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

Anna Tragesser
Artist and Community Services Manager

atragesser@iac.in.gov
cell: (317) 508-6115

Cultural District Funding Request Calendar Year 2020 Guidelines

Indiana Statewide Designated Cultural District managing organizations may request up to $5,000 to support the cultural district's long range/strategic plan work that also contributes to the goals of the cultural district consortium plan. Project should be completed in Calendar Year 2020. Funds should not go toward activities that are already supported by another IAC grant.

Requirements:

To receive IAC funding, you must follow the requirements outlined below. More detail about these requirements can be found here.

- Payment schedule - Funds will be disbursed two payments: 75% upon contract approval and the remaining 25% when the 2020 Annual Report is approved.
- Publicly acknowledge IAC and NEA funding in written, verbal or visual formats.
- Submit documentation of state public official thank you's. One submitted with signed contract, and one submitted in the 2020 Annual Report. One of these thank you's should be directed to the Governor.
- Comply with state and federal contracting requirements, ADA compliance, public manifestation, fair labor, drug free workplace and civil rights requirements.
- Reporting requirements – 2020 Annual Report must be submitted by February 6, 2021, 4:30 pm ET. The funding report section of the 2020 Annual Report *may* be submitted anytime the funded activities are complete, and the second grant payment will be dispersed soon afterward. The funding report section of the 2020 Annual Report will include the following:
    - Number of arts education activities (as applicable)
    - Address(es) where the activity(ies) occurred
    - Number of participants who are adults, children, artists and broadcast/online participants (as applicable)
    - Participants by race/ethnicity, age, and distinct groups
    - Actual cash income, actual cash expenses and in-kind contributions
    - Documentation of funding acknowledgement documentation

Eligible expenses:

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

Ineligible 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;
- 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.

Timeline	*all times eastern*
Grant period	January 1, 2020 – December 31, 2020
2019 Annual Report and 2020 Funding Request due	February 6, 2020, 4:30 pm ET
Feedback from IAC staff	February 10-14, 2020
First Payment	Roughly 60 days after contract is executed
2020 Annual Report Due	February 4, 2021, 4:30 pm ET
Second Payment	Roughly 60 days after 2020 funding report is approved