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### Region 3 Arts Project Support FY2020 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. APS 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.

*\*Non-arts organizations do not have the arts as their primary mission. They include (but are not limited to) pre-K, elementary, secondary, schools, and, in some cases colleges and universities; senior centers; parks and recreation departments; civic and community service organizations; Main Street and other community development organizations; professional associations; public libraries; public broadcast stations; health and human service agencies; public agencies such as municipal and county governments; 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 FY2019 was \$4,799.21.

Timeline	<i>all times eastern</i>
Grant Period	July 1, 2019 - June 30, 2020
Grant Workshop	January 30, 2019, 3:30 Arts United Center 303 E Main St., Fort Wayne

Application Due	March 5, 2019, 4:30 p.m.
Grant Review Panel	April 23, 2019 9:00 a.m. Downtown Branch Computer Lab Allen County Public Library 900 Library Plaza, Fort Wayne
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:

- Payment Schedule
- Reconsideration and Appeals Process

**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 with either 501(c)(3) status from the Internal Revenue Service (IRS) OR be an Indiana public entity (part of city or county government);
  - a. 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. Learn how to apply as a fiscally sponsored organization [here](#) (under resources).
2. Must be incorporated in the State of Indiana at the time of application;
3. 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;
4. Must have a DUNS number;
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. If possible, 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, AOS I, or AOS II) in the same fiscal year.

### **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.

### **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.

### **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:

- **Artistic Quality** (30 points): 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, and quality and/or authentic artistic experience(s).
- **Community Engagement** (40 points): Extent to which the applicant organization 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.
- **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.

### **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.

### **Ready to apply?**

Only applications submitted online will be accepted. Access the online system [in.gov/arts/apply](http://in.gov/arts/apply). **Once you're in the online grant system, simply 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](#).*