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## FY2020-2023 Regional Arts Partnership

### About the Program

A program of the Indiana Arts Commission (IAC), the Regional Arts Partnership (RAP) purpose and design is structured to improve and increase state service delivery by providing access to grant funding and other statewide services on the regional level. Funding is provided by the Indiana Arts Commission (IAC), an agency of State Government funded by the [Indiana General Assembly](#) and the [National Endowments for the Arts](#), a federal agency.

The Regional Arts Partnership is a voluntary collaboration between the IAC, a state agency, and Indiana nonprofit or public, community-based organizations. Each Partner enters into an annual contract with the IAC to provide specific services within its respective geographic area, according to the program core service requirements and eligibility standards outlined in this document. Each Partner remains an individual legal entity, separate from the IAC, and continues to be fully governed by a local board of directors. Learn more about the Regional Arts Partnership [here](#).

Current Regional Arts Partners and eligible applicants interested in entering into contract with the State of Indiana to provide core services as a Regional Arts Partner must submit a [Letter of Intent](#) ([www.in.gov/arts/apply](http://www.in.gov/arts/apply)) to apply prior to submitting a full proposal. Eligible applicants must be willing to meet and maintain all eligibility standards, core services, and reporting requirements. Proposals will be submitted and reviewed once every four years, or when needed if a vacancy occurs. Members of the IAC Programs, Grants, and Services Committee will review proposals.

The following review criteria will be used: Quality Management and Governance (40 points); Grantsmaking and Constituent Service (30 points); Regional and Arts Community Involvement (30 points).

### Timeline

Service Period	July 1, 2019 – June 30, 2023
<a href="#">Letter of Intent</a> Deadline	December 3, 2018, 4:30 p.m.
Proposal Deadline	February 5, 2019, 4:30 p.m.
Applicants will use the	<a href="#">IAC's online grant system</a> to submit the proposal
Proposal Review	February 2019
Selection Decision	March 15, 2019 at the IAC Quarterly Business Meeting
<i>All times eastern</i>	

## Funding

Regional Arts Partner funding is provided into two parts: Administrative Fees for Service (AFS) and the Regional Block Grant (RBG).

### Administrative Fees for Service (AFS)

AFS funds support the administrative services needed to meet core responsibilities and service requirements including the re-granting of RBG funds. The FY2019 average annual RAP Administrative Fee for Service was \$18,188. Dollars vary and are determined by population, number of applications, and number of counties within the region.

### Regional Block Grant (RBG)

Regional Block Grant funds are provided for re-granting to the designated regional service area as determined by the IAC. RBG funding amounts are determined by region per capita. RBG funds are re-granted through the [Regional Initiative Grant Program](#) (RIG). The RIG Program has three granting categories: Arts Operating Support Level I (AOSI), Arts Operating Support Level II (AOSII), and Arts Project Support (APS).

## Eligibility

- **Location** - Partner must be located within the region to be served
- **Organization** - may be either a unit of local government or a private, nonprofit Indiana corporation with IRS tax-exempt status
- **Good Standing** - must be in good standing with the State of Indiana and the Indiana Arts Commission. A RAP that is not in good standing will need to discuss and resolve issues with the IAC or appropriate state agency. Good standing with the IAC and State includes, but is not limited to: applications, records, reporting, core service requirements, and eligibility standards.
- **IAC Values** – Willingness to share and support the IAC's vision, mission, values, programs and initiatives, and embrace the charge as stewards of public dollars including, but not limited to: accountability, transparency, communication.
- **Operations** - The organization should operate consistent with IAC best practices for [governance](#) and [management](#) and have the capacity to designate personnel with appropriate education and skills to manage service.
- **Provide Services** - Each Partner will provide services including grantsmaking and information and referral within a specific multi-county region, determined jointly by the IAC and the Partners. See **RAP Core Service Responsibilities and Requirements** for a complete list of service requirements.
- **IAC Representation** - Willingness to serve as IAC representatives on the local level for all IAC programs, policies, and initiatives. Willingness to positively represent the Commission to local leadership, constituents and citizens.
- **Data/Information Management** – Willingness to provide the IAC with all requested organizational and re-granting information in a timely, consistent, and thorough manner.
- **Audit and Agreed Upon Procedures requirements:** An independent financial audit is not required by the IAC, but may be required by the Indiana State Board of Accounts' (SBOA). [Click here to learn more](#). Those Regional Arts Partners not required by the State of Indiana to submit an annual audit must instead submit an Agreed Upon Procedures report conducted by an auditor. Regional Arts Partners who opt to engage an auditor for a full audit must also address all Agreed Upon Procedures in the audit. Either the Agreed Upon Procedures report or audit must be submitted annually within six months of the organization's fiscal year end.

### About the Agreed Upon Procedures:

The Indiana Arts Commission has developed a list of Agreed Upon Procedures to be performed by an outside firm. These procedures do not constitute an audit as defined by Generally Accepted Accounting Principles; therefore, the firm will not express an opinion. They will however submit a report listing the procedures performed and their findings. The objective of this limited external review is to assist the Indiana Arts Commission in monitoring the disbursement of public funds.

The objectives of the Agreed Upon Procedures Process are to ascertain the following:

- That all Regional Block Grant re-grant funds awarded to the Regional Arts Partner are placed into a restricted fund and utilized for the purpose to which they were awarded;
- Verifies that Regional Block Grant (RBG) re-grant funds are awarded to selected regional grantees up to the amount to which they were awarded; and
- That all un-used funds are returned to the Indiana Arts Commission.

### **Regional Arts Partner Core Service Responsibilities and Requirements**

1. **Grantsmaking:** The primary goal of the partner grantsmaking service is to manage and provide a systematic, publicly accountable, accessible, outreach-based process for providing regional arts block grant funds to arts providers within the region. Ultimately, the IAC would like to have direct funding in all 92 counties of the state. Core service requirements include:
  - a. Provide technical assistance to applicants, potential applicants, and grantees about all aspects of the grants process. Partners develop and implement a strategy for training applicants and potential applicants based upon their regional needs (this can include workshops and/or one-to-on information sessions. Communication can be either in person or electronic.)
  - b. Outreach: concertedlly strive to inform the regional community about grants opportunities and public meetings (panel, grants workshops, grant deadlines, etc.)
  - c. Manage all aspects of the grants application process in accordance with all IAC processes and systems: grant panelist recruitment, scheduling, and review public review process management; providing information to the Indiana Arts Commission and applicants/grantees in a timely manner, and working with Commission to determine final awards.
  - d. Panel composition should include: 1 panelist outside region, wide representation from region, and reflective of diverse/geographic culture of region.
  - e. Processing award follow-ups and communications, and distributing first payments.
  - f. Reviewing and managing all final grant reports; processing and distributing final payments
2. **Annual Grant Award Ceremony:** Each partner will host a live regional grant awards ceremony to publicly recognize grantees and thank legislators. The award ceremony may be part of a larger celebration, but must meet the following core requirements:
  - a. IAC staff liaison (Director of Programs) must receive advanced notification and invitation
  - b. Regional legislators must be invited and, when possible, included in the ceremony
3. **Regional Network:** Each Partner will identify and implement a strategy for local involvement in each county of their region. Local involvement should include the following:
  - a. Advocacy
  - b. Identification of local panelists/experts
  - c. Input into IAC planning processes
  - d. Touchstones for local arts information and access
4. **Information and Referral:** The primary goal of information and referral services is to connect arts activities, opportunities, services, and resources to the general public, artists, and arts providers. Each Partner will:

- a. Develop and implement a strategy for capturing and delivering (local, regional, state, and national) information using a variety of communication tools (electronic newsletter, website, social media, print)
  - b. Serve to create connections between artists or arts organizations to help build new relationships.
5. **Regional Arts Partner Consortium:** Partners are required to attend all quarterly Regional Arts Partner Consortium meetings either in person (preferred) or via teleconference.

### Annual Review and State and Program Reporting Requirements

RAPs must submit a final report at the end of each fiscal year during RAP FY2020—FY2023 cycle and meet the following eligibility standards to maintain good standing with the state:

- **Form E-1:** Nongovernmental organizations (entities and individuals) receiving direct financial assistance from governmental sources (IAC) in the form of grants, subsidies or contributions, are required to file an Entity Annual Report (Form E-1) with the State Board of Accounts.
- **DUNS Number:** All applicants must have a DUNS number to complete an application. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of businesses. DUNS numbers are the basis by which Americans for the Arts tracks nonprofits and for-profits for its important research report on Creative Industries: Business & Employment in the Arts. The federal government (which includes the National Endowment for the Arts) requires organizations to provide a DUNS number as part of its grant applications. Go to <http://fedgov.dnb.com/webform> to apply for a DUNS number. Please note that it can take several weeks to receive your DUNS number. If you do not have your DUNS number to complete the application by the deadline date, please contact the program or grants/technology manager for further instructions.
- **Four Public Official Letters:** Partners are required to write at least four letters to their [local, state legislators](#) and the Governor to thank them for making these funds available each year. Grantees will mail one letter to each of four recipients, one to the Governor and the other three to state legislators from counties served by the organization. The letter should raise awareness of the project that was funded in their community. The first two letter copies are due with the signed grant agreement (sometime in July/August depending on your submission of the agreement); the third and fourth copies are due with the final report each year.  
*\*NOTE: For those Partners receiving AOSI or APS in addition to Partner AFS and RBG funding, please combine both acknowledgements into the letters.*
- **Grant Modification:** The submitted and accepted proposal will serve as “Exhibit B” of the professional service or grant agreement contract. If there are any substantial changes to the proposal, contact IAC Director of Programs. Based upon the level of modification, a grant modification form may be assigned through the online system.
- **Final reports:** All grantees must submit completed Final Grant Reports (FGR) and copies of the third and fourth letters sent to the legislator by the Final Grant Report deadline of each year. Samples of grantsmaking and information and referral materials will be required with FGR report. The final reports are accessible through the [IAC online grant system](#).  
*Partner Final Report Deadlines: Due annually by July 28, 2020-2023 4:30 p.m. EST.*
- **Acknowledgement and credit of public funding:** [Requirements](#) are documented on the IAC website for credit on any and all printed documents related to the funded project. Examples of credit usage will be required in the Final Grant Report.
- **Monitoring/records retention and tax responsibilities:** Grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate financial

and program information reported to the IAC for a period of no fewer than three years. Grantees are responsible for all tax obligations under [federal, state, and local laws](#). Consult a tax accountant or local Internal Revenue Service office. Grant monies cannot be used to pay taxes.

- **Public manifestation, fair labor, drug free, and civil rights:** The electronically-signed Grant Agreement indicates that the organization and its representative understand the detailed information provided at this [link](#) and are in compliance with these laws.

#### **Regional Arts Partner Online Resources**

- [Regional Arts Partner information](#)
- Regional Arts Partner [map](#) that includes regional boundaries and counties
- [Proposal and Regional Initiative Grant Resources](#)

#### **Additional information**

- [Appeal of Removal or Denial of Designation](#)
- [Designation of Regional Service Area](#)
- [Change in Partner Designation; Conditions](#)