

Requests for alternative formats of these guidelines (large print, braille, ASL, etc) can be sent to the IAC's accessibility coordinator Stephanie Haines at [shaines@iac.in.gov](mailto:shaines@iac.in.gov)



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## Region 5 Arts Organization Support I FY2020 Guidelines

The Arts Organization Support I (AOS I) provides annual operating support for the ongoing artistic and administrative functions of eligible arts organizations that align with the Indiana Arts Commission's [Public Funding Imperatives](#). AOS I is part of the [Indiana Arts Commission's](#) Regional Initiative Grant (RIG) Program that is administered by its Regional Arts Partners across the state. Eligibility requirements for this grant program can be found on Page 2 of these guidelines.

### Letter of Intent (LOI) to Apply

Required by applicants not currently receiving Arts Organization Support.

The Letter of Intent (LOI) will determine program eligibility. All applicants not currently receiving arts organization support must submit a Letter of Intent (LOI) by January 15, 2019, 4:30PM EST, and receive approval via a Notice of Eligibility, to apply to this program.

- Click [here \(www.in.gov/arts/apply\)](http://www.in.gov/arts/apply) to access the online system. Applicants new to the IAC's online system will need to create a profile to get started.
- Answer the required questions and select "no" when asked if the organization is a current AOS grantee.
- Complete the Letter of Intent (LOI).

Technical issues? Contact Deanna Poelsma at [dpoelsma@iac.in.gov](mailto:dpoelsma@iac.in.gov).

Timeline	<i>all times eastern</i>
Grant Period	July 1, 2019 - June 30, 2020
<a href="#">Letter of Intent</a> to Apply Due	January 15, 2019, 4:30 p.m.
Grant Workshop	January 25, 2019, 10:00 a.m.

	Muncie Power Products Building East/West Training Rooms 201 E Jackson St. (parking in First Merchants lot across the street)
Eligibility Notifications Sent to Applicants	Week of January 28, 2019
Grant Workshop	January 29, 2019, 2:00 p.m. Community Foundation of Randolph County 120 W Washington St., Winchester, IN Street parking available
Application Due	March 5, 2019, 4:30 p.m.
Review Panel	April 26, 2019, 9:00 a.m. Muncie Power Products Building East/West Training Rooms 201 E Jackson St. (parking in First Merchants lot across the street)
Award Notification	Early July 2019
First Payment (75%)	September - October 2019
Final Grant Report Due	July 13, 2020, 4:30 p.m.
Second Payment (25%)	September - October 2020

All Indiana Arts Commission grantees are required to comply with and agree to the following:

- Requirements of Direct Indiana Arts Commission Grants Recipients
- Accessibility Requirements
- Privacy Considerations
- IAC Funding Imperatives

Detailed descriptions of these requirements can be found online: [IN.gov/arts/2387.htm](http://IN.gov/arts/2387.htm) which also includes information about the following:

- Payments Schedule
- Reconsideration and Appeals Process

**Applicant Eligibility Requirements (Change for FY20)**

Applicant must meet all of the following eligibility requirements:

1. Be an arts producing, promoting, presenting service or teaching organization as demonstrated by:
  - a. Significant evidence that it is viewed as an arts organization by its community;
  - b. Arts as core purpose, mission, and focus. The organization’s Articles of Incorporation and/or Bylaws must reflect this core purpose;

- c. The majority of public programs are arts programs and occur with regular, scheduled frequency throughout the year;
  - d. Facility space (indoor and/or outdoor) is utilized predominantly as arts production or arts activity space (as applicable);
  - e. A proportionate amount of operating budget is allocated to direct arts programs and services;
  - f. Provide significant, verifiable arts education-focused programming.
2. Be a private, nonprofit tax-exempt agency with either 501(c)(3) status from the Internal Revenue Service (IRS) OR be an Indiana public entity (part of city or county);
  3. Must be incorporated in the State of Indiana **at the time of application**;
  4. 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;
  5. Must have an operating history as an Indiana-based arts organization for at least two consecutive years before applying to the Arts Organization Support grant program for the first time;
  6. Must have a governing body that is representative of the organization's service area;
  7. Must annually implement program planning and evaluation processes with input from the community to be served;
  8. Must have a DUNS number;
  9. All grant recipients must provide a match for every dollar provided by the Indiana Arts Commission with one dollar of the organization's own funds. The match can include in-kind, but at least 50% of the match must be cash. The cash match can constitute funds from the applicant organization's budget.

### **Restrictions/Ineligible Applicants**

Funding in the AOS I Program will NOT be awarded for the following:

1. Organizations whose primary purpose is not arts-based as defined by item number one above;
2. Organizations whose primary purpose is educational or instructional e.g., schools, universities, colleges, etc;
3. Entities that receive state-level operating support or non-project support directly from the Indiana General Assembly are NOT eligible for operating support. This includes any line items/support or contributions from the state within the organization's operating, facility, or other budgets or the organization being part of a larger state
4. Any organization whose sole or primary purpose is to fundraise (e.g., "friends of" groups, foundations, etc.) for an otherwise ineligible organization;
5. Any organization with an outstanding Final Grant Report due to the Regional Arts Partner/Indiana Arts Commission or;
6. An organization may only apply for one Regional Initiative Grant (APS, AOS I, or AOS II) in the same fiscal year.

## **Funding Restrictions**

The funding from the grant award may be used to support most aspects of the arts organization's annual operating expenses (not including capital expenses). Acceptable expenses include artists' fees, administrative fees, staff development and training, space and equipment rental, promotional costs, personnel and production costs, and supplies needed to support the programming activities. IAC funds can provide fee subsidies to presenting organizations that wish to purchase the grantee's services.

The grant award funding may not be used to cover unacceptable expenses which include: cash reserves; deficit reduction, or deficit elimination; events in private dwellings or other locations not open to the general public; consumable supplies and materials; 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.

## **Application Review**

The application deadline is March 5, 2019 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 2019 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.

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 (each worth 25 points):

- **Community Engagement:** Extent to which the applicant organization can demonstrate an active, two-way, ongoing relationship between the applicant and community in the planning, participation and evaluation of the proposed activity(ies), which includes intentional strategies for diversity, equity, access, and inclusion.
- **Organizational Excellence:** The extent to which the applicant organization can demonstrate sound fiscal management and administrative policies and a demonstrable commitment to continuous improvement, preservation and development of the art form.

- **Arts Education:** The extent to which the applicant organization can demonstrate strategies designed to transfer specific training, skills, abilities and/or knowledge in the arts through publicly recognized standards (e.g. workshop leader has relevant experience; education standards are integrated if a school-based activity.).
- **Artistic Quality:** Relative to the budget size of the organization, the extent to which the applicant demonstrates a committed effort to provide its audience a meaningful, impactful, quality and authentic artistic experience(s).

### **Grant Award Determination**

Following the panel meeting, a Commission-approved funding formula is applied to determine the specific grant recommendations. The applicant does not request a grant amount. The grant amount is based on the average of the applicant's last three years of total cash income, panel's ratings, number of eligible applicants, and the dollars available.

The grant award cannot be more than 20% of the applicant's three-year cash operating income average. These completed cash financial statements must have been approved by the organization's Board of Directors.

The AOS I budget breakdowns are:

- Less than \$50,000 (Average FY2019 grant for this Region was \$5,893)
- \$50,000 to \$99,999 (Average FY2019 grant for this Region was \$5,893)
- \$100,000 to \$174,999 (Average FY2019 grant for this Region was \$6,866)
- \$175,000 to \$249,999 (Average FY2019 grant for this Region was N/A)

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.

### **Ready to apply?**

Only applications submitted online will be accepted. Access the online system [in.gov/arts/apply](http://in.gov/arts/apply).

**Once in the online grant system, open and complete the questionnaire found at the top of the page.**

*Funding for this program comes from the Indiana General Assembly and the [National Endowment for the Arts](#).*