



Calendar Year 2017

Arts in the Parks and Historic Sites

Grant Program Webinar for Individual Artists

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Agenda

- Welcome
- Program overview
- Successful project examples
- Application preparation
- Evaluation criteria & review process
- Online application

Program Goals

Bringing arts to our state parks and state historic sites a partnership between the IAC, DNR, and Indiana State Museum and Historic Sites.

Program goal is to **fund and support arts projects that provide an engaging experience** to the public within a state park or forest or state historic site with minimum impact to the location and staff.



Program Webpage can be found at <http://www.in.gov/arts/2910.htm>

Parks Map

STATE PARKS (SP) ■

- 1. Brown County
- 2. Chain O'Lakes
- 3. Charlestown
- 4. Clifty Falls
- 5. Falls of the Ohio
- 6. Fort Harrison
- 7. * Harmonie
- 8. * Indiana Dunes
- 9. * Lincoln SP & Col. Jones Home
- 10. McCormick's Creek
- 11. Mounds
- 12. O'Bannon Woods & Wyandotte Caves SRA
- 13. Ouabache
- 14. Pokagon
- 15. Trine SRA
- 16. Potato Creek
- 17. Prophetstown
- 18. Shades
- 19. Shakamak
- 20. Spring Mill
- 21. Summit Lake
- 22. Tippecanoe River
- 23. Turkey Run
- 24. Versailles
- 25. Whitewater Memorial

STATE PARK INNS ★

- 1. Abe Martin Lodge
- 2. Canyon Inn
- 3. Clifty Inn
- 4. Potawatomi Inn
- 5. Spring Mill Inn
- 6. Turkey Run Inn
- 7. Fort Harrison State Park Inn

LAKES ●

- 1. Brookville
- 2. Cagles Mill (Lieber SRA)
- 3. Cecil M. Harden (Raccoon SRA) & Mansfield Roller Mill
- 4. Hardy
- 5. Mississinewa
- 6. Monroe
- 7. Patoka
- 8. Salamonie & Salamonie SF

STATE FORESTS (SF) ▲

- 13. Starve Hollow SRA



Pink high demand;
consider alternative

Yellow 0 projects in
2016; consider having a
project in one of these
parks

Find this map and
profiles for each park
under Resources of the
program webpage

Participating Sites: Historic Sites Map



1. Angel Mounds
2. Corydon Capitol
3. Culbertson Mansion
4. Gene Stratton-Porter
5. Lanier Mansion
6. Levi Coffin
7. Limberlost
8. Historic New Harmony
9. TC Steele
10. Vincennes
11. Whitewater Canal

Find this map and profiles for each site under Resources of the program webpage



Timeline

Grant Period

Calendar Year 2017

January 1, 2017–December 31, 2017

Important Dates

September 2016

Application Deadline (4:30 p.m. EST)

September 6 for Organizations

September 13 for Individual Artists

November 2016

Public Review Panel

December 2016

Award Notification

January 2018

Final Grant Report Deadline

Program Webpage can be found at <http://www.in.gov/arts/2910.htm>



Eligibility

▶ Individual Artists

- ▶ 18 years or older
- ▶ Indiana resident
- ▶ Lived in Indiana for at least a year
- ▶ Resident of Indiana during the grant period
- ▶ One application per grant cycle
- ▶ Current IAP grant recipients may apply
- ▶ All art disciplines are available for funding



Funding

- ▶ **\$500 (min) - \$3,000 (max)**
 - ▶ Total project expenses must be at least \$500
 - ▶ Up to \$3,000 for allowable project expenses
 - ▶ NO MATCH REQUIREMENT



Acceptable Project Expenses

- Artistic fees
- Administrative fees
- Space or facility rental
- Equipment rental
- Project Materials
- Travel/transportation costs
- Marketing and promotional costs
- Artistic supplies
- Printing materials



Unacceptable Project Expenses

- Activities not associated with the project
- Cost of receptions, food, or beverages
- Costs outside of the state
- Equipment items that are \$500 or more
- Capital Expenditures
- Religious Services
- Fundraising activities
- Private functions
- Lobbying activities
- Any non-public activity



Program considerations

- Project must take place in one of the participating properties
- Project must have minimum impact on property and staff
- Provide a meaningful art experience to visitors (consider audience)
- Projects do not have to be new. Existing projects can be just as competitive as new projects
- Applicants are highly encouraged to visit the property to plan their project
- Applicants are encouraged to review the schedule of events for the property
- Applicants are encouraged to allow for some flexibility to accommodate weather conditions, event conflicts, etc.
- Applicants are encouraged to understand requirements before applying

Examples of successful projects in the parks and historic sites



Left Arts Sampler with Jerrod Tobias, Chain O' Lakes State Park

Right Nature tiles at Spring Mill State Park – Barabara Zech



Left Theater - Culbertson Mansion (Clacklebones)

Middle Music at the Mansion, Lanier Mansion (Juggernaut Jugg Band)

Right Artist in Residence, T. C. Steele State Historic Site (Elizabeth Seagull Heeter)

Preparing the Application



Technology Requirements

- Grant application will need to be completed through our online system www.in.gov/arts/onlineapplications&reports.htm
- Must provide current email address
- Must update contact information in the online IAC grants system
- Cannot request advanced technical assistance for personal computer or software problems



Your Application

Start early to allow yourself enough time to create a profile, plan project, write, edit, rewrite, assemble and submit.

Tips

- PDF copy to review for typos/clarity
- Another set of eyes for review
- Be clear and concise



Application Content

Application Pages for Individual Artists:

- Before You Begin
- Applicant Profile- Additional Information
- Applicant Information
- Project Overview
- Narrative
- Projected Impact
- Projected Project Budget- Income
- Projected Project Budget – Expense
- Budget Explanation
- Artist Resume
- Artistic Documentation- Images/ Audio
- Artistic Documentation- Video
- Application Checklist
- Submit Application



Application Content

Project Overview

- Start and end date
- Request amount
- Project Title
- Identify which property(ies) your activity(ies) will occur
- Project summary
 - How the grant funds will be used in a 2-3 sentence description, written in third person
- Plan to engage summary
 - How you will engage people in the park in a 2-3 sentence description, written in third person.



Application Content

Narrative

- Describe the project (overview of your project)
- Identify Major activities (goals, activities, dates, etc.)
- Explain how you will accomplish, manage and implement this project

- Explain how your project reflects the natural or cultural environment and any impact to the property, operations, events, etc.

- Identify who will participate and how you will reach them
- Describe the public benefits of this project

- Provide an overview of your artistic experience
- Explain how the success of your project will be evaluated (how will you determine success or challenges)
- Website link if applicable



Application Content

Budget

- Projected Project Budget- Income
 - Projected Project Budget – Expense
 - Budget Explanation
-
- ▶ **Park Shelter/Location Pricing** Contact the park. Fees are set, but site may have ideas on what location would best to suit your needs.

 - ▶ **State Historic Site Pricing** Contact the site. Use fees for each property will be determined by the site manager and the artist individually depending on the proposal. For example, the Lanier lawn is about \$200/hour for a wedding, but a plein air event could be \$75.



Application Content

Attachments

- Artist Resume (required)
- Artistic Documentation- Images/Audio/video



Your Application

- Use the Review Criteria when formulating responses to the application questions
- Budget and Narrative **must** support each other
- Income and Expenses must match;
In-kind Income and Expenses must match
- Artistic Documentation is not required but encouraged.



Submitting your application

- Make all appropriate revisions **before** the established deadline.
- **All deadlines and submissions are final.**
- You will receive an email after the application has been successfully submitted. It will also say “submitted” on the system dashboard.

Criteria Review Process



Review Criteria

- ▶ **Feasibility: 25 Points** - Extent to which applicant demonstrates ability to successfully design and implement the project
- ▶ **Cultural Asset and Natural Environment Impact: 25 Points** - Extent to which applicant demonstrates arts experiences consistent and appropriate for the property
- ▶ **Public Benefit & Community Impact: 25 Points** - Extent to which the project engages audiences in the park/cultural site and provides meaningful arts experiences
- ▶ **Artistic Quality: 25 Points** - Extent to which the project demonstrates artistic quality and is culturally beneficial



Advisory Panel

- Advisory panels appointed by the IAC will be **composed of Indiana residents**
- Panelists will have a range of experience in arts administration, park/forest or historic site administrators, nonprofit or community managers, or financial knowledge
- Public Panel Meetings - November



Advisory Panel Review

- **Meetings are open to the public** for observation and may be recorded
 - IAC cannot guarantee quality of recording
- Applicants are encouraged to attend to observe
- Applicants cannot “lobby” panelists on behalf of their applications before, during, or after the panel meeting



Proposal Approval

Applications with the highest eligible scores will be considered for funding

- ▶ Cut off 75 (minimum eligible score)

The Commission will review and ratify funding recommendations made by the panel during the December 2016 business meeting.

Online Application

We have a new online system!

Step 1 Accessing the System

- ▶ Direct link: [IAC Online Grant System](#)
- ▶ Or go to www.IN.gov/arts/2910.htm
 - ▶ Select *View Sample Application* to preview the form; or
 - ▶ Select *Apply for a Grant* for tutorials and a link to the new online system
- ▶ Or via the program guidelines

***Add site to your favorites/bookmarks for easy access**

Step 2 Create an Account

INDIANA ARTS COMMISSION BEHOLDING THE GREAT BEHELDEN
for 50 years

IN.gov

Logon Page

Email Address*

! Email Address is required.

Password*

! Password is required.

Forgot your Password?

Log On or **Create New Account**

Welcome to the Indiana Art Commission's online grants system!

First time here?

Please click on "Create New Account" to complete the registration process and create your logon credentials. Be sure to keep this login information for your records.

Returning applicant?

Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

Not Sure?

If you think that you or someone at your organization has already registered in the system, DO NOT create a new account. Please contact our Grants Manager, Adrian Stames, at astames@iac.in.gov for assistance.

Click [HERE](#) for other online system resources and tips.

- ▶ Select one login email address/password to be used for all grant applications
- ▶ The IAC will communicate all grant information to this email address

Step 2 Create an Account

COMMISSION for 50 years

Create New Account

This registration process has multiple steps you must complete before you can apply.

⚠ Using the browser's back button will delete your registration information.

ℹ Fields with an asterisk (*) are required.

Organization/Individual Information

*If applying as an Individual enter Full Name into the Organization Field and NA into the Tax ID and DUNS # fields.

Organization Name / Individual Full Name *If part of a University please specify dept or division. (For example: Indiana University - College of Arts)*	EIN / Tax Identification Number or NA (if individual)*
<input type="text"/>	<input type="text"/>
DUNS Number or NA (if individual)*	Web Site
<input type="text"/>	<input type="text"/>
Address 1*	Telephone Number (XXX-XXX-XXXX xXXX)*
<input type="text"/>	<input type="text"/>
City*	Address 2
<input type="text"/>	<input type="text"/>
Postal Code*	State (abbreviate)*
<input type="text"/>	<input type="text"/>

- ▶ Fields marked with an asterisk are required
- ▶ Type "NA" in fields that do not apply.
 - ▶ Example: DUNS Number | EIN/Tax ID

Step 3 Begin Online Application

The screenshot shows the Indiana Arts Commission website. The header includes the logo and a banner celebrating 50 years. The left sidebar has a 'requests' section with 'Applicant Dashboard' and 'Apply' links, and a 'tools' section with 'Fax to File' and 'View Organization History' links. The main content area is titled 'Apply' and contains a search bar. Below the search bar, there are two application categories:

- CY17 Arts in the Parks and Historic Sites: Individual Artists** (Accepting Submissions until 09/13/2016)
 - Arts in the Parks and Historic Sites (Individual Artists)** promotes public engagement with Indiana's natural and historic resources and will provide funding for individual artists to bring arts projects to local communities in participating state parks, forests, or historic sites. Projects to the public should be tailored to the unique assets represented in each property with minimum impact on staff and property. For information about the program, visit the program [webpage](#) and review the program [guidelines](#).
 - Minimum Request: \$500 • Maximum Request: \$3,000**
 - Buttons: Preview, Apply
- CY17 Arts in the Parks and Historic Sites: Organizations** (Accepting Submissions until 09/13/2016)
 - Arts in the Parks and Historic Sites (Organizations)** promotes public engagement with Indiana's natural and historic resources and will provide funding for organizations to bring arts projects to local communities in participating state parks, forests, or historic sites. Projects to the public should be tailored to the unique assets represented in each property with minimum impact on staff and property. For information about the program, visit the program [webpage](#) and review the program [guidelines](#).
 - Minimum Request: \$500 • Maximum Request: \$3,000**
 - Buttons: Preview, Apply

- Click on **Apply** under the **requests** heading in the left-side menu to access the list of available applications.
 - Make sure to choose CY17 Arts in the Parks and Historic Sites: Individual Artists
- ▶ Click the **Preview** button to view the application.
- ▶ Click the **Apply** button to begin.

Online Application Tips

- **The system auto-saves** (hooray!) after every 100 characters typed; however, there IS a save button at the bottom of the page.
- Required questions are marked with an asterisk. If you do not provide an answer for one of the required questions, you will not be able to submit your application
- If you wish to prepare your response to a question in a document outside the online system (e.g. Microsoft Word), **be sure to keep track of character limits including spaces!**
- If you copy and paste, we recommend that you **do not use formatting tools**, as they will likely not transfer to the response area in the system.
- Remember to click "Submit Form" when you are finished. Once your application has been submitted, it is no longer available to edit.
- You can **download copies of all submitted forms** to your computer via the application packet at the top of your form.

Step 4 Complete the application



INDIANA ARTS COMMISSION
MAKING THE DREAM HAPPEN
for 50 years

requests

- Applicant Dashboard
- Apply

tools

- Fax to File
- View Organization History

Application

Contact: Dr. Clyde Rosenrosen 
100 Foundant Blvd.
indianapolis, IN 46220 clyde@abc.org

 If your organization information does not appear correct, please click the edit (pencil) icon. 

Organization: Best AO Ever 312-232-1279
100 Foundant Blvd. 12-3333333
indianapolis, IN 46220

 Fields with an asterisk (*) are required.

▼ Before You Begin

Please note the following:

- The system auto-saves after every 100 characters typed or every time you click into a new question; however there is also a "Save" button at the bottom of the page.
- If you copy and paste from an outside document into the online system, be sure to keep track of character limits (including spaces). We recommend that you do not use formatting tools, because the formatting will likely not transfer to the response area when pasted into the online system.
- If you do not provide an answer for one of the required questions, you will not be able to submit your application.

Step 4 Complete the application

Project/Activity Location(s)*

Identify in which state park/forest/historic site(s) your activity will occur:

SP = State Park

SHS = State Historic Site

SRA = State Recreation Area

- | | |
|--|--|
| <input type="checkbox"/> Angel Mounds SHS | <input type="checkbox"/> Mississinewa Lake |
| <input type="checkbox"/> Brookville Lake | <input type="checkbox"/> Monroe Lake |
| <input type="checkbox"/> Brown County SP | <input type="checkbox"/> Mounds SP |
| <input type="checkbox"/> Cagles Mill (Lieber SRA, Lake) | <input type="checkbox"/> O'Bannon Woods & Wyandotte Caves SP |
| <input type="checkbox"/> Cecil M. Harden (Raccoon SRA, Lake) | <input type="checkbox"/> Ouabache |
| <input type="checkbox"/> Chain O'Lakes SP | <input type="checkbox"/> Patoka Lake |
| <input type="checkbox"/> Charlestown SP | <input type="checkbox"/> Pokagon SP & Trine SRA SP |
| <input type="checkbox"/> Clifty Falls SP | <input type="checkbox"/> Potato Creek SP |
| <input type="checkbox"/> Corydon Capitol SHS | <input type="checkbox"/> Prophetstown SP |
| <input type="checkbox"/> Culbertson Mansion SHS | <input type="checkbox"/> Salamonie Lake |
| <input type="checkbox"/> Falls of the Ohio SP | <input type="checkbox"/> Shades SP |
| <input type="checkbox"/> Fort Harrison SP | <input type="checkbox"/> Shakamak SP |
| <input type="checkbox"/> Gene Stratton-Porter SHS | <input type="checkbox"/> Spring Mill SP |
| <input type="checkbox"/> Hardy Lake | <input type="checkbox"/> Starve Hollow SRA, Forest |
| <input type="checkbox"/> Harmonie SP | <input type="checkbox"/> Summit Lake SP |
| <input type="checkbox"/> Historic New Harmony SHS | <input type="checkbox"/> T.C. Steele SHS |
| <input type="checkbox"/> Indiana Dunes SP | <input type="checkbox"/> Tippecanoe River SP |
| <input type="checkbox"/> Lanier Mansion SHS | <input type="checkbox"/> Turkey Run SP |
| <input type="checkbox"/> Levi Coffin SHS | <input type="checkbox"/> Versailles SP |
| <input type="checkbox"/> Limberlost SHS | <input type="checkbox"/> Vincennes SHS |
| <input type="checkbox"/> Lincoln SP | <input type="checkbox"/> Whitewater Canal SHS |
| <input type="checkbox"/> McCormick's Creek SP | <input type="checkbox"/> Whitewater Memorial SP |

Project Summary*

Summarize your proposed project and how the grant funds will be used in a 2-3 sentence description. This description needs to be written in the third person and may be posted or used for marketing materials with the Indiana Arts Commission, the Department of Natural Resources, and the Indiana State Museum and Historic Sites if you are selected to receive an award.

Online Application Uploading Files

- ▶ **Generally, the acceptable file types for uploading files are:** Microsoft Word/Excel and Adobe PDF (PDF) files.
- ▶ Only one file can be uploaded per question. Multiple documents must be combined into one file and then uploaded.
- ▶ **If you need help** consolidating files into one PDF or help with artistic documentation, please email Adrian at astarnes@iac.in.gov

Step 4 Complete the application

The image shows a screenshot of an Excel spreadsheet titled "CY17_APHS_Budget_Template_Individual (2).xls [Compatibility Mode] - Excel". The spreadsheet is divided into two main sections: a sidebar on the left and a main table on the right.

Sidebar (Left):

- Projected Budget:** Contains instructions for using the template budget located in the HERI. It includes a note: "NOTE: Total Income and Total Expenses should match". Below this are input fields for "Total Income*", "Total Expenses*", and "Total In-Kind*", each with a dollar sign (\$) and a text input field. There is also a "Type 0 if you do not anticipate in-kind support." checkbox.
- File Attachments:** Includes sections for "Artist Resume*" and "Artistic Documentation", each with an "Upload a file" button and a "2 MB allowed" limit.

Main Table (Right):

The main table is titled "CY17 Arts in the Parks and Historic Sites: INDIVIDUAL BUDGET FORM INSTRUCTIONS:". It contains the following text:

Please complete the following Project Budget form. Include a brief description in the cell line, when applicable. Include the **total amount** for each of the following categories **in this format and in this order**. You may add additional lines as necessary. **Please do not upload any budget form other than this standardized form.**

The table structure is as follows:

		Cash	In-Kind
Project Budget for (Enter Your Name):			
Project Name:			
Project Income		Cash	In-Kind
Personal contribution			
Supplies (describe)			
Cash			
Other (describe)			
Earned Income (Specify below, eg: admission, registration)			
Other Revenue (Specify)			
In-Kind Contribution (Specify, eg: food donation)			
IAC GRANT INCOME (should match request in application)			
Total Cash:		\$ -	
Total In-Kind:		\$ -	
Total Income:		\$ -	
Project Expenses		Cash	In-Kind
Artist Supplies/Materials			
Space Rental			
Equipment Rental			
Entrance Fees			
Travel/Transportation			

Step 5 Submit the application

The image displays a screenshot of the Indiana Arts Commission's online application system. The main interface is on the left, and a confirmation window is overlaid on the right. A red arrow points from the 'Submit Application' button in the main interface to the confirmation window.

Main Interface Elements:

- Character count: ✓ 500 characters left of 500
- Upload button: Upload a file [12 MiB allowed]
- Section: **Electronic Signature**
- Important Notes:**
 - Be sure to review your submission deadline.
 - After submitting the application was submitted to the Applicant Dashboard".
- Electronic Signature***

Please provide an electronic signature by typing your name in the box provided. Your signature certifies that you have read the guidelines incorporated herein by reference and will comply with all guidelines, including federal and state statutes prohibiting discrimination on physical or mental disability.
- Buttons: Save Application Submit Application

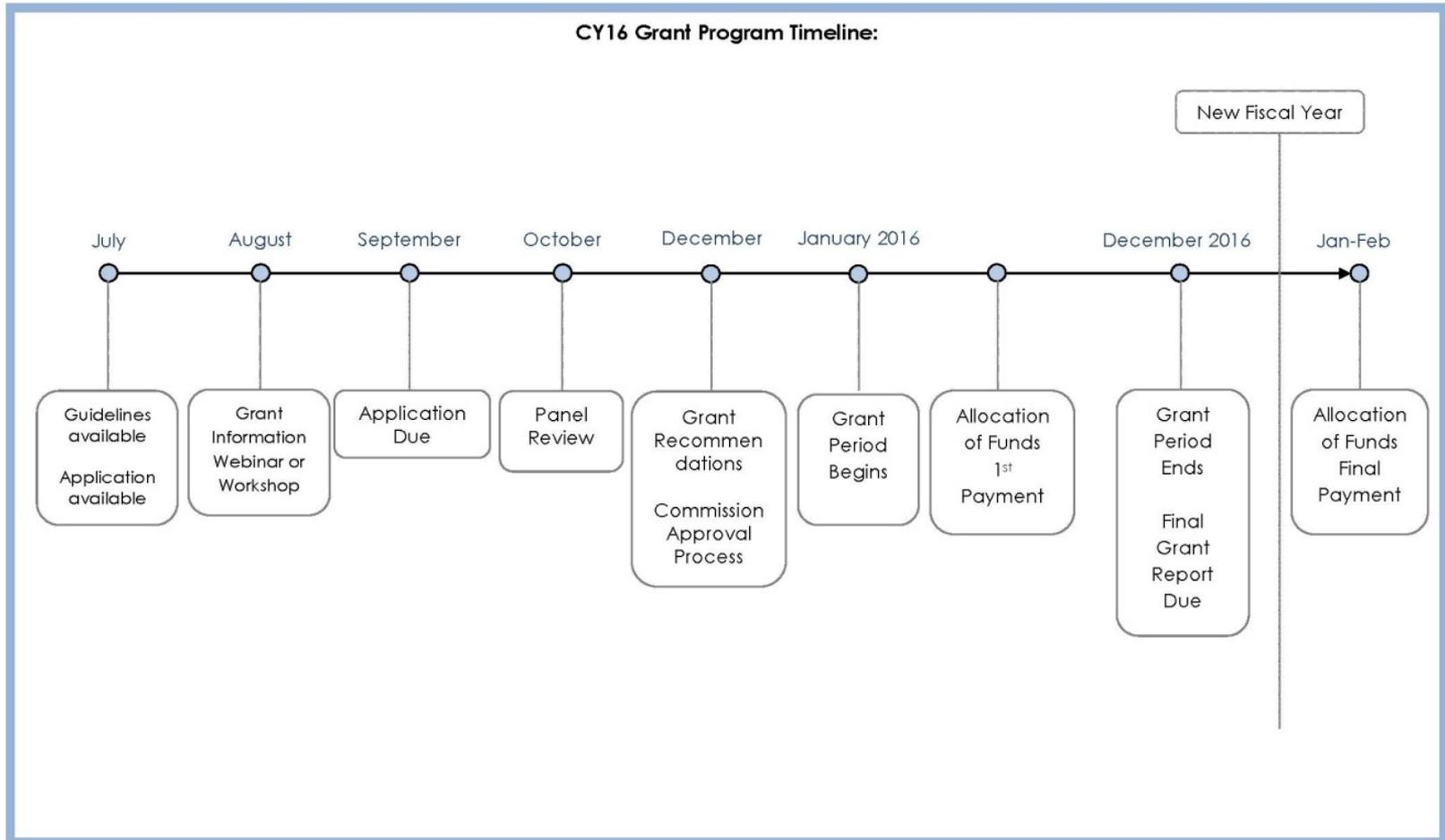
Confirmation Page (Overlaid Window):

- Header: **IN.gov**
- Logo: **INDIANA ARTS COMMISSION** (100th Anniversary for 50 years)
- Navigation: **requests** (Applicant Dashboard, Apply), **tools** (Fax to File, View Organization History)
- Message: ✓ The Application has been submitted.
- Button: Continue

Managing your applications

- Click “Dashboard” in the menu at the left side of the screen.
- The Application Status Page provides information regarding the status of open grant applications.
- From this page, you can download completed application forms and see the status of an application form you have submitted.
- If you have saved but not submitted an application form, you must access the form on this page to complete and submit the form.

Overview



Questions...?



Remember, we're here to help!

Application content & guidelines questions

Paige Sharp

Director of Programs

psharp@iac.in.gov

(317) 232-1279

Online system & contract questions

Adrian Starnes

Grants, Research, & IT Manager

astarnes@iac.in.gov

(317) 232-1278

Program Webpage can be found at <http://www.in.gov/arts/2910.htm>