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Cultural District Project Grant Calendar Year 2022 Guidelines

Indiana Statewide Designated Cultural District managing organizations may request up to $4,000 to support:

- the cultural district's long range/strategic plan work that also contributes to the goals of the cultural district consortium plan;
- (new) activities that advance the role of *IDEA in the cultural district (e.g. lectures/training, accessibility assessment, accessibility signage, etc.); or
- (new) projects that leverage arts to support non-arts community engagement efforts (e.g. city-based planning input).

Project should be completed in Calendar Year 2022. Funds should not go toward activities that are already supported by another IAC grant.

Inclusion, diversity, equity, and access

Requirements:

To receive IAC funding, you must follow the requirements outlined below. More detail about these requirements can be found here.

- Payment schedule - Funds will be disbursed in two payments: 75% upon contract approval and the remaining 25% when the 2022 Annual Report is approved.
- Publicly acknowledge IAC and NEA funding in written, verbal or visual formats.
- Submit documentation of state public official thank you's. One submitted with signed contract, and one submitted in the 2022 Annual Report. One of these thank you's should be directed to the Governor.
- Comply with state and federal contracting requirements, ADA compliance, public manifestation, fair labor, drug free workplace and civil rights requirements.
- Reporting requirements – 2022 Annual Report must be submitted by February 3, 2023, 4:30 pm ET. The funding report section of the 2022 Annual Report *may* be submitted anytime the funded activities are complete, and the second grant payment will be dispersed soon afterward. The funding report section of the 2022 Annual Report will include the following:

- Number of arts education activities (as applicable)
- Address(es) where the activity(ies) occurred
- Number of participants who are adults, children, artists and broadcast/online participants (as applicable)
- Participants by race/ethnicity, age, and distinct groups
- Actual cash income, actual cash expenses and in-kind contributions
- Documentation of funding acknowledgement documentation

Timeline	*all times eastern*
Grant period	January 1, 2022 – December 31, 2022
2021 Annual Report and 2022 Funding Request due	February 4, 2022, 4:30 pm ET
Feedback from IAC staff	February 2022
First Payment	Roughly 60 days after contract is executed
2022 Annual Report Due	February 3, 2023, 4:30 pm ET
Second Payment	Roughly 60 days after 2022 final grant report is approved

Allowable Expenses (updated)
Personnel
- Salaries and fees
- Contractors
- Artist contracts, honorarium, stipends
- Staff or contractor training

Operations
- Rent or mortgage payments
- Utilities
- Space rental
- Promotion and marketing
- Printing
- Security
- Insurance
- Building Maintenance
- Personal Protective Equipment (PPE)
- Cleaning services
- Information Technology (e.g. software, captioning, streaming - including increased bandwidth, hardware, specialized audio-visual equipment, etc.)
- Fee subsidies for presenting services

Capital Expenditures (not to exceed $5,000)
- Equipment (purchase or rental) provided it plays an integral part of the project (for project support grants) or the organization's operations (e.g. theatre rigging, exhibition pedestals)
- Construction and renovation-type projects that are integral to an organization's mission or that facilitate accessibility (e.g., accessibility-related construction and renovation, substantial exhibition design, the installation of climate control systems for a museum, etc.,) are allowable.

- Construction and renovation:
  - Organization Support – must be integral to the organization's mission or facilitate accessibility (e.g., accessibility-related construction and renovation, substantial exhibition design, the installation of climate control systems for a museum, etc.,) are allowable.
  - Project Support – must be integral to the project as in the project goal(s) could not occur without it.

Programming
- Production or commissioning costs
- Consumable supplies
- Costs associated with the creation of a temporary or permanent work of public art

Not Allowable (updated)
Operations
- Cash reserves, endowment accounts, deficit reduction or elimination
- Taxes and interest
- Compensation to foreign nationals
- Visa costs
- Travel outside the United States
- Indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities
- Resale items purchased for resale
- Alcoholic beverages
- Donations and contributions
- Entertainment costs (such as receptions, parties, galas, dinners, community gatherings, etc.)
- Fundraising and Investment costs
- Lobbying
- Home office workspace
- Prohibited telecommunications and video surveillance services and equipment
- Regranting to individuals or other organizations
- Applications for projects that primarily present political, denominational, religious, or sectarian ideas or projects that enhance the property of religious institutions.

Capital Expenditures
- Capital improvements, facility construction, structural renovations, and restorations not integral to an organization's mission or that facilitate accessibility
- Purchase of artwork
- The purchase of vehicles

Programming
- Events not open to the public. (Project Support for schools, disability service organizations, and similar service agents must include an event/activity that is open to the public).
- Projects or programs to be delivered outside the State of Indiana
- Activities and expenses outside the grant period
- Activities that are solely for the purpose of fundraising