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

Heather Closson
Grant and Program Manager
Arts United of Greater Fort Wayne
hclosson@artsunited.org
(260) 424-0646
artsunited.org

Region 3 Arts Organization Support I FY2021 Guidelines

About the Program

Arts Organization Support I (AOS I) grants provide annual operating support for the ongoing artistic and administrative functions of eligible arts organizations during the grant period with budgets between up to $250,000. AOS I is administered by Regional Arts Partners (RAP) (https://www.in.gov/arts/2482.htm) across the state, as a part of the Indiana Arts Commission's (IAC) Regional Initiative Grant (RIG) Program (https://www.in.gov/arts/regionalinitiativegrant.htm), in alignment with the IAC public Funding Imperatives (https://www.in.gov/arts/3031.htm). The IAC is funded by the Indiana General Assembly and the National Endowments for the Arts, a federal agency. On behalf of the people of Indiana, the IAC advocates engagement with the arts to enrich the quality of individual and community life. Eligibility requirements for this grant program can be found on Page 2 of these guidelines.

Objectives

To support arts organizations that provide quality arts and cultural activities to the public, with special attention to underserved communities. Underserved communities are defined as people lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ethnicity, cultural differences, disability, or other circumstances.

Letter of Intent (LOI) to Apply

Required by applicants who have not received Arts Organization Support (AOS) funding in FY18, FY19 or FY20.

The Letter of Intent (LOI) will determine program eligibility. **The Letter of Intent (LOI) must be completed in the online system by January 15, 2020, 4:30PM EST**. Applicants will receive a Notice of Eligibility via email, to apply to this program.

Timeline	*all times eastern*
Grant Period	July 1, 2020 - June 30, 2021
Applications Open	December 20, 2019
Letter of Intent to Apply Due	January 15, 2020, 4:30 p.m. eastern time
Eligibility Notifications Sent to LOI Applicants	Week of January 27, 2020
Deadline to request draft application review	February 21, 2020
Application Due	March 5, 2020, 4:30 p.m. eastern time

Panel Review	April 30, 2020
Award Notification	Early July 2020
First Payment (75%)	September - October 2020
Final Grant Report Due	July 13, 2021, 4:30 p.m. eastern time
Second Payment (25%)	July - August 2021

Before applying review the following:

- Important things to consider before applying (https://www.in.gov/arts/2387.htm); and
- Requirements for organizations (https://www.in.gov/arts/2505.htm).

Applicant Eligibility Requirements

Applicant must meet all of the following eligibility requirements:

1. Be an organization whose primary purpose is 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);
    a. Organizations whose primary purpose is educational or instructional e.g., schools, universities, colleges, etc. are ineligible;
    b. Any organization whose sole or primary purpose is to fundraise (e.g., "friends of" groups, foundations, etc.) are ineligible;
    c. Entities that receive state-level operating support or non-project support directly from the Indiana General Assembly are ineligible. 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.
3. Must be incorporated in the State of Indiana at the time of application and for the duration of the grant period;
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. 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;
9. Must have a DUNS number that reflects organization legal name and current physical address;
10. Must not have any outstanding Final Grant Reports due to the Indiana Arts Commission or the Regional Arts Partner;
11. Must comply with all federal, state, and local laws and ordinances, including but not limited to those that prohibit discrimination on the basis of race, color, national origin, gender, sexual orientation, age, or disability; and,
12. An organization may apply for only one Regional Initiative Grant (APS, AOS I, or AOS II) in the same fiscal year. This includes an organization's "friends of" or "foundation" arm.

Eligible Expenses

Funds awarded by the IAC may be used to support the following:

- Salaries;
- Administrative fees;
- Artists' fees;
- Staff development and training;
- Space and equipment rental;
- Promotional costs;
- Personnel and production costs, and supplies needed to support the programming activities; and,
- Fee subsidies to presenting organizations that wish to purchase the grantee's services.

Ineligible Expenses

Funds awarded by the IAC may not be used to support any of the following:

- 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.), equipment, restoration, or new construction of buildings;
- Capital expenditures;
- 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;
- Resale items purchased to sell (concessions and promotional merchandise);
- Private functions, religious services, lobbying activities, or any non-public activity; and,
- Costs of entertainment, including amusement and social activities such as receptions, parties, galas, dinners, etc., and any associated costs including catering, alcohol, planning, staffing, supplies, etc. are unallowable.

Draft Application Review

Draft reviews by Regional Arts Partners are available to first time applicants, and organizations who are not currently receiving funds from the IAC for general feedback and suggestions around application completeness and clarity. A review may be requested by emailing the Regional Arts Partner at any time the applicant feels their application is complete. Reviews will be done in the order requests are received, and the deadline to request a draft review is February 21, 2020.

Application Eligibility and Review Eligibility

- The application deadline is March 5, 2020 4:30 PM (EST). Late applications will not be eligible for review. Please note, no changes can be made to the application following the deadline.
- 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.

Review Process

Each eligible application will be reviewed and scored by a conflict-free panel of field professionals. The panel review will take place in the spring and will be open to applicants and the public for observation and may be recorded (although the 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 https://docs.google.com/document/d/1zf8VGp0ydcuAnOJ3FabvpeTdBC1uRGt6YzrF4CqFPsE/edit?usp=sharing. Information submitted in the application will be reviewed according to the following evaluation criteria:

- **Organizational Excellence** (25 points): 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.
- **Community Engagement & IDEA** (25 points): Extent to which there is 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 inclusion, diversity, equity, and access (IDEA).
- **Arts Education** (25 points): 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** (25 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, quality and authentic artistic experience(s).

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. Applicants do not request a grant amount, the award amount is based on the average of the applicant's last three years of total cash income, and cannot exceed 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:

- Under $50,000 (Average FY2020 grant for this Region was $5,834)
- $50,000 to $99,999 (Average FY2020 grant for this Region was $ 5,834)
- $100,000 to $174,999 (Average FY2020 grant for this Region was $ 6,807)
- $175,000 and up (Average FY2020 grant for this Region was $7,779)

The Indiana Arts Commission will review and ratify the grant awards 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, except in the case of ADA accessibility accommodations. To access the application in the online system visit http://www.in.gov/arts/apply. For accessibility accommodation requests, contact Stephanie Haines shaines@iac.in.gov or 317-232-1274. For technical concerns with the online system, contact Deanna Poelsma at dpoelsma@iac.in.gov or 317-232-1278.