

Save these guidelines. Refer to them for requirements and questions about your grant.



On-Ramp Fellowship 2021 | Guidelines

About the Fellowship

The On-Ramp Fellowship spotlights you as a motivated creative entrepreneur. To be awarded the fellowship, you must complete the On-Ramp Creative Entrepreneur Course and successfully propose a fellowship project.

The fellowship is a project grant. You must outline exactly what you are going to do with the funding. Your plan must follow these guidelines. You must do what you proposed.

You may request up to \$2,000 to put the course lessons into action. You will fill out an online application that details your project. This application will be reviewed by a panel of mentors. They may identify areas of your plan that need adjusted, in which case you may be asked to modify your project plans before moving forward.

The panel meets virtually. You are encouraged (but not required) to join. They will discuss your project proposal together, give advice, and may ask you a few questions. The meeting will be recorded. Please note that these guidelines are for all 2021 On-Ramp Cohorts except the 2021 Greater Lafayette Cohort. Guidelines for this cohort can be found [here](#).

Fellowship Manager

Your fellowship manager can answer all questions related to the fellowship before, during and after the fellowship. Contact the fellowship manager listed for your cohort.

Northwest Indiana (Munster): Paige Sharp, psharp@iac.in.gov, 317-416-8536

Northeast Indiana (Huntington): Anna Tragesser, atragesser@iac.in.gov, 317-508-6115

Marion: Anna Tragesser, atragesser@iac.in.gov, 317-508-6115

South Central Indiana (Bloomington): Miah Michaelsen, mmichaelsen@iac.in.gov, 812-606-6531

Floyd County: Paige Sharp, psharp@iac.in.gov, 317-416-8536

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Application Help

Applicants are encouraged to take advantage of all the proposal development resources available to them.

- **Course materials Fellowship Check:** Throughout the Creative Entrepreneur Course materials, you'll see checkpoints to reflect on a lesson and apply it to your fellowship proposal idea. Look for this "Fellowship Check" icon in the course materials.
- **Office Hours:** IAC staff will be available during scheduled office hours throughout the Creative Entrepreneur Workshop to help you turn the lessons into your fellowship proposal.
- **One-on-One Coaching:** Before you leave the course, you'll schedule a one-on-one coaching session with the instructor. You can use this time to talk through anything you want—including help identifying the right project to move toward your creative career goals.
- **Webinar - Fellowship Project Development:** After you've settled on a project idea, this webinar will help you flesh out the details and application questions.
- **Application Review:** You may request On-Ramp staff to review your completed application and give you feedback before you hit "Submit." To request a staff review, complete your application entirely, leave it in draft mode, and contact your fellowship manager before September 7, 2021, 4:30 pm ET.

Timeline

Webinar - Fellowship Project Development	Various, see options here .
Deadline to Request Staff Application Review	Sept 7, 2021, 4:30 p.m. eastern time
Application Due	Sept 14, 2021, 4:30 p.m. eastern time
Panel Review Online Meeting	Week of October 18, 2021
Fellowship Announcement	Week of November 22, 2021 via email
Fellowship Period	January 1, 2022 – Dec 31, 2022
Fellowship Final Report Deadline	January 5, 2023, 4:30 p.m. eastern

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Review Process

Proposals are reviewed by a panel of professional creatives from around the state. This panel evaluates if each application meets the review criteria listed below. Following the panel review, applicants may be asked to modify some parts of their application to fully meet the review criteria based on panelist input.

The panel review meetings are open to the public for observation only (guests may not address the panel or lobby for their application before, during or after the meeting). Applicants are encouraged to observe and listen to feedback, but not required. Recordings of the discussion will be posted in the weeks following.

Review Criteria

Panelists are looking for the following criteria in your project proposal. If your proposal is weak in any of these criteria, you'll need to adjust your proposal before moving forward. The panelists will give you advice on how to strengthen your proposal to meet the criteria.

Goals

- You describe and showcase your creative work in a clear and compelling way.
- Your project has a clear goal that will help you reach your bigger picture creative career or creative business goals.

Feasibility

- The project timeline is realistic. It starts and ends within the fellowship period of January 1, 2022 – December 31, 2022.
- You've planned out the details of this project and can clearly pull it off.
- The project budget is realistic, includes all the costs involved, and the expenses are all eligible.

Community Engagement

- You use community engagement in your project.
- Investing in these relationships will help you reach your goals.

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Read This “Fine Print”

Eligibility Requirements

- Must be an individual. Organizations may not apply.
- Must be 18 years or older.
- Must be a US citizen.
- Must be an Indiana resident and remain a full time Indiana resident through the end of the fellowship period.
- Must have completed the 2021 On-Ramp Creative Entrepreneur Course.

Eligible Expenses

Allowable project expenses include most elements of a project or opportunity that impact the artist’s career development. This could include supplies, rental/purchase of equipment, facility rental, marketing/publicity/promotion, travel/transport within the United States, personnel, support for artistic residency, and workshops/training and other expenses that further career development.

Funds cannot be used for expenses unrelated to the project, operating support for an organization, travel or expenses outside the United States, tuition for a degree-granting program, debt reduction or debt elimination.

Contact the fellowship manager with any questions concerning acceptable project expenses.

Requirements of all IAC grantees

- 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:

<https://www.in.gov/arts/programs-and-services/funding/requirements-of-grant-recipients/>

Payment Schedule

Your fellowship grant will be paid in two payments. All payments are contingent upon adherence to all fellowship guidelines and reporting requirements. It takes approximately two weeks for payments to deposit.

The first payment will be for 75 percent of the total award. Funds will be transferred via direct deposit to your bank account after the fellowship agreement and required documents have been approved.

The second payment will be for the remaining 25 percent and will be paid after the final grant report and any additional requirements have been submitted and approved.

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Final Reporting

You're required to submit a final grant report no later than January 5, 2023, 4:30 pm (or earlier, if you complete your project before then). The report is an online form. It includes both quantitative data (like the number of people involved) and narrative questions (like what you've learned). The final report is already on your Dashboard if you want to check it out.

Project Modification

After you start your project, you may realize that your plan wasn't perfect or that life happens, and you need to change your plan to make the project work. That's when you call your fellowship manager as soon as possible. You're under contract to complete your approved proposal, so you'll need to get approval from your fellowship manager and fill out some paperwork before you make changes.