



**Regional Arts Partner Contact Information**  
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## REGION 5 | ARTS PROJECT SUPPORT FY19 GUIDELINES

Arts Project Support (APS) grants provide 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.

\* 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; and other public agencies and private nonprofit tax-exempt community based organizations.

### Request Amount and Match Requirement

APS applicants may request up to \$5,000 or up to 50% of allowable project expenses, whichever is less. All applicants must match IAC funds on a dollar-for-dollar basis; match may be a combination of cash and in-kind (value of necessary donated goods and services); and at least 50% of the local match must be cash. The total project budget must be at least twice the amount requested.

Applicants may request no less than \$500. This Region’s average grant in this category for FY2018 was \$5,000.

### Timeline

Grant Period	July 1, 2018 – June 30, 2019
Application Due	March 1, 2018, 4:30 p.m. eastern time
Grant Review Panel	April 27, 2018
Award Notification	Early July 2018
First Payment (75%)	September – October 2018
Final Grant Report Due	July 12, 2019, 4:30 p.m. eastern time
Second Payment (25%)	September – October 2019

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### Applicant Eligibility Requirements

All applicants must meet all of the following eligibility requirements at the time of application:

1. Must be a private, nonprofit, tax-exempt agency, 501(c)(3) status from the Internal Revenue Service (IRS) OR an Indiana public entity (part of city, county, or state government);
2. Must be physically located in Indiana, have an address in the region to which the organization is applying, with the majority of its arts programming, services, or activities taking place in Indiana, and must primarily serve and engage Indiana audiences and participants;
3. An eligible tax-exempt organization may act as a fiscal sponsor/agent for an organization that has not secured their federal tax-exempt status. Please contact your Regional Arts Partner representative (the contact in these guidelines) if you will be using or acting as a fiscal agent for an application.
4. Must be incorporated in the State of Indiana;
5. Must not have any outstanding Final Grant Reports due to the Indiana Arts Commission or the Regional Arts Partner; and,
6. Must have a governing body that is representative of the organization's service area.
7. Organizations whose primary purpose is higher education (e.g. universities, colleges, division of a college) are eligible to apply for those arts activities that clearly serve the needs of surrounding communities and involve community input during planning and implementation. Those activities that are credit-producing or oriented primarily to university students and the academic community are not eligible. A division end-of-the year financial statement must be submitted with the application (not an entire university financial statement).
8. An organization may apply for only one Regional Initiative Grant (APS, AOSI, or AOSII) in the same fiscal year.

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### Requirements of All IAC Grant Recipients

- Privacy Considerations
- Payment Schedule
- Reconsideration and Appeals Process
- Requirements of Grantees through Regional Arts Partners

Detailed descriptions of these requirements can be found online: [IN.gov/arts/2387.htm](http://IN.gov/arts/2387.htm)

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### Eligible Program Expenses

- Salaries;
- Administrative fees;
- Artistic fees;
- Staff development and training;
- Space and equipment rental;
- Promotional costs; and
- Production costs, supplies, etc. needed to support the project activities.

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### Ineligible Program Expenses

- Cash reserves; deficit reduction, or deficit elimination;
- Events in private dwellings or other locations not open to the general public;
- Consumable supplies and materials not directly related to the project;
- 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;

- Activities that are solely for the purpose of fundraising;
  - Private functions, religious services, lobbying activities, or any non-public activity; and
  - Cost of receptions, food or beverages.
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### Application Review

The application deadline is March 1, 2018 4:30 PM (EST). After receipt of completed application, the Regional Arts Partner will review materials to ensure that all required information was submitted, and the application is eligible for review. If any discrepancies are found (such as incomplete answers or uploads), the application may be ineligible for review.

Each eligible application will be reviewed and scored by a conflict-free panel of professional peers. The panel review will take place in the spring of 2018 and will be open to applicants and the public for observation and may be recorded (although audio quality is not guaranteed.) Applicants are invited as observers only and cannot lobby or address the panel on behalf of their applications before, during or after the panel meeting. The panel location and date will be posted on the RAP website and/or IAC website.

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### Evaluation Criteria

Applications will be scored on a 100-point scale. The scores will be included as part of a funding formula to assist with the allocation of grant awards. Applications that have a total score of 75 and over will be eligible for funding. Evaluation criteria details can be downloaded as a [PDF by clicking here](#). Information submitted in the application will be reviewed according to the following evaluation criteria:

- Artistic Quality (30 points): The extent to which an artistic activity demonstrates quality through one or more of the following considerations: artistic intent, inquiry, competency, authenticity, process or impact.
  - Community Engagement (40 points): The extent to which the applicant can demonstrate: (1) an active, two-way and ongoing relationship between the applicant and the community in the planning, participation and evaluation of the proposed project; and, (2) efforts towards community inclusion such as ensuring fair access and a diversity in participants including individuals with disabilities and other underserved populations.
  - Project Management (30 points): The extent to which the applicant organization can demonstrate the ability to successfully design and implement the project through effective planning, financial management, staffing and evaluation.
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### Grant Award Determination

Following the panel meeting, a Commission-approved funding formula is applied that takes into consideration the panel's ratings, number of eligible applicants, and available funds to determine specific grant recommendations. The Indiana Arts Commission will review and ratify the funding recommendations at its June quarterly business meeting. Commission meetings are open to the public for observation and may be recorded. All applicants will be notified after the Commission meeting.

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### Workshop Information

#### **Friday, January 26th at 10 a.m.**

Community Foundation of Muncie and Delaware County (Muncie Power Products Building)  
201 East Jackson Street  
Muncie, IN 47305  
East and West training rooms  
Parking across the street in First Merchants lot

#### **Tuesday, January 30th at 2 p.m.**

Morrisson-Reeves Library

80 North 6th Street  
Richmond, IN 47374  
Bard Room (not board)  
Parking on north and south sides of building and on street

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**Ready to Apply?** 

Access the online system [IN.gov/arts/apply](https://www.in.gov/arts/apply)

**ONLY online applications will be accepted.**

ARTS PROJECT SUPPORT (APS) GRANTS ARE OFFERED THROUGH THE INDIANA ARTS COMMISSION (IAC) REGIONAL INITIATIVE GRANT PROGRAM, AND ADMINISTERED BY THE REGIONAL ARTS PARTNERSHIP. THE IAC IS AN AGENCY OF STATE GOVERNMENT FUNDED BY THE INDIANA GENERAL ASSEMBLY AND THE NATIONAL ENDOWMENTS FOR THE ARTS, A FEDERAL AGENCY.