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

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Arts in the Parks and Historic Sites 2020 Guidelines for Organizations

About the Arts in the Parks and Historic Sites Program
Arts in the Parks and Historic Sites is a grant program of the Indiana Arts Commission that weaves arts activities into our state's rich cultural heritage, natural beauty, and rural settings. In partnership with Indiana Department of Natural Resources properties and Indiana State Museum and Historic Sites, this program funds artists, nonprofit organizations, and public entities to produce arts activities that actively engage participants and highlight participating locations' uniqueness.

About the Indiana Arts Commission
This is a program of the Indiana Arts Commission (IAC). The IAC is an agency of State Government 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. The IAC is governed by a 15 member board of gubernatorial appointees and serves all citizens and regions of the state.

The Department of Natural Resources (DNR)
The mission of the Indiana Department of Natural Resources is to protect, enhance, preserve, and wisely use natural, cultural, and recreational resources for the benefit of Indiana's citizens through professional leadership, management, and education.

Indiana State Museum and Historic Sites
Comprised of the Indiana State Museum in Indianapolis and 11 historic sites around the state of Indiana, we discover, collect, preserve, interpret and present artifacts and exhibitions that showcase the stories of Indiana's natural and cultural history, art, and science. Providing access to Indiana's artistic and cultural history is at the heart of our mission: to celebrate, explore, and steward all that is authentically wondrous about Indiana.

Funding for this program comes from the Indiana General Assembly.

Timeline	*all times eastern*
Grant Period	January 1, 2020 - December 31, 2020
Informational Webinar	Tuesday, July 9, 6-7 pm ET https://zoom.us/j/4987207551
Application Deadline for Organizations	September 5, 2019, 4:30 pm ET
Online Panel Review Meetings	Week of October 28, 2019 (details TBA)
Award Notification	Week of December 9, 2019
First Payment (75%)	Up to 90 days after paperwork is submitted
Final Grant Report Due for Organizations	January 12, 2021
Second Payment (25%)	Up to 90 days after final grant report is approved

Request Amount: $500 to $3,000. There is no match requirement.

Applications must be submitted through the IAC's online system: www.in.gov/arts/apply.

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

- Accessibility Requirements
- Contract Clearance
- Funded Requirements
- Payment Schedules
- Privacy Considerations
- Public Manifestation, Fair Labor, Drug Free, and Civil Rights
- Reconsideration Policy and Appeal Process

Detailed descriptions of these requirements can be found online: http://www.in.gov/arts/2387.htm

Important Considerations

All payments are contingent upon adherence to all fellowship guidelines and reporting requirements. The first payment will be for 75% of the total award. Funds will be transferred via direct deposit to the fellow's bank account after the fellowship agreement and required documents have been approved by (all) applicable state agencies. The second and final fiscal year payment will be for 25% of the total award. Funds will be approved to transfer to the fellow's bank account after the final fellowship report and any additional requirements have been submitted and approved. It may take approximately 90 days from the time the correctly completed forms are submitted until the recipient receives the payments (first and second). Read more

Applicant Eligibility Requirements for Organizations

Applicant requirements and restrictions for organizations include but are not limited to:

- 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);
- Nonprofit corporations that are based in another state must be registered in Indiana as a Foreign Corporation, have an Indiana address, and provide all IAC-funded arts activities in Indiana.
- An eligible tax-exempt organization may act as a fiscal sponsor/agent for an organization that has not secure their federal tax-exempt status. Please contact the program manager if you will be using or acting as a fiscal agent for an application.
- Must be incorporated in the State of Indiana at the time of application;
- Must have an Indiana address;
- Must have a governing body that is representative of the organization's service area; and,
- Must not have any outstanding Final Grant Reports due to the IAC or a Regional Arts Partner.

Restrictions/Ineligible Applicants

Only one application is allowed per organization, 501(c)(3), for the Arts in the Parks and Historic Sites program. If special funding opportunities arise, some deviation from this rule may be permitted on a case-by-case basis at the discretion of the IAC and the funding source. Public entities, chapters/affiliates, and fiscal agent relationships will be handled on a case-by-case basis.

Current Arts Project Support (APS) grant recipients may apply for Arts in the Parks and Historic Sites; however, the project must differ from their current funded project.

Acceptable funding expenses for Organizations

The funding from the grant award may be used to support most aspects of arts program project and/or service expenses (not including capital expenses). Acceptable expenses include:

- artistic fees;
- space and equipment rental;
- travel;
- facility rental;
- promotional costs;
- production costs, supplies, etc. needed to support the project activities.

The submitted application and electronic signature is the individual's indication that you have read, understand and will complete and comply with the requirements listed for this grant program – from application to final reporting if applicable.

Unacceptable funding expenses for Organizations

The grant award funding may not be used to cover unacceptable expenses that include: cash reserves; deficit reduction, or deficit elimination; events in private dwelling places 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 Indiana; 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.

Grant Payment Schedule

All payments are contingent upon adherence to all grant guidelines and reporting requirements. The first grant payment will be 75% of the total award. The second and final grant payment will be 25% of the total award. It may take approximately three months from the time the correctly completed forms are submitted until the recipient receives the payment. If the grantee fails to comply with the contract, reporting, logo, or the letter to elected officials requirement, the IAC may rescind the entire grant amount and this may jeopardize future grants from the Indiana Arts Commission.

Final Grant Report

Arts in the Parks and Historic Sites funded applicants are required to submit a final grant report by January 12, 2021, 4:30 pm ET through the IAC's online system.

Planning your grant proposal

Grant Information Webinar and Workshops

Prospective applicants are encouraged to attend a grant information webinar for Arts in the Parks and Historic Sites. Workshop and webinar information is posted here. Webinars will be recorded and posted in the same place. Webinar and/or workshop participation is highly encouraged, but not required.

Keep the evaluation criteria in mind while planning your proposal. Projects must take place in at least one of the participating properties. Projects should provide a participatory experience for the audience, and may consist of one or more specific events or activities. Projects do not need to be large. Projects do not have to be new: they may be part of an applicant's regular season or activities. Existing projects can be just as competitive as new activities.

Other helpful resources are available online, including:

- Examples of past projects
- Inspiration from projects across the country
- Advice from past grantees
- Tips for a strong partnership with site staff
- Marketing planning tools

Partnering with site staff

A strong relationship with site staff is critical for your project's success. Applicants are encouraged to visit the site(s) to plan for your project proposal. Reach out to the main site contact in the early stages of your project planning to get their feedback on your project concept. Remember that site staff is your partner in this project. Approach them with humility and incorporate their feedback into your application. Primary contacts for each participating site can be found here.

Considerations for a strong partnership:

- Applicants are required to submit a statement of support from every park and/or historic site involved in their proposal. A sample statement of support is linked here. Applications without a current statement of support from site staff are incomplete and will not be considered.
- Each site manager will complete an evaluation of the grantee after the project is completed. These evaluations are provided to panelists if the grantee applies again in future years and carries significant weight when evaluating impact on site staff.
- Projects should have minimum impact on State Historic Site and DNR staff and property. This includes staff time and energy as well as site use policies (below). Some sites will prefer to be involved in different ways than others.
- The applicant is responsible for planning and coordinating marketing for the activities. While site staff may have specific requirements, ideas or ways to help, planning and coordinating marketing is not site staff's responsibility. Be sure to discuss with site staff during the planning stage.
- Applicants are encouraged to review the DNR's online schedule of events or Indiana State Museum events calendar to help with project planning. Sites may be interested in a project that incorporates or supports an existing initiative.
- Ask the site staff about any venue rental fees or site admission fees for your project and (if applicable), include these in your project expenses when constructing your budget. These fees may be waived at the site's discretion. Waived fees are considered in-kind.

Applicants are responsible for researching and understanding site policies before applying. These include, but are not limited to:

- Indiana Administrative Code Title 312 Natural Resources Commission policies.
- Indiana Administrative Code Title 313 Indiana State Museum and Historic Sites Corporation policies.
- DNR rules and regulations for parks/forests
- Indiana State Historic Site properties are considered artifacts. Please discuss rules and regulations with individual historic sites.

Specific restrictions include, but are not limited to:

- Do not injure or damage any structure, rock, tree, flower, bird or wild animal. Do NOT gather limbs, brush or trees (either dead or alive) because they rebuild the natural humus. Nuts, berries, pinecones, mushrooms, greens and fallen leaves may be collected and used. It's best to always check with the park naturalist before collecting natural material.
- Balloons are prohibited on DNR properties.
- Permanent pieces of artwork are not permitted at DNR properties.
- For DNR properties, some commercial filming and photography will require permit with payment. Permit must be submitted at least 90 days before production.
- Commercial photography shoots are not free of charge and requirements and fees vary by division.
- Indiana State Historic Sites require permits and/or payment for commercial filming and photography. Contact individual site managers for details.
- Grantees who wish to sell goods on DNR property must hold a valid vendor permit. Grantees in this program may obtain vendor permits at no cost by contacting MStewart3@dnr.IN.gov and the specific property manager.

Application Review

IAC staff reviews submitted application materials to ensure eligibility and that all required information was submitted. If any discrepancies are found (such as incomplete answers or uploads), your application may be ineligible for panel review.

First time Arts in the Parks and Historic Sites applicants may request an IAC staff review for feedback and suggestions. Applicants must request an IAC staff review by emailing atragesser@iac.in.gov before August 26, 2019, 4:30 pm ET. Applications must be complete before requesting a staff review. Applicants may edit their proposal after a staff review, and still need to officially submit their application by the application deadline.

Panel Review

All eligible applications will be reviewed and scored by a conflict-free panel of arts, historic site, and environmental professionals from around the state. The panel meeting will take place online and will be open to the public for observation only, recorded and posted on the IAC website (quality cannot be guaranteed). Applicants are invited and encouraged to listen to the web meeting to hear feedback. Applicants cannot lobby or address the panel on behalf of their application before, during or after the panel meeting.

Funding announcements are made via email after their ratification by the IAC's Board of Commissioners at the following quarterly business meeting. Applicants should add administrator@grantinterface.com to their email address book to be sure they can receive email notifications about their application.

Evaluation Criteria

Applications will be scored on a 100-point scale by the panel. The scores will be included as part of a funding formula to assist with the allocation of grant awards. Applications with a score of 75 or over will be eligible for funding.

Site Partnership and Engagement (20 points)

- The project promotes further understanding or appreciation of the park or historic site and the site is thoughtfully integrated into the project, without harm to its natural or cultural assets.
- Goals of the historic site or park are articulated and supported with this project. The applicant demonstrates that the project has been planned with support and input from site staff, while minimizing workload on site staff.

Public Benefit and Participation (30 points)

- The primary audience is identified (e.g., children, adults, families, seniors, campers) and the project scope and/or activity is appropriate for the audience.
- The project engages audience in hands-on participation in an art medium and/or provides the opportunity to interact with the artist and/or the project.
- The proposed methods to evaluate the project and gather participant feedback are feasible and appropriate.

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Feasibility (30 points)

- The applicant demonstrates ability to successfully implement the project and has considered the logistics of the project, such as location within the site, timeframe, fees, assistance, and resources required.
- The budget is appropriate for proposed project and expenses and income lines are clearly related to the success of the project.
- The applicant has discussed marketing opportunities with site staff and outlines basic marketing strategies to communicate with the primary audience.

Artistic Quality (20 points)

- Artistic personnel resume(s) and work sample(s) demonstrate proficiency in the medium and ability to successfully implement the project.
- The artistic quality of the project contributes to the audience's understanding of and appreciation for the medium.

Ready to apply?

Only applications submitted online will be accepted. Access the online system in.gov/arts/apply.