Overview and Introductions

- About the Indiana Arts Commission
- When Reviewing Applications
- New This Year
  - Let’s talk about APS Budget forms
- Community Engagement
- Online System Overview
- Before the Panel
- Panel Day
About the Indiana Arts Commission

Indiana Arts Commission

Your state arts agency – Publicly funded by the IN General Assembly and National Endowment for the Arts
About the Indiana Arts Commission

Regional Arts Partnership
Our 11 regional arts partner superstars administer grants on our behalf. They help bring transparent processes and funding decisions back to the local level. **Your scores count!**
Regional Initiative Grants

1:1 match required (at least 50% must be cash)
(If an APS applicant requests $5K, their budget total must be at least $10K)
(50% of that $5K match can be in-kind)

- Arts Project Support (APS)
  - Max $5,000 request
  - Min score for eligibility = 75
- Arts Organization Support, Level I (AOSI)
  - Min score for eligibility = 75
- Arts Organization Support, Level II (AOSII)
  - Min score for eligibility = 80
When Reviewing Applications

● Stick to the Evaluation Criteria (grants are not based on financial need)
● Evaluate applications based upon the content and links only and not outside information
● Do not compare applications
● Always be respectful and constructive with your comments.
● Don’t sweat the small stuff, but do note it. (All applications have been determined to be eligible)
● Financial Information not provided or not in requested format? Score accordingly
● Do not share applicant contact information with others or how you scored
● Questions? Always ask your program manager for help or clarification
New This Year

- Complete your evaluations at least 2 days prior to your panel day
- We updated evaluation criteria definitions (you’ll see this in the form)
- Increased focus on Inclusion, Diversity, Equity, and Access (IDEA)
  - Be on the lookout for potential InstaGrant nominees
Arts Project Support:
- We changed the fiscal sponsor process. The applicant should apply.
- Some applicants did not submit the full financial statement – they should have.
- IAC provided applicants with a video and templates to help them measure impact (linked in application).
New This Year

- Arts Organization Support
  - Financial Statement requirement changed
    (FY18 budget and actual; FY19 budget and projected)
  - No projected budget required
  - Evaluation Criteria in increments of 5 points
Let’s Talk APS Budget Forms

APS requires a one-to-one match

- 50% of that match must be cash
- 50% can be in-kind (a contribution by someone other than the applicant.)
Let's Talk APS Budget Forms

IAC Grant Request
Please note the eligible project request range: $500 to $5,000

Total Project Cash Income
The total should include the grant request amount. It needs to be at least 1.5x more than your grant request.

NOTE: If you request $5,000, then the cash income must be, at minimum, $7,500 in order to meet the program matching requirement. 50% of the match can be in-kind.

Total Project Cash Expenses
This should equal the Total Project Cash Income above.

These should be the same *and* match budget form:
- Total Project Cash (income or expenses)
- Total Project In-kind
- must = at least twice the grant request
What if there’s no match, figures are incomplete, or they don’t match the application, etc.?
Score accordingly. If the application scores high enough to be eligible for funding, we’ll sort it out.
### Income Example

#### IAC Grant Request

<table>
<thead>
<tr>
<th>Cash</th>
<th>In-Kind*</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000</td>
<td></td>
</tr>
</tbody>
</table>

#### Earned income

ticket sales, merchandise, etc. Include specific descriptions below of all income items that add up to your cash and in-kind totals to the right:

- Ticket income for Rainbow Kitten Surprise cover band performance
  - $2,500

#### Contributed income

(Other grants, sponsorships, donations). Include specific descriptions below of all income items that add up to your cash and in-kind totals to the right:

- Sweetwater donation of sound equipment rental and set up, in-kind $1,500
- Applicant Support: Staff time to implement project
  - $1,500

#### Total Non-Grant Income

\[
\text{Earned income cash + Contributed income cash = Total Non-Grant Income}
\]

\[
\text{Must be at least 50% of the IAC Grant Request}
\]

- $4,000

#### Total Project Cash Income

\[
\text{Grant Request + Earned income + Contributed income = Total Project Cash Income}
\]

- $9,000

#### Total In-Kind Income

- $1,500

#### Total Project Income

\[
\text{Total Project Cash Income + Total In-Kind = Total Project Income}
\]

\[
\text{Must be at least double the IAC Grant Request}
\]

- $10,500

If this amount was less than $2,500, it would not meet the match requirement.
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Project Staff/Personnel</td>
<td>Staff time is cash, non-staff volunteer time is in-kind Description: Staff time to implement project 1500 Sound technician 500</td>
<td>$2,000</td>
</tr>
<tr>
<td>2. Artist fees</td>
<td>Description: stipend to band</td>
<td>$4,600</td>
</tr>
<tr>
<td>3. Material/Supplies/Facilities</td>
<td>Description: Sound equipment rental and set up 1500</td>
<td>$1,500</td>
</tr>
<tr>
<td>4. Publicity/Marketing</td>
<td>Description: adds in newspaper $500 social media $100 graphic design 400</td>
<td>$1,000</td>
</tr>
<tr>
<td>5. Other (transportation, other non-staff administrative fees, etc.)</td>
<td>Description: travel and accommodations for band</td>
<td>$1,500</td>
</tr>
<tr>
<td><strong>Total Project Cash Expenses</strong></td>
<td></td>
<td>$9,000</td>
</tr>
<tr>
<td><strong>Total Project In-Kind</strong></td>
<td></td>
<td>$1,500</td>
</tr>
<tr>
<td><strong>Total Project Expenses</strong></td>
<td></td>
<td>$10,500</td>
</tr>
</tbody>
</table>
Long lauded the most vexing of budget concepts, in-kind (in short) is anything donated by anyone other than the applicant.

BTW: Individuals can provide in-kind service (like curating or accounting). Total $ is determined by multiplying # of hours by market rate. For an applicant's staff salary on a project to qualify as in-kind, an employee would have to donate his or her time beyond the regularly compensated work schedule.
What is community engagement? (this info is in the Application)

It is about working with a community, not for a community. If you’d like a specific community or group to participate – ask them what they’d like....*before* you get started.
How do I evaluate community engagement?

First understand what community engagement is. Review these resources – community engagement video [here](#) and the “ladder” [here](#).
Audience Development vs. Community Engagement

An art museum creates an exhibition to celebrate Day of the Dead
- Markets to target populations (not included in planning)
- Creates support programs

An art museum starts conversations with stakeholders from Latino/Hispanic community.
- They decide to create a Day of the Dead exhibition to break down assumptions and barriers
- Programs are developed and staffed together (based upon needs, interests of both parties)
1. Go here IN.gov/arts/apply
2. Use your login (your email address) and password (provided by your Partner)
   a. This will be coming to you soon.
3. Click on an application to get started
4. Follow the evaluation guidance.
Conflicts of Interest
When received, check the applications assigned to you (Organization Names) for any Conflicts of Interest. All panelists are required to complete a form (even if they do not have a conflict).

- Member of governing board or policy making committee
- Significant business relationship with the applicant
  - *This could be a project collaborator*
- Conducts the annual independent audit of the applicant
- Employee or paid consultant of the applicant
# Application Summary List (Example)

Panel: FY20-21 Regional Initiative Grants
Arts Operating Support (AOS) and Arts Project Support (APS)

IGCS Conference Room 4  
Friday, April xx, 201x; 9:30 panel convenes • 10:00am public session begins (EST)

<table>
<thead>
<tr>
<th>Order</th>
<th>Program</th>
<th>Organization Name</th>
<th>County</th>
<th>$ Request</th>
<th>1st Reader</th>
<th>2nd Reader</th>
<th>Conflict</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AOS I</td>
<td>Literary Arts Society</td>
<td>Jefferson</td>
<td>N/A</td>
<td>Brad</td>
<td>Noell</td>
<td>Nicole</td>
</tr>
<tr>
<td>2</td>
<td>AOS II</td>
<td>Symphony of the Greater Lakes Region</td>
<td>Lake</td>
<td>N/A</td>
<td>Alli</td>
<td>Nicole</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>AOS II</td>
<td>Arts United</td>
<td>Allen</td>
<td>N/A</td>
<td>Frank</td>
<td>Anne</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>AOS II</td>
<td>South Shore Arts</td>
<td>Lake</td>
<td>N/A</td>
<td>Noell</td>
<td>Brad</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>AOS II</td>
<td>Arts Illiana, Inc.</td>
<td>Vigo</td>
<td>N/A</td>
<td>Nicole</td>
<td>Frank</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>AOS II</td>
<td>Columbus Area Arts Council</td>
<td>Bartholomew</td>
<td>N/A</td>
<td>Alli</td>
<td>Noell</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>APS</td>
<td>Tippecanoe Arts Federation</td>
<td>Tippecanoe</td>
<td>N/A</td>
<td>Anne</td>
<td>Alli</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>APS</td>
<td>Community Foundation of St. Joseph County</td>
<td>St. Joseph</td>
<td>$5,000</td>
<td>Brad</td>
<td>Nicole</td>
<td></td>
</tr>
</tbody>
</table>

*panelists with a conflict are excused from the room during discussion
Before the Panel

- Allow plenty o’ time to review applications (about 1ish hour per)
- Access and evaluate applications through the IAC online system ([tutorial here](#)).
- Evaluate (comment and score) all applications assigned to you before the public panel. Comments are provided to applicants (albeit anonymously).
- Listen to past panels for further assistance
- Check out [panelist comments](#) from last year
- Sometimes panelists like to print evaluation criteria rating sheets: AOS | APS
- Or review the program guidelines [here](#)
- Remember, stick to the evaluation criteria
What makes a strong comment?

**Strong Comment:** This organization clearly demonstrates organizational excellence. Its history and purpose is clear as are the primary activities of the organization. Its board meets regularly, fully supports the organization, and the financials show it’s in a good financial position. The only thing missing is the balance sheet from this section is the required balance sheet. (Addresses criteria)

**Not Strong Comment:** I love this application! This organization has been around for a really long time, and I have had the opportunity to visit many times. (Does not address criteria).
Panel Day

- Arrive about ½ hour before the public meeting starts (e.g., if the public meeting is at 10:30am, you will be asked to arrive at 10am)
- Public meetings are recorded and posted online or available upon request.
- Applicants are encouraged to attend and observe, but cannot speak, lobby or offer clarification.
- Remember to keep your comments constructive.
- Staff is there to answer questions and provide application or policy clarification.
- Laptops: depends on your panel, ask your program manager.
- All Scores/Comments will be finalized online (in Foundant system)
● A panel chair will facilitate the conversation and introduce each new application.
● The first reader will begin an application review by reporting their assessment and rationale (usually 3-4 minutes). TIP: summarize your comments from online system; but do not read verbatim.
● The second reader offers any new or opposing perspectives (usually 1-2 minutes).
● Discussion opens to the full panel (usually 3 minutes).
● Scores are finalized.
Panel repeats the process until all applications have been reviewed and scored.

If a panelist has a conflict of interest, he or she will be excused from the room while the application is discussed. This panelist does not score the application.
Do not mention your score or recommend that an application be funded. This creates potentially false expectations.
Your program manager or regional partner will reach out to you to:
- Determine conflicts and share reader assignments
- And, let you know when everything’s set to start reviewing applications
  - Remember, to access the online system, you will use your email address
  - If you’re new to the system, it will prompt you to create a new password
- Returning folks will use their own password.
Be the best panelist you can be...

Be thorough
Be fair
Be constructive
Paige Sharp
Deputy Director of Programs
psharp@iac.in.gov

(317) 232-1279

Questions?
Contact your program manager, they’re happy to help!