SUMMARY

To build stronger arts organizations and communities across the state, the Indiana Arts Commission (IAC) will partner with outside entities to develop and deliver capacity building programs.

The Capacity Building Partnership Program (CBPP) will provide funding for selected programs that further develop the professional skills of the staff of cultural organizations, community leaders and individual artists. Proposed capacity building activities may range in scale and formality, but they must be of local, regional or state appeal and address one or more of the program goals listed below.

Competitive proposals will utilize shared resources between a partner and the IAC to create programs for increasing the efficiency, efficacy, and effectiveness of constituents across the state.

Funding Available

Up to $20,000 per project

Program Timeline

Program Period October 2015–October 2017
Proposals Accepted May 18–August 12, 2015
Proposal Deadline August 12, 2015
Proposal Review August–September 2015
Approval Decision September 2015

The Indiana General Assembly and the National Endowment for the Arts fund this program. Inform your communities and elected officials about the importance of public support for the arts and your activities.
PROGRAM GOALS

For this cycle of the CBPP, the IAC invites all eligible nonprofit and public organizations to submit a project proposal that outlines how the organization wishes to partner with the Commission in order to produce programs (e.g. symposia, conferences, lectures, workshops, etc.) that address one of the following topics:

1. **Measuring and communicating community impact**
   Examples include logic models/frameworks for planning and evaluation; performance metrics; communicating impact to funders using data and outcomes; targeting underserved/diverse audiences and evaluating success; etc.

2. **Artists as community leaders**
   Examples include artists and community partnerships; community engagement; identifying and addressing community needs; creative placemaking; developing community-based outreach programs; individuals as organizers and/or educators; etc.

3. **Strengthening community fabric**
   Examples include developing organizational practices that support diversity, equity, and/or pluralism; recruiting boards that represent your community; enhancing access to programs and services; lifelong learning and/or creative aging; creating community conversations and partnerships; identifying and communicating with stakeholders; creating outreach programs that target diverse or underserved communities; community vibrancy in rural areas.

4. **Best practices “Bubble Up”**
   Examples include best practices in arts education; nonprofit administration; financial management; boards and/or governance; creative placemaking; fundraising; marketing; etc.

Program Goals 1–3 above are designed to target several needs of arts organizations, communities or individual artists across the state.

Program Goal 4 allows for a diverse range of practitioners to partner with the IAC and showcase best practices in their specific field(s).

QUESTIONS

For any questions related to this RFP and the Capacity Building Partnership Program, please contact Ann Fields, Communications & Community Engagement Manager, at (317) 232-1284 or afields1@iac.in.gov.

IMPORTANT NOTES

By applying to this program, you are agreeing to have read and understood this document.

The IAC reserves the right to amend the RFP guidelines.
ELIGIBILITY

To be eligible for funding, the applicant must:

- Be either a private, nonprofit, tax-exempt agency with 501(c)(3) status proof from the Internal Revenue Service (IRS) OR an Indiana public entity (part of city, county, or state government).
- Be incorporated in Indiana at the time of application.
- Have a DUNS number, which is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of businesses.
- Electronically submit all required documents before the application August 12 deadline.
- Not have any outstanding Final Grant Reports due to the Indiana Arts Commission.
- Be in good standing with the State of Indiana.
- Have the ability and willingness to provide the IAC with all requested organizational and program information in a timely, consistent and thorough manner.

HOW TO APPLY

Applicants should review the goals of the CBPP and outline a program (e.g. workshop, symposium, panel discussion, web seminar, program series, etc.) that addresses one of the topics listed under Program Goals on Page 2 of this document. The IAC requires all proposals be submitted using the format outlined in the Proposal Writing Guide (below).

The proposal and all attachments must be combined into one PDF document and titled in the following format “Organization Name CBPP Proposal”. All proposals must be submitted by email to Ann Fields, Communications & Community Engagement Manager, at afields1@iac.in.gov no later than 4:30 p.m. (EDT) on August 12, 2015.

REVIEW CRITERIA

Submitted proposals will be reviewed by IAC staff and Commissioners and evaluated with regard to the project’s alignment with the Program Goals (page 2); the feasibility of the project and timeline; a demonstrated use of planning and assessment strategies; clarity with regards to the expectation of the IAC’s involvement in the project; and the project’s overall contribution to the long-term growth of the arts.
PROPOSAL WRITING GUIDE

Applicants should complete a Proposal Coversheet and Budget Worksheet, in addition to providing a Proposal Narrative as described in section 2 below.

1. Proposal Coversheet
   This worksheet outlines basic information about the applicant, and it can be downloaded from the Capacity Building Partnership Program webpage.

2. Proposal Narrative
   Please address all of the following questions and considerations in a narrative format. You should type this document and submit it along with your other attachments, all of which must be combined into a single PDF titled “Organization Name CBPP Proposal”. There is no page limit for the narrative portion however responses should be as concise as possible. You may submit relevant attachments, but they will only be accepted at the same time of the proposal’s submission.

   A. Project Description
      Please provide a brief overview of your project, and include the following information in a 2–3 paragraph synopsis:
      i. the CBPP program goal(s) your project will address;
      ii. a general description of the project;
      iii. whether this is a new project or expansion of an existing effort undertaken by your organization;
      iv. the target audience and estimated number of participants;
      v. how the project responds to the specific needs of your target audience;
      vi. the type of program (e.g. a lecture series);
      vii. presenters (who will provide content);
      viii. key staff who will be involved in the project’s development and implementation and their qualifications;
      ix. proposed date(s); and
      x. the location(s) of your project.

   B. Desired Outcomes
      In one or two additional paragraphs, please list and explain the desired outcomes you wish to achieve with your project and how you envision this project fitting into long-term growth in the target audience.

   C. Partnership Structure & Timeline
      In an additional paragraph and/or on an attached timeline, please describe the projected process for planning and implementation. Be sure to explicitly state who
will be involved in the process and what your expectations are regarding the IAC’s involvement.

3. Project Budget Worksheet
This template will assist applicants with communicating projected expenses and income, and it can be downloaded on the [Capacity Building Partnership Program webpage](#).

As part of the partnership agreement, the IAC will be able to fund only expenses listed in the “Acceptable Program Expenses” category below:

**Acceptable Program Expenses**
- Salaries;
- Administrative fees;
- Artistic fees;
- Staff development and training;
- Space and equipment rental;
- Refreshments (excluding alcohol) that directly relate to the project activities (e.g. lunch for workshop attendees);
- Promotional costs; and
- Production costs, supplies, etc. needed to support the project activities.

**Unacceptable Program Expenses**
- 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;
- Alcoholic beverages;
- Capital acquisitions (purchase of artwork, etc.); capital expenditures; equipment, restoration, or new construction of buildings;
- Travel outside the United States;
- Indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities;
- Projects to be delivered outside the State of Indiana;
- Project expenses outside the grant period; and
- Activities that are solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity.

All three documents – and any additional attachments – should be combined into a single PDF document and titled “Organization Name CBPP Proposal”. All proposals must be submitted to afields1@iac.in.gov no later than 4:30 p.m. (EDT) on August 12, 2015.