, Arts Project Support (APS), is designed for agencies that seek assistance for a specific project within their organization's schedule of annual activities. Organizations may apply for only one category per year, if you are unsure which to choose, do not hesitate to contact the BAAC for advice and recommendations.

Third, submit a notice of intent form by 4:30 pm EST on Friday, February 27, 2009. The form requests information about your organization, budget, geographic service area, and the arts-related program. Your notice of intent will have no bearing on your eventual score or grant amount. The BAAC will review your notice of intent and contact you if they have questions regarding your application proposal.

Fourth, submit a full and complete proposal by 4:30 pm EST on Friday, March 27, 2009. A full proposal includes a series of forms, a narrative explanation of what you want the money for, and background information about your organization. The proposal must clearly explain who your organization is, what you are proposing to do, why your project is a good idea, and what qualifications possessed to implement the proposed program.

Review Process: Your proposal will be reviewed during a public panel meeting in May 2009. During the month of June, the proposals will be scored, the funding formula will be applied and final grant amounts will be announced in September of 2009.

Table of Contents

1. About the Indiana Arts Commission

- Overview
- Goals
- Overview of Regional Arts
- Partnership
- Disclosure Statement
- Grant Making Philosophy for Region 8
- Conflict of Interest Policy

2. General Information

- Eligibility
- Match Requirements
- Restrictions
- Presenting and Touring Restrictions

3. About the Arts Organization Support (AOS) Grant Program

- Eligible Activities
- Objectives
- Levels
- Who May Apply
- Grant Amounts
- Match Requirements
- Application Deadline and Grant Period
- Restrictions

4. About the Arts Project Support (APS) Grant Program

- Eligible Activities
- Objectives
- Who May Apply
- Grant Amounts
- Match Requirements
- Application Deadline and Grant Period
- Restrictions

5. How to Complete an Application

- About Grant Writing
- Helpful Hints
- General Instructions
- What to Submit
- Application Instructions

6. Application Review Process

- Required Application Information
- Advisory Panel Review
- Evaluation Criteria and Indicators
- Ratification
- Reconsideration Policy and Appeals Process

7. Grant Award Process and Grantee Responsibilities

- Notification and First Payment
- Grant Contract
- Project / Budget Modification Report
- Acknowledgement and Credit
- Grantee Changes Affecting the Funded Project
- Final Grant Report
- Arts Program Monitoring
- Record Retention

8. What to Submit

- Support Documents

9. Appendices

- Fiscal Sponsor Responsibilities and Agreement Form
- In-Kind Income and Expense Guidelines
- Sample Detail Budget
- National Standards Codes
- Demographic Data for Region 8
- Glossary
- Notice of Intent Form

About the Indiana Arts Commission

Overview

The Indiana Arts Commission (IAC), a state agency, was established in 1969 to increase 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 (NEA).

The agency is governed by a 15-member board of commissioners appointed by the Governor of the State of Indiana to four-year terms. A professional staff and over 100 Hoosier volunteers from all walks of life support the Commission's programs and services. The Commission holds quarterly business meetings in various locations of the state and these meetings are open to the public for observation.

Goals

The Indiana Arts Commission has three major goals:

1. Recognize Public Value
2. Energize Arts Environment
3. Vitalize Community Quality

Overview of the Regional Arts Partnership, Map, and Roster

In 1997, the Indiana Arts Commission and 12 community-based organizations jointly established the Regional Arts Partnership, a collaborative project to enhance support for arts and cultural activities statewide, especially in underserved areas. The partnership was developed to address issues that arose during the 1995 strategic planning process:

- The desire for easy access to quality technical assistance that would further the financial, managerial, and artistic development of arts providers, and
- The desire for more local control in the allocation of state resources for the arts.

Each of the 12 Regional Arts Partners works 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 include cultural planning, grants making and management, information and referral, and technical assistance. Regional cultural planning efforts began in 1998. The Regional Arts Partners use information about the needs of local artists, arts providers, and arts consumers to develop and provide services.

Beginning in July 1999, the IAC has provided regional block grant funds to all Regional Arts Partners for regranting to arts providers within their regions. This means that applicants for Arts Organization Support (AOS levels I and II) and applicants for Arts Project Support (APS) who have in the past applied to the IAC, now submit their applications to the Regional Arts Partner which serves the county in which the applicant is located. The IAC continues to directly fund statewide arts institutions and large multi-regional arts providers. (For more information on the Regional Arts Partnership go to <http://www.iac.in.gov>.)

Disclosure Statement

All information provided on this application is disclosable under the Access to Public Records Act, IC 5-14-3.

Grant Making Philosophy

The Indiana Arts Commission and all Regional Arts Partners recognize the importance of public financial support to sustain a wide variety of artistic disciplines and expressions within each region. Grants will serve as an incentive for developing and strengthening the capacity of communities to plan and implement quality arts activities. All funding decisions will be made in open processes that meaningfully involve citizens in decisions about how state and federal tax dollars will be used to support the arts in each region and statewide.

Grant Making Philosophy for Region 8

The Bloomington Area Arts Council administers grant funds for Region 8—consisting of Brown, Greene, Lawrence, Monroe, Morgan and Owen Counties. The Regional Advisory Committee (the policy making committee for Region 8 recommends:

- An emphasis on reaching underserved audiences
- Strengthening public appreciation and participation in the arts
- The development and support of arts activities throughout the region through a continued allocation of funding to the mini-grant program
- Continued support of mid-sized arts organizations

Conflict of Interest Policy

Board members, staff, volunteers of the Indiana Arts Commission and all Regional Arts Partners must declare conflicts of interest which may preclude their impartial participation in decisions concerning state or regional policies, services, or the allocation of statewide or regional arts funding. These individuals cannot participate in related discussions or decisions when a conflict of interest is declared. Contact the IAC and/or your local Regional Arts Partner for more information.

General Information

Eligibility

To be eligible to apply, organizations:

Must be an Indiana Region 8

- Public agency (part of city, county, or state government), or
- A private, nonprofit, tax-exempt organization, or
- Part of a larger Indiana public agency or tax-exempt nonprofit organization with a separately identifiable organizational structure, governing body, and financial reporting system.

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 tax-exempt status.

Organizations must be in good standing with the IAC and the Regional Arts Partner, and in compliance with all IAC requirements.

Organizations must also have an Indiana address within the IAC regional area in which application is made—in this case, Brown, Greene, Lawrence, Morgan, Monroe, or Owen County—Region 8. Nonprofit corporations that are based in another state must be registered in Indiana as a Foreign Corporation, have a regional address, and provide arts activities in that region to be eligible.

Match Requirements and Exceptions

All applicants must provide some level of match. In general:

Applicants must match IAC 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); and
- At least 50% of the local match must be cash.
- The value of in-kind cannot exceed 25% of the overall budget.

Exceptions:

State colleges, universities, and state agencies must match each IAC Regional Partnership dollar with at least three dollars cash from documented non-state funds.

Restrictions

Regional Arts Partnership funding **will NOT** 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 (i.e., purchase of artwork, instruments, costumes, etc.); Capital expenditures (i.e., property or major equipment purchases such as office equipment, computers, video cameras); renovation or 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 (i.e., social services or political activity);
- Projects to be delivered outside the state of Indiana;
- Project expenses outside the state fiscal year (July 1, 2008 – June 30, 2009); and
- Private functions, religious practices or training, lobbying activities, any non-public activity or activities that are solely for the purpose of fundraising;

Presenting and Touring Restrictions

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

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

Producers seeking Arts Organization Support (AOS) or 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. Producers receiving AOS or APS funding are expected to utilize this funding to subsidize a portion of the total cost of each presenter-sponsored tour or presentation.

About the Arts Organization Support (AOS) Grant Program

Description of Eligible Activities

The Arts Organization Support (AOS) program provides support for the ongoing artistic and administrative functions of Indiana arts organizations for a full year of services between July 1, 2009 and June 30, 2010. Operating expenses may include but are not limited to salaries, administrative fees, staff development and training, space and equipment rental, promotion, and production costs, etc., needed to support the organization's yearly activities.

Objectives

To provide general public access to quality arts and cultural activities with special attention to underserved communities. "Underserved communities" include 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.

Levels

- Level I** Small to mid-sized arts organizations (less than \$350,000 budget) having at least a one-year history of service delivery and basic management controls.
- Level II** Mid-sized to large arts organizations (\$350,000+ budget) having more than one year of history, a strategic plan, and an annual independent financial audit.

Who May Apply

All organizations must meet four general requirements to apply. (See the section titled "**Eligibility.**") In addition, there are specific requirements for each level of funding.

AOS Level I Eligibility Requirements:

In addition to the general eligibility requirements, an organization applying in this category:

- Has arts programming and/or service as its primary mission;
- Has at least a one-year history of arts programming/service delivery since date of incorporation;
- Carries out an annual process for program planning and evaluation with input from the community to be served;
- Has a governing body that is representative of the organization's service area;
- Has an annual independent examination of finances if operating with an annual income of \$100,000 or more in the most recently completed fiscal year (may be an audit, review, or compilation);
- Has no delinquent IAC or Regional Arts Partner final grant reports.

AOS-Level II Eligibility Requirements:

In addition to the general eligibility requirements, an organization applying in this category:

Meets all Level I requirements plus:

- Has more than a three-year history of arts programming/service delivery since date established;
- Has operated for at least one year according to a strategic or long-range plan adopted by the governing body;

- Has an annual independent financial audit conducted by a Certified Public Accountant (not a review or compilation);
- Has at least one paid administrative staff person who reports to the governing body;
- Has an audited operating income of at least \$350,000

Grant Amounts

Maximum Request

Level I: Up to 25% of the most recently completed fiscal year's operating income (based on an audit, compilation, or review), OR \$7,500, whichever is less.

Level II: \$ 15,000

Minimum Request

Level I: The minimum request is \$3,500

Level II: The minimum request is \$7,500

Match Requirements

Grant requests must be matched on a dollar for dollar basis, at minimum. See the "Match Requirements and Exception" section for instructions.

Application Deadline and Grant Period

The application deadline is **March 27, 2009**. Applications should be returned to the offices of the Bloomington Area Arts Council by 4:30 pm EST.

All FY2010 AOS activities must take place between July 1, 2009 and June 30, 2010.

Restrictions

- See the section titled "Restrictions."
- AOS grant recipients may not receive an APS (Arts Project Support) grant in the same fiscal year.

About the Arts Project Support (APS) Grant Program

Description of Eligible Activities

The Arts Project Support Program (APS) provides funding to 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 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. 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; public broadcast stations; health and human service agencies; other public agencies and private nonprofit tax-exempt community-based organizations.

Objectives

To provide general public access to quality arts and cultural activities, with special attention to underserved communities. “Underserved communities” include 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.

Who May Apply

All organizations must meet the four general eligibility requirements to apply.

In this category, an organization that meets the eligibility requirements may act as a fiscal sponsor for an organization that has incorporated as an Indiana nonprofit but has not yet received its tax-exempt status. When this happens, the fiscal sponsor is the applicant of record. (See Appendix for more information about fiscal sponsorship.)

Grant Amounts

Maximum Request: up to \$3,500

Minimum Request: \$1,000

Match Requirements

Total project expenses must be at least twice the request amount. Grant requests must be matched on a dollar for dollar basis, at minimum, with the exception of state agencies. (See the section “**Match Requirements**” for additional information on matching.)

Application Deadline and Grant Period

- The application deadline is **March 27, 2009**. Applications should be returned to the offices of the Bloomington Area Arts Council by 4:30 pm.
- All FY2010 APS activities must take place between July 1, 2009 and June 30, 2010.

Restrictions

- See the section “Restrictions.”
- APS grantees may not receive AOS support in the same fiscal year.

How to Complete and Submit an Application

About Grant Writing

Grant writing does not require special training or expertise. To assist all applicants, the Regional Arts Partner will conduct information sessions and offer one-on-one consultations. In addition, a staff member is available by phone if you have any questions about information presented here. Successful grant applications contain clear, concisely written descriptions of arts programming, agency operations and management, and community outreach and demonstrate how the proposal meets all guidelines and evaluation criteria.

Good grantsmanship influences the review of applications. Miscalculated budgets, incomplete evaluation criteria, narratives that are not responsive to application criteria, or failure to itemize income/expenses may result in a negative review and no funding.

Helpful Hints

- 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 Regional Arts Partner for clarification.
- Use this application for making a rough draft. Download the application and keep electronic revisions on your computer.
- Write the application with the assumption that the reader does not know the applicant organization. Avoid jargon or abbreviations that are not familiar to the general public.
- 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.
- Keep a copy of the completed, signed application for your organization's files.

General Instructions for the Submission of an Application

- All applications must be typed or computer-generated. Handwritten applications will not be accepted. Use typeface or fonts no smaller than 12-point.
- Copies should be single-sided. Make sure the photocopy is clear and readable.
- Attach all support documents (see the enclosed checklist).
- Submit **10 complete application sets**. Mark the one set with the original ink signature of the authorizing official on the first page of the application form.
- Clip each application set together in the upper left-hand corner - **do not staple.**
- **Do not use presentation folders or binders.**
- Submit only the requested information and materials. Including additional materials may make your application ineligible.
- Submit application by the appropriate deadline; **late applications will not be accepted.**

What to Submit

Support Documents

This section explains the items that applicants must provide with their funding requests. Not all items are required from every applicant. Please review this section carefully to clearly identify which items you must submit. There is a checklist on the inside back cover of the application. Use the checklist to make sure that all necessary application items are submitted to the Regional Arts Partner.

Don't, however, forget to submit your letter of intent by February 27, 2009.

- **Articles of Incorporation—one file copy**
First-time non-profit applicants, or organizations which have revised this item since last submitted, including organizations which have revised their legal names, must submit **one copy** of their not-for-profit incorporation papers with the application. This is the legal document submitted to the Indiana Secretary of State at the time of incorporation as a non-profit. (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.**
- **Public Entity Enabling Document—one file copy**
First time public agencies (including public schools) and units of federal, state, and local government must submit **one copy** of their enabling legislation, executive order, ordinance, legislation or other document through which your agency was created. If your agency has revised this item since last submitted to the Regional Arts Partner, please submit again. **This item does not pertain to private nonprofit organizations.**
- **IRS Tax-Exempt Status Letter—one file copy**
First-time applicants or organizations with name or other changes since last submitted to the Arts Partner must submit **one copy** of the Internal Revenue Service (IRS) letter that recognizes the organization's tax-exempt status. **This does not pertain to public entities.**
- **Strategic or Long-Range Plan—one copy**
This item is required for AOS/II applicants only. First-time applicants or organizations that have revised this item since last submitted to the Regional Arts Partner must submit **one copy** of their current strategic or long-range plan with the application. AOS I applicants are encouraged, but not required to submit a file copy of their strategic plan.
- **Independent Audit, Compilation, Review or IRS Form 990—one copy**
All AOS II applicants with a budget of \$350,000 or more must submit **one copy** of a full financial audit and management letter from an independent Certified Public Accountant (CPA) for the most recently completed fiscal year. AOS I applicants with a budget of \$100,000 to \$350,000 (in the most recently completed fiscal year) must submit an audit, compilation or review and management letter from an independent Certified Public Accountant (CPA) for the most recently completed fiscal year. Organizations with a budget of less than \$100,000 must submit a compilation, review, or an **IRS Form 990** for the most recently completed fiscal year.
- **Compliance Audit—one copy**
This item pertains to all applicants (AOS or APS) that are required to complete a federal compliance audit. All organizations that received total federal funds of \$500,000 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.) Submit **one copy** of the compliance audit with the application. If an applicant is required to complete a compliance audit, a copy of that document will meet any of the independent financial review requirements above.

- **Governing Body Roster-- 10 copies**

All applicants must provide ten copies of current information about its governing body, **including members' offices, terms of service, community positions, mailing addresses**. Identify members of the Executive Committee.

Types of governing bodies:

- For an agency of city government--city commissioners.
- For a nonprofit organization--board of directors.
- For a parks and recreation department--park and recreation commissioners.
- For schools--board of education.
- For universities or colleges--board of regents and governing board for the arts program or department, as applicable.

- **Financial Statement-- 10 copies**

All applicants must provide **ten copies** of the unaudited annual financial statement for the applicant organization's most recently completed fiscal year. 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 from the previous year.

- **Manager's Resume—10 copies**

All applicants must provide **ten copies** of the resume of the administrative staff person responsible for the organization (AOS) or the person responsible for the project (APS) with the application. Resume should not be longer than three pages.

- **Printed Promotion Material—10 sets**

All applicants may include up to three pieces of representative printed promotional materials for each panelist (ten sets of three). These may include information about previously successful programs or projects (i.e., programs, catalogues, newspaper articles, etc.). These materials should be carefully selected and must compare in size with the application pages; please avoid oversized pieces as they will not be accepted.

- **Fiscal Sponsor Agreement**

An APS applicant acting as a fiscal sponsor for an Indiana nonprofit organization that has applied for but not received verification of tax-exempt status must submit a copy of the agreement between the two organizations which outlines the roles and responsibilities of each regarding the funded project. (See Appendix for information about fiscal sponsorship.)

Application Instructions

Please read the entire guidelines, instructions, and application packet before beginning. If you are unsure about the category appropriate to your needs, the status of your organization, or have other questions, call your Regional Arts Partner for assistance. All applications must be typed. Handwritten applications will not be accepted. Use typeface or fonts no smaller than 12-point.

The following instructions correspond to the numbered items in Sections A.-I. on the FY2010 Application.

SECTION A. GRANT REQUEST INFORMATION

1. **Grant Program** - Check the box that corresponds to the type of funding you are seeking. Select one program only. If this is an application for AOS indicate the level.
2. **Amount Requested** - Enter the amount shown on line 26 of the Budget Summary.
3. **Beginning and Ending Dates** - If requesting APS, enter the month, day, and year the project will begin and the month, day, and year the project will end. If requesting AOS, enter 7/1/2009 - 6/30/2010.

SECTION B. APPLICANT INFORMATION

1. **Legal Name** - Enter the legal name of the applicant organization as it appears in the incorporation papers or enabling legislation. Also, common name, if applicable.
2. **Mailing Address** - Enter the applicant's complete address (including street, city, zip code and the zip plus four) and county. If physical address is different, also include this.
3. **Telephone and FAX numbers, E-mail and web site address** - Enter the applicant's complete telephone number (including area code). If available, also enter your complete FAX number and complete E-mail address. Include website address, if available.
4. **Contact Person** - Enter the name, telephone number (including area code), FAX number, and E-mail address of the person to contact regarding this application.
5. **Authorizing Official** - Enter the name, title, telephone number (including area code) and E-mail address 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 Accessibility Statements, generally the board president of the applicant organization. (Proof of authorization may be requested.) In the case of 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.
6. **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.)
7. **Dun and Bradstreet D-U-N-S Number** A DUNS number is now a standard requirement for all United States Federal Government electronic commerce transactions. This helps streamline and reduce federal procurement costs. To obtain a D-U-N-S Number go to <http://www.fas.usda.gov/ussupplier/dbbridge.asp>
8. **Applicant Institution** - Enter the NEA code name that best describes the purpose of the applicant organization. (See Appendix NEA code).
9. **Applicant Status** - Enter the NEA code name that best describes the legal status of the applicant organization. (See Appendix for NEA code sheet.)

Legislative Districts: Based on your street address, enter one legislative district number for each of the government branches listed below. The Regional Arts Partners are the recipient of funds from the State and Federal government via the Indiana Arts Commission. If you do not know your correct district numbers go to www.vote-smart.org or to <http://www.in.gov/apps/sos/legislator/search/> to find the information based on your ZIP+4. To determine your ZIP + 4, go to <http://zip4.usps.com/zip4/welcome.jsp> **Do not leave these questions blank.**

10. **State House District #** - Enter the 2-digit code for the Indiana General Assembly House of Representatives district in which the applicant is located.
11. **State Senate District #** - Enter the 2-digit code for the Indiana General Assembly Senate district in which the applicant is located.
12. **U.S. Congress District #** - Enter the 2-digit code for the U.S. House of Representatives district in which the applicant is located.
13. **Fiscal Sponsor** (APS applicants only) - Check "yes" or "no" to indicate if the tax-exempt organization identified in section B.1. 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, telephone number, FAX number, county and township of the sponsored entity. (See section, "Who May Apply," to determine if you need a fiscal sponsor. See Appendix for fiscal sponsor responsibilities.)

SECTION C. COMPLIANCE STATEMENT

Carefully read the compliance statement and additional information concerning the compliance statement under civil rights in the "Organizational Assurances" section of the application. This section must be signed and dated by the authorizing official.

SECTION D. DEMOGRAPHIC INFORMATION

This data is required by the Indiana Arts Commission and the National Endowment for the Arts. For assistance determining demographic make-up for your organization's specific service area, <http://www.stats.indiana.edu/> or see Appendix. The numbers here reflect your grant project's projected attendance and participation figures.

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 by this grant

Column 2 -- All Artists Served by this grant

Column 3 -- Governing Body (of your organization)

Column 4 -- Organization Staff (of your organization)

Column 5 -- Organization Volunteers (of your organization)

SECTION E. PROGRAM SPECIFIC INFORMATION

Summarize your project or program as per instructions on the form.

- Project Codes Type of Project Activity - Enter the NEA code name that best describes how the grant will be used. (See the Appendix for NEA codes.)
- Project Discipline and Medium - Enter the NEA code name that best describes the primary artistic discipline of the applicant and the project. (See the Appendix for NEA codes.)

Arts Education Project Information: If this is an arts education project (as determined by the NEA definition provided below), specify size and type of target audience accordingly.

- **Less than 50% of this project's activities are arts education**, 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. Indicate to whom the outcomes are directed as indicated on the application.

- **More than 50% of this project's activities are arts education**, 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. Indicate to whom the outcomes are directed as indicated on the application.

NEA Project Descriptor Codes: Mark which, if any, of the NEA descriptors, as defined below, which comprise a significant portion (50% or more) of your Regional Partnership/Indiana Arts Commission grant's resources/activities. Mark all that apply. If none apply, or if the descriptors below apply to a small or indeterminate portion of your funded/activities, leave blank.

- **Accessibility:** Grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.
- **International:** Programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.
- **Presenting/Touring:** Grants or services resulting in the movement of artists and artworks for performances, readings, screening, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or organizations that will be touring in different areas.
- **Technology:** Grants or services using technology for the creation of, or dissemination of artworks or the use of technology for organizational management purposes.
- **Youth at Risk:** Grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse, and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

SECTION F. NARRATIVE

Follow the instructions outlined on the application. Answer all items. Be concise and as brief as possible in your responses. The narrative document is limited to a maximum of eight (8) pages, of at least font size 11, and with one-inch margins. **Panelists are more likely to retain information that summarizes key elements, is clearly presented, concise and to-the-point.**

SECTION G. PROPOSED BUDGET SUMMARY

- 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
- In some cases, applicants may include in-kind income, which is "the value of donated materials and services," for a portion of their required local match. Refer to the "Match Requirements" section and the Appendix section titled "In-Kind Guidelines" to determine if you may use in-kind as a portion of your match.

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 RAP 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 Item Definitions:

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 (for contract personnel expenses see line 5).
2. **Personnel-Artistic**
Salaries and benefits paid to regular employees (full and part time) or temporary personnel who will provide artistic services for the project. Do not include payments to outside artistic personnel engaged on a contract basis (for contract artist expenses 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 (for contract technical personnel expenses 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.
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, fund raising expenses, printing, and insurance.
DO NOT include expenses that belong under "Marketing" (line 8).
10. **Capital Expenditures – Acquisitions** IAC does NOT fund this expense.

- Expenses for additions to a collection, such as works of art, artifacts, plants, or historical documents, the purchase of which is specifically identified with the project.
11. **Capital Expenditures - Other** IAC 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, 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 Expenses**
The sum of line 12 + line 13.

ESTIMATED INCOME

Income Line Item Definitions:

15. **Admissions**
Income from the sale of admissions, tickets, subscriptions, memberships, etc., for events associated with the project.
16. **Contracted Services Revenue**
Income from the sales of services including performance or residency fees, tuition, etc., for events associated with the project.
17. **Other Revenue**
Cash support for the project from program advertising, merchandise sales, interest or investment income.
18. **Corporate and Business Support**
Cash support (underwriting or contributions) for the project from local corporations or local businesses. (Do not include income from corporate foundations here; list that amount in line 20.)
19. **Foundation Support**
Cash support for the project 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 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 from the federal government. (Do not include Regional Arts Partnership funds.)
22. **Government Support - Regional/State**
Cash support for the project from state agencies or consortia of state agencies such as Arts Midwest. (Do not include Regional Arts Partnership funds.)
23. **Government Support - Local**
Cash support for the project from city or county government agencies. (Do not include Regional Arts Partnership funds.)
24. **Other Applicant Cash**
Cash from current or anticipated resources NOT listed above that you plan to use for this project.
25. **Total Non-Regional Arts Partnership Cash Income**
The sum of lines 15 through 24.
26. **REGIONAL ARTS PARTNERSHIP REQUEST**

- The amount of funding requested from the Regional Arts Partner.
27. **Total Cash Income**
This is the estimated cash only income from all sources, including Regional Arts Partnership requested funds. Add line 25. + line 26.
28. **Total In-Kind Income**
This is the value of donated materials and services. This number should equal the amount in line 13.
29. **TOTAL Income**
This is the estimated income from all sources, including in-kind.
Add line 27 + line 28.

SECTION H. BUDGET LINE ITEM DETAIL

In this section, provide a line-by-line breakdown of the budget summary shown in Section G. of the Application. Identify the expenses and income included that make up each segment of the budget. Attach as many single sided pages as needed. 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.

A sample budget detail is provided in Appendix C with the required level of explanation. The sample budget line item detail shown was prepared with sufficient information for the panel reader to understand how costs were determined and what were the expected sources of funding (in addition to the grant request). **Applications without the level of detail shown in this sample will be returned to the applicant.**

SECTION I. ORGANIZATION ASSURANCES

In this section, the Applicant attests arts related activities supported with federal and state funds will be accessible to people with special needs in accordance with the Rehabilitation Act and Americans with Disabilities Act; that the organization is an eligible applicant; that the applicant will comply with the Fair Labor Standards Act, Drug Free Work Place Act, Civil Rights Act, Age Discrimination Act and Title IX where applicable; that the applicant will recognize its grant support and demonstrate fiscal responsibility, if funded, and agrees that records supporting these actions will be maintained by the grantee and made available to the Regional Arts Partner and the IAC, upon request. **This form must be signed by the organization's authorizing official.**

Application Review Process

1. Required Application Information

Applicants must provide **complete** and **accurate** 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 applications.

- Following staff review of application materials, applicants will be notified by telephone and in writing of errors or omissions that may make their application ineligible for review.
- First-time applicants will have **five (5) business days** from the date of first notification to come to the Regional Arts Partner's offices and personally make the necessary changes to the application. If not corrected within the five-day grace period, applications will be ineligible for review. The Regional Arts Partner will dispose of ineligible applications not claimed after 30 days.

- Repeat applicants will have their grant application submitted to the review panel “as is,” and, if needed, with a notation to the panel concerning existing budget errors, omissions, or incomplete sections.

2. Advisory Panel Review

The Regional Arts Partners and the Indiana Arts Commission have established an advisory panel process to assist in its evaluation of grant applications. Panels will be appointed by each Regional Arts Partner and will be composed of persons from each region who are knowledgeable in the arts, not-for-profit management, and/or community development.

Panelists will review all applications and evaluate how well each address the three review criteria (quality, community impact/public benefit, and management). Following each panel meeting, the panel will use a funding formula that takes into consideration the panel's ratings and available funds to determine funding recommendations. Applicants must receive a minimum score of 70 to be considered for funding, though panels may raise the final cut-off score at their discretion. Applicants should not expect full funding. The BAAC Board of Trustees will review the panel’s funding recommendations and ratify the final award amount.

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

3. Evaluation Criteria and Indicators

All applications for funding will be judged on how well they meet the following criteria:

- **QUALITY:** The proposed activities, project, or service will be of the highest quality possible in relation to the community. (30% of score)
- **COMMUNITY IMPACT/PUBLIC BENEFIT:** The proposed activities, project, or service will have a significant impact on the organization and/or the community the organization serves. (40% of score)
- **MANAGEMENT:** The organization delivering the proposed activities, project, or service will be well managed. (30% of score)

CRITERIA INDICATORS

To determine if or how well an application meets the criteria, panels will use the following indicators. “Project” refers to the activities for which funding is requested. In APS this is a distinct time-limited activity. In AOS applications, this is a full year of services.

QUALITY (30% of score)

- The goals and objectives of the proposed activities are clearly explained and are consistent with the organization’s mission, long-range plans, and IAC goals.
- The artistic goals and program design are consistent with the organization’s resources.
- There appears to be a sufficient number of appropriate and qualified personnel (or independent contractors, including artists), paid or volunteer, to carry out activities.
- 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.
- If the project has arts education activities, the activities, audience and goal are clearly described.
- Participating artists, staff, community members and others have been/will be involved in planning, implementing, and evaluating the project activities.

COMMUNITY IMPACT/PUBLIC BENEFIT (40% of score)

- 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.

MANAGEMENT (30% of score)

- There is a person (paid or volunteer) assigned to manage the project/operation. The manager's qualifications have been clearly explained and appear adequate.
- 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.
- There is evidence of a successful history of providing related arts activities.
- Estimated expenses and budget appear reasonable. Projected income will be proportionate and come from a variety of sources. There are adequate plans for long-term resource development and deficit reduction (where applicable).
- 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 of each Regional Arts Partner will review and ratify all AOS and APS funding recommendations prior to July 1, 2009.

Reconsideration Policy and Appeals Process

At the Regional level:

The reconsideration process is designed to review the method and fairness of the Regional Arts Partner's decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal.

Applicants may request reconsideration of a funding decision if the applicant can demonstrate:

- The panel or review team used criteria other than criteria published in the grant guidelines; and/or
- There was influence by a staff person or volunteer panelist having a conflict of interest; or
- Required information submitted by the applicant was withheld from consideration.

Applicants must send a formal letter to the Executive Director of the Regional Arts Partner stating the reason for reconsideration, based on one or more of the three points above, and evidence of the grounds for the appeal. The letter must be received within 30 days of notification from the regional partner of the grant award in question. The regional partner's Executive Director will determine if there is reasonable basis for an appeal.

- If no basis is found, the Regional Arts Partner will notify the appellant (applicant) of the decision within 10 days of receipt of the Applicant's letter. The Executive Director's decision is final and may not be appealed further.
- If the Director finds there is basis for an appeal, an appeals committee, appointed by the Chairperson of the Board, will review the situation and make recommendations to the full Board of Directors at its next business meeting. The Organization will notify the appellant of the Board's decision within 10 days. With one exception, the Board's decision is final and may not be appealed further. (See below.)

At the State level:

Applicants to any Regional Arts Partner may request a review of the Regional Arts Partner's decision if the applicant can demonstrate that the Regional Arts Partner violated its own appeals process in determining the outcome of the applicant's appeal at the regional level. The state level review is not available to applicants whose request for appeal was found to have no basis by the Regional Arts Partner's executive director.

The state level process is limited to a review of the implementation of the Regional Arts Partner's appeal process. The state process is not intended to impose a different judgment over the Regional Arts Partner decision but rather to ascertain if the Regional Arts Partner correctly followed its own appeal process in making a decision.

The applicant must send a letter to the Executive Director of the Indiana Arts Commission stating the reason for the appeal and evidence to support the grounds for appeal. The letter must be sent within 10 days of notification of the Regional Arts Partner's decision. The IAC Executive Director will determine if there is reasonable basis for an appeal.

- If no basis is found, the IAC's Executive Director will notify the appellant of the decision within 10 days of receipt of the applicant's letter. The IAC's Executive Director's decision is final and may not be appealed further.
- If the IAC's Executive Director finds there is basis for an appeal, an appeals committee, appointed by the Chair of the Commission, will review the situation and make recommendations to the full Commission at its next business meeting. The investigation will involve consultation with the Regional Arts Partner and other parties as applicable. The IAC will notify the applicant and the Regional Arts Partner of its decision within 10 days of Commission action. All decisions of the Commission are final, binding on the Regional Arts Partner, and may not be appealed further.

Grant Award Process and Grantee Responsibilities

Notification and First Payment

All applicants will be notified in writing of grant decisions in early July 2009. During the summer, grantees will receive packets containing an award letter, a budget modification form, a grant contract,

and other pertinent materials that must be completed, signed and returned to the Regional Arts Partner before the grantee's first payment can be processed.

Grant Contract

The Regional Arts Partner will issue a grant agreement, or contract, to each grantee. The contract 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, should sign the contract.

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 (even if no modifications were actually necessary) with the signed contract and it becomes a part of the contract.** It updates/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 and level of services explained in this report, not the original application.

Grantees **must** credit the Regional Arts Partner, 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 Regional Arts Partner will provide grantees with logo sheets and electronic files. **Failure to provide proper credit may jeopardize your final grant payment.** The credit line for funded activities should read: “Provided with support from the Bloomington Area Arts Council, the Indiana Arts Commission, a state agency, and the National Endowment for the Arts, a federal agency.” The logo (below) representing the Regional Arts Partnership must be used.



Grantee Changes Affecting the Funded Project

During the period of time covered by the contract, the grantee must give prior written notice to the Regional Arts Partner of any major organizational changes that may affect the funded project, such as significant changes in budget, personnel, dates, scope of activities, etc.

Final Grant Report

All grantees must submit a final grant report following the grant’s ending date. The deadline for submitting the final report (in general, 30 days after the end of the project) will be identified in your contract. The Regional Arts Partner will provide the final grant payment following receipt and review of the final grant report. The Regional Arts Partner maintains the right to withhold final payment or to request the entire grant award be returned should the project not be completed according to the terms of the grant agreement, or contract.

Arts Program Monitoring

Regional Arts Partners and the Indiana Arts Commission may monitor the arts programs and organizational activities funded through the APS/AOS categories. Final grant reports will be reviewed

and may affect current and future grant requests. Community volunteers will be solicited to attend activities funded by this grant program to assure compliance with the grant agreement.

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 the Regional Arts Partner or the IAC. Adequate records need to be maintained to substantiate all financial and program information reported to the Regional Arts Partner for a period of no fewer than three years.

Appendices

- A. Fiscal Sponsor Responsibilities and Agreement Form
- B. In-Kind Income and Expense Guidelines
- C. Sample Detailed Budget
- D. National Standard for Arts Information Exchange
- E. Demographic for Region 8
- F. Glossary
- G. Notice of Intent Form

Appendix A. Fiscal Sponsor Responsibilities and Agreement Form (For APS applicants only)

A fiscal sponsor is a public agency or tax-exempt not-for-profit organization eligible to apply for Regional Arts Partnership funding that agrees to apply for funds on behalf of an Indiana nonprofit that has not yet received tax-exempt status. 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.

The Fiscal Sponsor will:

- Be the applicant of record and sign the application form;
- Enter into a contractual agreement with the Regional Arts Partner for the receipt of the grant funds;
- Receive the funds;
- Maintain accurate and up-to-date records of the receipt of the funds;
- Assure the security of the funds until they are disbursed to the sponsored entity implementing the project;
- Disburse the funds to the sponsored entity as warranted;
- Maintain an accurate and up-to-date accounting of expenditures and income for the project;
- Provide a final grant report of overall expenses and income for the project (all sources) to the Regional Arts Partner within the time period stipulated in the grant contract;
- Reimburse the Regional Arts Partner for any grant funds disbursed which are not spent according to the stipulations of the grant contract;
- Undergo a fiscal review of financial records pertaining to the grant by an agent of the IAC or the Regional Arts Partner if such review is deemed appropriate;
- Assure compliance with federal and state regulations prohibiting discrimination; and
- Assure compliance with federal and state regulations governing minimum wages; assure compliance with federal and state regulations governing working conditions.

Appendix B. In-Kind Income and Expense Guidelines

Contact your accountant or Regional Arts Partner with questions regarding budgeting for in-kind expenses and income.

Because not-for-profit 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 in-kind match in the proposed budget. (*)

- Donated materials of significance should be reported at their fair market value if the recipient organization has an objective, measurable basis for assigning value. (Usually the donor assigns value.)
- 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:

- Services that are designed to be provided by volunteers;
- Periodic volunteer services for fund raising;
- Professional personnel engaged in research or training activities without pay or with a nominal allowance; and
- 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 or service (as assigned by the donor) and the signature of the person receiving the donation on behalf of the organization. Grantees using in-kind as a portion of match will be required to submit documentation with their final grant reports.

All estimated in-kind expense 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.

(*) Some applicants may not use in-kind as a portion of their match requirement.

Please refer to "Match Requirements" to verify your eligibility to include in-kind match in this request.

Appendix C. Sample Detailed Budget With Required Line Item Detail

This budget line item detail was prepared with sufficient information for the reader to understand how costs were determined and what are the expected sources of funding (in addition to the Regional Arts Partnership grant). In order to evaluate your request for RAP support, staff and advisory panelists need complete information about projected costs and revenue sources. **Applications without the level of detail shown in this sample will be ruled ineligible and returned to the applicant for revision.**

BUDGET LINE ITEM DETAIL

Proposed Expenses	Cash	In-Kind	Total:
1. Personnel Administrative			
Full-time staff (6)	\$ 225,000		\$ 225,000
Part-time staff (1)	\$ 25,000		\$ 25,000
1/2 of Artistic Director & Production Manager	\$ 38,000		\$ 38,000
FICA and Unemployment	\$ 22,000		\$ 22,000
Health Insurance	\$ 35,000		\$ 35,000
Total:	\$ 345,000		\$ 345,000
2. Personnel Artistic			
1/2 of Artistic Director	\$ 23,000		\$ 23,000
Conductors	\$ 28,500		\$ 28,500
Five resident artists	\$ 50,000		\$ 50,000
Cover artists/other singers	\$ 7,000		\$ 7,000
FICA, Unemployment, Insurance	\$ 9,000		\$ 9,000
Total:	\$ 117,500		\$ 117,500
3. Personnel Technical/Production			
1/2 of Production Manager	\$ 15,000		\$ 15,000
FICA	\$ 1,200		\$ 1,200
Health Insurance	\$ 12,000		\$ 12,000
Total:	\$ 28,200		\$ 28,200
4. Outside Artistic Fees and Services			
Soloists	\$ 130,000		\$ 130,000
Chorus	\$ 26,000		\$ 26,000
Dancers	\$ 10,000		\$ 10,000
Stage Directors, Set Costume and Lighting Designers	\$ 78,000		\$ 78,000
Orchestra	\$ 140,000		\$ 200,000
		60,000	
FICA	\$ 10,000		\$ 10,000
Total:	\$ 394,000	\$ 60,000	\$ 454,000
5. Outside Other Fees and Services			
Stage Mgrs., Tech. Directors, Accompanists, Assts.	\$ 50,400		\$ 50,400
Stagehands	\$ 143,300		\$ 143,300
Wardrobe Personnel	\$ 37,000		\$ 37,000
FICA (\$62,000 x .0765) (some paid as contractors)	\$ 5,000		\$ 5,000
Total:	\$ 235,700		\$ 235,700

6. Space Rental			
Performance Hall Rental	\$ 107,650	\$ 120,000	\$ 227,650
Rehearsal Hall Rental	\$ 6,000		\$ 6,000
Housing for visiting artists	\$ 30,450		\$ 30,450
Office Space, utilities	\$ 25,000		\$ 25,000
Total:	\$ 169,100	\$ 120,000	\$ 289,100

BUDGET LINE ITEM DETAIL (cont'd)

7. Travel/Transportation			
Travel for Visiting Artists	\$ 30,000	\$ 10,000	\$ 40,000
Staff local travel @\$.25	\$ 5,000		\$ 5,000
Production local travel	\$ 3,000		\$ 3,000
Ensemble Travel	\$ 9,000		\$ 9,000
Member Organization Travel	\$ 5,000		\$ 5,000
Shipping of sets and costumes	\$ 30,000		\$ 30,000
Total:	\$ 82,000	\$ 10,000	\$ 92,000

8. Marketing/Promotional			
Promotion 98-99 Season	\$ 45,000	\$ 25,000	\$ 70,000
Season Program	\$ 30,000		\$ 30,000
Advertising	\$ 60,000	\$ 10,000	\$ 70,000
Public Relations	\$ 7,500		\$ 7,500
Newsletters	\$ 6,000		\$ 6,000
Merchandise for resale	\$ 5,000		\$ 5,000
Ticket, box office fees	\$ 22,000		\$ 22,000
Total:	\$ 175,500	\$ 35,000	\$ 210,500

9. Remaining Operating Expenses			
Non-personnel expenses for productions, including design elements and surtitles	\$ 273,975		\$ 273,975
Operating Expenses including insurance, audit, postage, supplies, telephone, depreciation, interest, etc.	\$ 159,525		\$ 159,525
Fundraising expenses	\$ 25,000		\$ 25,000
Co-production investments	\$ 130,000		\$ 130,000
Total:	\$ 588,500		\$ 588,500

10. Capital Expenditures-Acquisitions	\$ -		
11. Capital Expenditures-Other	\$ -		
12. Total Cash Expenses	\$ 2,135,500		
13. Total in-kind		\$ 225,000	
14. Total Project/Operation Expenses			\$2,360,500

Projected Income	Cash
15. Admissions	
Season Tickets (2,000 x \$140avg.)	\$ 280,000
Single Tickets/Group Sales	
Production #1	\$ 30,000
Production #2	\$ 60,000
Production #3	\$ 48,000
Total:	\$ 418,000
16. Contracted Services Revenue	
Ensemble School/Community performances	\$ 75,000
Dress Rehearsal fees	\$ 20,000
Total:	\$ 95,000
17. Other Revenue	
Program advertising	\$ 32,500
Set/costume rentals	\$ 10,000
Merchandise sales	\$ 8,500
Interest income	\$ 14,000
Investment income	\$ 150,000
Total:	\$ 215,000
18. Corporate Support	
Underwriting/Contributions	\$ 310,000
Corporate match	\$ 40,000
Total:	\$ 350,000
19. Foundation Support	
John Doe Endowment	\$ 257,500
The Smith Fund, Inc.	\$ 30,000
Some City Foundation	\$ 45,000
Other	\$ 50,000
Total:	\$ 382,500
20. Other Private Support	
Contributions from individuals	\$ 375,000
Organization's guild	\$ 25,000
Special Events	\$ 50,000
Total:	\$ 450,000
21. Government Support-Federal	\$ -
22. Government Support-Regional/State	\$ -
23. Government Support-Local (Local Arts Council)	\$ 25,000
24. Other Applicant Cash	\$ -
25. Total Non-RAP Cash Income	\$ 1,935,500
26. RAP Request	\$ 200,000
27. Total Cash Income	\$ 2,135,500
28. Total in-kind	\$ 225,000
29. Total Project/Operation Income	\$ 2,360,500

Appendix D.

National Standard for Arts Information Exchange - Organizational Code Names

Use codes to complete SECTION B of the application.

Applicant Institution Type

- | | |
|--|--------------------------------------|
| 01 Individual Artist | 27 Library |
| 02 Individual Non-Artist | 28 Historical Society |
| 03 Performing Group | 29 Humanities Council |
| 04 Performing Group - College/University | 30 Foundation |
| 05 Performing Group - Community | 31 Corporation |
| 06 Performing Group - Youth | 32 Community Service Organization |
| 07 Performance Facility | 33 Correctional Institution |
| 08 Art Museum | 34 Health Care Facility |
| 09 Other Museum | 35 Religious Organization |
| 10 Gallery/Exhibit Space | 36 Seniors' Center |
| 11 Cinema | 37 Parks and Recreation |
| 12 Independent Press | 38 Government - Executive |
| 13 Literary Magazine | 39 Government - Judicial |
| 14 Fair/Festival | 40 Government - Legislative (House) |
| 15 Arts Center | 41 Government - Legislative (Senate) |
| 16 Arts Council/Agency | 42 Media - Periodical |
| 17 Arts Service Organization | 43 Media - Daily Newspaper |
| 18 Union/Professional Association | 44 Media - Weekly Newspaper |
| 19 School District | 45 Media - Radio |
| 20 Parent-Teacher Organization | 46 Media - TV |
| 21 Elementary School | 47 Cultural Series Organization |
| 22 Middle School | 48 School of the Arts |
| 23 Secondary School | 49 Arts Camp/Institute |
| 24 Vocational/Technical School | 50 Social Service Organization |
| 25 Other School | 51 Child Care Provider |
| 26 College/University | 99 None of the Above |

Applicant Status

- | | |
|------------------------------|---------------------------|
| 01 Individual | 08 Government - Municipal |
| 02 Organization - Non-Profit | 09 Government - Tribal |
| 03 Organization - Profit | 99 None of the Above |
| 04 Government - Federal | |
| 05 Government - State | |
| 06 Government - Regional | |
| 07 Government - County | |

**Appendix D. National Standard for Arts Information Exchange -- Project Code Names
Project Disciplines & Mediums (Applicant & Project)**

- 01 Dance
 - A Ballet
 - B Ethnic/Jazz
 - C Modern
- 02 Music
 - A Band
 - B Chamber
 - C Choral
 - D New
 - E Ethnic
 - F Jazz
 - G Popular
 - H Solo/Recital
 - I Orchestral
- 03 Opera/Musical Theatre
 - A Opera
 - B Musical Theatre
- 04 Theatre
 - A General
 - B Mime
 - D Puppet
 - E Theatre for Young Audiences
- 05 Visual Arts
 - A Experimental
 - B Graphics
 - D Painting
 - F Sculpture
- 06 Design Arts
 - A Architecture
 - B Fashion
 - D Graphic
 - F Industrial
 - E Interior
 - F Landscape Architecture
 - G Urban/Metropolitan
- 07 Crafts
 - A Clay
 - B Fiber
 - C Glass
 - D Leather
 - E Metal
 - F Paper
 - G Plastic
 - H Wood
 - I Mixed Media
- 08 Photography
- 09 Media Arts
 - A Film
 - B Audio
 - C Video
 - D Technology/Experimental
- 10 Literature
 - A Fiction
 - B Non-Fiction
 - C Playwriting
 - D Poetry
- 11 Interdisciplinary
- 12 Folklife/Traditional Arts
 - A Folk/Traditional Dance
 - B Folk/Traditional Music
 - C Folk/Traditional Crafts/Visual Art
 - D Oral Traditions
- 13 Humanities
- 14 Multidisciplinary
- 15 Non-Arts/Non-Humanities

Type of Project Activity

- 01 Acquisition
- 02 Audience Service
- 03 Fellowships
- 04 Artwork Creation
- 05 Concert/Performance/Reading
- 06 Exhibition
- ~~07 Facility Construction/Maintenance~~
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Organization Establishment
- 11 Operating Support
- 12 Arts Instruction
- 13 Marketing
- 14 Professional Support–Administration
- 15 Professional Support – Artistic
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/ConservationResearch/Planning
- 19 School Residency
- 20 Other Residency
- 21 Seminar/Conference
- ~~22 Equipment Acquisition~~
- 23 Distribution of Art
- 24 Apprenticeship
- ~~25 Regranting~~
- 26 Translation
- 27 Writing About Art
- 28 Professional Development/Training
- 29 Student Assessment
- 30 Curriculum Development/Implementation
- 31 Stabilization/Endowment/Challenge
- 32 Building Public Awareness
- 33 Technical Assistance
- 34 Web Site/Internet Development
- 35 Broadcasting
- 99 None of the Above

Appendix E. Demographic Totals for Region 8

(see <http://www.stats.indiana.edu> for additional information)

Region 8 <i>Counties include: Brown, Greene, Lawrence, Owen</i>	Region 8 Total Number	Brown	Greene	Lawrence	Monroe	Owen
Population Over Time						
Yesterday(1990)	213,585	14,080	30,410	42,836	108,978	17,281
Today(2002)	239,213	15,228	33,500	46,398	121,013	23,074
Tomorrow(2010 proj.)	253,133	16,419	33,334	46,176	132,940	24,264
Percent Change 1990 to 2000	10.7%	6.2%	9.0%	7.2%	10.6%	26.1%

Population by Age in 2000	Region 8 Total Number	Brown	Greene	Lawrence	Monroe	Owen
Preschool (0 to 4)	13,041	761	2,036	2,842	6,080	1,322
School Age (5 to 17)	36,595	2,576	6103	8,228	15,329	4,360
Adult (18 to 64)	160,617	9,878	20,341	28,190	87,848	14,360
Older (65 plus)	28,959	2013	5,020	7,138	11,756	3032

Population by Race and Ethnicity in 2000	Region 8 Total Number	Brown	Greene	Lawrence	Monroe	Owen
Total Population	239,213	15,228	33,500	46,398	121,013	23,074
African American or Black	4,117	45	37	193	3,776	66
American Indian or Alaska Native	710	35	118	155	302	100
Asian	5,405	57	89	153	5056	50
White	226,467	15,010	33,044	45,581	110,125	22,707
Native Hawaiian/Pacific Islander	58	0	5	0	50	3
Reporting More Than One Race	2,456	81	207	359	1,704	148
Hispanic (can be of any race)	3,588	142	294	436	2,530	186

Appendix F. Glossary of Terms and Acronyms

Arts Organization – Has arts programming and/or service as its primary mission.

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; public broadcast stations; health and human services; 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 that creates or organizes arts performance, exhibits, readings, screenings, etc., which will be provided to audiences located outside the service area in which the organization is based.

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.

RAP – Regional Arts Partner. These 12 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 and Referral, and Technical Assistance.

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.

Financial Statement – Itemized statement of an organization's beginning and ending assets, liabilities, and fund balances for an entire fiscal year prepared according to generally accepted accounting principles.

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 principles but does not contain an opinion or any other form of assurance by the CPA.

Review – Itemized statement of an organization's beginning and ending assets, liabilities, and fund balances for an entire fiscal year that has been prepared by a certified public accountant procedures and reasonableness tests.

Audit – Itemized statement of an organization's beginning and ending assets, liabilities, and fund balances for an entire fiscal 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.

Fiscal Sponsor – A fiscal sponsor is a public agency or tax-exempt not-for-profit organization eligible to apply for IAC 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. 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 that agreement must be submitted with the application. If funding is awarded, the fiscal sponsor will be the recipient and administrator of the funds, and is legally responsible for insuring that 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 according to generally accepted accounting principles and involves inquiries of management.

Appendix G. Notice of Intent

Why require a notice of intent?

Every applicant must submit a notice of intent to the Bloomington Area Arts Council by February 29, 2008. The Bloomington Area Arts Council staff will review your notice carefully to make sure you're on the right track toward receiving a grant. The staff will consider the category you're applying in, the scale of your project, and the appropriateness of your budget.

If everything looks good, you're all set. We won't contact you unless we have comments or suggestions about your proposal. Likewise, if you have questions, feel free to call or e-mail us at any time at (812) 334-3100, ext. 106 or artsdevelopment@artlives.org.

Submitting a notice of intent does not obligate you to submit a full proposal, nor does it affect your chances of receiving funding from the Bloomington Area Arts Council or any other source. It's just an informative "heads-up" document for us, and a way for you to begin thinking about your proposal.

How to submit a notice of intent

The easiest way to submit your notice is to use the form located on the next page. It requests basic information about your organization, such as its name and address, its contact person's name and address, and its governance structure. The form also requests the category in which you plan to apply, the size of your estimated annual budget or total project budget, and your projected grant request amount. Finally, the form gathers information about the geographic area in which you do your work and the kind of work you do. You may submit your notice of intent any way you like. If you use the form located on the next page, you may fax it to the Arts Council's offices or send it via US Mail.

You may also send the equivalent information electronically. Download the form from our web site at <http://www.artlives.org/grants.html> and return the completed form to us as an e-mail attachment. Keep a record in your files.

Remember, your letter of intent must be received by 4:30 pm EST on February 27, 2009 for your organization to be eligible to apply for grant funding.

Send your letter of intent to:

Regional Arts Partnership Grants
Bloomington Area Arts Council
122 South Walnut St.
Bloomington, IN 47404
Fax: (812) 323-2787
E-mail: artsdevelopment@artlives.org

**Bloomington Area Arts Council Notice of Intent
Applicant Information, please type**

Legal name:

Mailing address:

City: Zip: County:

Contact person's name: Contact Phone:

Contact E-mail : Contact Website :

Private nonprofit Government entity

Geographic area served by grant (neighborhoods, cities, counties)

Proposal Information:

Category in which you plan to apply:

- | | |
|--|---|
| <input type="checkbox"/> Arts Operating Support (AOS I) | <input type="checkbox"/> Arts Project Support (APS) |
| <input type="checkbox"/> Arts Operating Support (AOS II) | <input type="checkbox"/> Mini Grant Support (Mini) |

Arts Project Support (APS) Applicants:

Approximate total APS project budget	\$	(for APS applicants)
Projected APS grant request	\$	

Arts Operating Support (AOS) applicants:

Projected Annual operating budget	\$	(7/1/08 to 6/30/09)
Projected AOS grant request (up to \$15,000 - Level I or \$30,000 Level II)	\$	

Mini Grant Support

Approximate total project budget	\$	(for APS applicants)
Projected grant request (up to \$750)	\$	

In a few sentences in the space below, summarize the work your organization does and the project for which you will be requesting funding:

Submit this form electronically, or via mail or fax to the Bloomington Area Arts Council by **February 27, 2009** using the contact information on the previous page.

Checklist

- Applicants must provide complete information on all forms, authorized signatures where indicated, assurance that the application is legally binding, and support documents (as requested) to allow for a uniform review of applications.
- Submit all requested materials only. Please do not submit additional materials that have not been requested. Submitting additional information can make your application ineligible.
- Clip each application packet together in upper left-hand corner. **Do not staple.**
- **Do not use presentation folders or binders.**
- For each item, submit the required number of copies.

All applicants must have items 1 – 3 on file (if applicable)

- _____ 1. Articles of Incorporation or Enabling Legislation - **1 copy**
(This item must be submitted by first-time applicants or if it has been revised since last submitted to the regional partner)
- _____ 2. IRS Determination Letter of Tax Exempt Status - **1 copy**
(This item must be submitted by first-time applicants or if it has been revised since last submitted to the regional partner)
- _____ 3. Annual Federal Compliance Audit (if over \$500,000 in Federal funds) - **1 copy**

All APS and AOS applicants must provide the items 4 - 8

- _____ 4. Application Forms (pages 1 - 7), including Budget Detail and Narrative Responses - **10 copies**
- _____ 5. Financial Statement for most recently completed fiscal year. (This is an un-audited statement) - **10 copies**
- _____ 6. Governing Board Roster with names, offices, terms of office, addresses, and affiliations. - **10 copies**
- _____ 7. Resume of Executive Director (AOS) or Project Manager (APS) - **10 copies**
(not longer than 3 pages)
- _____ 8. Printed Promotional Materials that illustrate the quality of past programming (limit of 3 items)- **10 sets of 3**

All AOS Level I and II applicants must provide items 9 – 10

- _____ 9. Strategic or Long Range Plan - **1 copy (required for AOS II only)**
(This item must be submitted by first-time applicants and if it has been revised since last submitted to the Regional Partner)
- _____ 10. Annual Independent Examination of Finances – audit, compilation, or review, IRS Form 990 and/or Compliance Audit - **1 copy**
(**AOS II must submit audit**; AOS I either must submit an audit, compilation, review, or IRS Form 990 depending on budget size. See page 13 of guidelines)

APS fiscal sponsors applicants

- _____ 11. Fiscal Sponsor Agreement - **1 copy**
- _____ 12. Financial Statement for most recently completed fiscal year (see #5) **1 copy**