

# FY24-25 Arts Organization Support (AOS)

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*Indiana Arts Commission*

## *SECTION 1 - Before You Begin*

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### Welcome!

This section is here to provide you with quick access to general information including deadlines, resources, and information about the online system. Most importantly, we want to make sure you're eligible for the program and provide you with what you need to be successful. If at any time you have a question, do not hesitate to contact us, we're happy to help.

### Do This First – Eligibility Check!

If your organization is new to this program, has a budget of less than \$20,000 or has previously been flagged as not eligible, take the [eligibility quiz](#). If you review the quiz and still aren't sure, contact your Regional Arts Partner. We don't want you to put all the work into an application to later learn it's not eligible and miss the opportunity to apply for Arts Project Support.

### Quick Access Links

- [Guidelines](#)
- [How to Copy](#) last year's application (FY23) into this one
- [Evaluation Criteria](#)
- [Grant Writing Tips](#)
- [Regional Arts Partner Info](#)
- Videos coming soon - Arts Organization Support Steps to Success webinar recordings
  - o [AOS for new applicants](#)
  - o [AOS for returning applicants](#)

### Pro Tips!

1. Read the whole application first BEFORE completing the application.
2. Read the Guidelines before getting started.
3. Are you new? Introduce yourself to your [Regional Arts Partner \(RAP\)](#) - they'd love to help and hear about the wonderful work your organization is doing!
4. Echo the narrative question formatting in your responses. For example, if the question has multiple parts like "a. b. c.", put "a." in before your response to that section.

5. Review the IAC's Evaluation Criteria as **panelists will review SECTION 4 only**. The rest is to ensure eligibility, accessibility, and help IAC determine the grant award, if funded.

## Deadlines

- **First Time Applicants – Draft Application Review deadline February 23, 2023, 4:30 PM EST.** Draft reviews by Regional Arts Partners are available to first-time applicants and organizations who are not currently receiving funds from the IAC. Reviews are for completeness, clarity, and feedback on the overall application (not copy editing). To request a review:
  - o complete all of the fields in the application, but do not hit submit.
  - o Email your Regional Arts Partner and let them know you're ready for a draft review. They have access to review your online application (do not send a PDF).
- **Application deadline is March 9, 2023 by 11:59 PM EST.** Applications submitted after this deadline will not be eligible for review. Staff will not be available after 5:00 PM EST to assist with applications.

## About the Online System

- A **PDF** copy of the application questions can be downloaded by clicking on the **Question List** button at the top of the form.
- The system auto-saves after every 100 characters typed or every time you click into a new question; however, there is also a "Save" button at the bottom of the page.
- If you copy and paste from an outside document into the online system, be sure to keep track of character limits (including spaces). Also note, formatted text won't transfer when pasted.
- If you do not provide an answer for one of the required questions, you will not be able to submit your application.
- For questions that require a document upload, you can only upload a single file. If you try to upload multiple files, it will override and delete the file previously uploaded.
- Remember to click "Submit Form" when you are finished.
- Once successfully submitted, you will receive a confirmation email, and the application is no longer available for editing.

## Privacy Consideration

All documents submitted to the Indiana Arts Commission are public and subject to a public information request, unless marked otherwise. All grant applications are considered public documents and are reviewed and discussed in a public meeting. Applicants should therefore not include any information in the content of the application that cannot be shared publicly or would not be appropriate for panel discussion.

## Questions?

**About the Program:** Refer to the [AOS Program Guidelines](#) or contact your [Regional Arts Partner](#).

**About the Online System:** [grantsadmin@iac.in.gov](mailto:grantsadmin@iac.in.gov)

## *SECTION 2 - Organization Overview*

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The following information is reviewed by IAC and Regional Arts Partner Staff only.

### Grant ID\*

Create a grant ID using the following format: FY24AOS-organization's name

*Example: FY24AOS-IndianaCeramicSupply*

*Character Limit: 150*

### 501c3 History\*

Did the organization receive its 501c3 designation prior to March 9, 2020?

#### Choices

Yes

No

### Past Grantee?\*

Has the organization previously received Arts Organization Support funding from the IAC?

If you're a first-time applicant to this program:

- Take the [eligibility quiz](#) to assist you in determining if your organization meets this program's requirements.
- If there's any uncertainty, [we highly recommend contacting your Regional Arts Partner](#).

*Note: Applications submitted by ineligible organizations will not be considered, and it will be too late to apply for Arts Project Support.*

#### Choices

Yes

No

### All Volunteer?\*

Is the organization operated entirely by volunteers? This means no one receives compensation to operate the organization.

#### Choices

Yes - 0 paid staff

No - 1 paid staff

No - 2 or more paid staff

### Income/Expense Upload\*

Upload a PDF of the organization's most recently completed fiscal year Income and Expense Statement (aka Profit and Loss or P&L.). This will be reviewed by administrators only.

*Example: [Income and Expense Statement](#)*

*File Size Limit: 2 MB*

### Organization Fiscal Year Start Date\*

*This refers to your organization's Fiscal Year.*

*Character Limit: 10*

### Arts Education %\*

What percentage of the organization's programming/activities are arts education?

If funded, federal dollars are prioritized to organizations that primarily provide arts education.

*Q: What do we mean by arts education?*

*A: A systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes (defined by the National Endowment for the Arts).*

#### Choices

- 50% or more of activities are arts education
- Less than 50% of activities are arts education

**\*\*\*FYI\*\*\*\*\***

In the online application, SECTION 3A, 3B, 3C or 3D will open depending on your response in the Accessibility Certificate section. This document shows them all.

**\*\*\*\*\***

## SECTION 3 - Accessibility Certificate

The following information is reviewed by IAC and Regional Arts Partner Staff only.

### Why are we asking about accessibility?

As a public funder, we need to ensure our funded organizations meet all ADA and Section 504 accessibility requirements.

We're here to help:

- If you need help checking your accessibility, start with the [Self-Assessment Checklist](#). It's an easy step-by-step guide.
- [Check out our FAQ page](#).
- Questions about accessibility? Contact Stephanie Haines at [shaines@iac.in.gov](mailto:shaines@iac.in.gov) or 317-450-9973.

### Are the organization's facilities\*, programs, and activities accessible?\*

\*anywhere activities, programs or services take place whether owned, leased, or donated to the applicant.

*Why are we asking about accessibility? As a federally supported government agency, Indiana*

*Arts Commission grant recipients must comply with all ADA and Section 504 requirements. We're here to help:*

- *If you need help checking your accessibility, start with the [Self-Assessment Checklist on the IAC website](#).*
- *Questions about accessibility? Contact Stephanie Haines at [shaines@iac.in.gov](mailto:shaines@iac.in.gov) or 317-450-9973.*

### Choices

Yes

No, but will make accommodations as requested.

No, unable to make accommodations. *(This response will open SECTION 3A - Ineligible)*

### Accessibility Accommodation Requests\*

In the following box, describe the process of how a participant or attendee with a disability can request accommodations to access the funded activities and/or programs.

For example - Who at the organization would they contact? How do they contact that person? What time frame do they need to request accommodations in advance? How does the organization's contact respond to these requests?

*Note: If there are areas/parts of your activities that are not fully accessible, the organization is responsible for providing reasonable accommodations such as; adding a temporary ramp, printing large print materials, providing ASL interpretation, etc. Historic buildings are not grandfathered out of this responsibility. All locations must be accessible.*

*Character Limit: 500*

### How has the organization reviewed the accessibility of its programs and facilities?\*

Select one or more of the methods below that the organization has used to ensure the requirement to be accessible is met.

*Additional detail about the options provided are located on our website [here](#). The self-assessment checklist can be downloaded directly from [this link](#).*

### Choices

The org used the self-assessment checklist from IAC website. *(This response will open 3B)*

The org has had an independent accessibility assessment done by a qualified professional. *(This response will open 3B)*

The org regularly gets input from an advisory committee of people with disabilities. *(This response will open 3C)*

Other (explain in next question below) *(This response will open 3D)*

### *SECTION 3A - Ineligible*

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Because the organization is unable to make accessibility accommodations upon request, this application is ineligible for funding through the IAC.

For further information contact Stephanie Haines, at shaines@iac.in.gov or 317-450-9973.

### *SECTION 3B - If respond 1 or 2*

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**Provide the name and title of the individual who ensured accessibility.\***

Either through the self-assessment checklist or a review by a qualified professional.

*Character Limit: 1000*

**When did the organization last complete an accessibility check?\***

It must be within the last 12 months.

*Character Limit: 10*

**Accessibility Documents Available for Review\***

**Choices**

Yes, the organization understands it must maintain accessibility documentation for three years.

### *SECTION 3C - If respond 3*

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**Please share the name, title, and contact info for the chair of the committee or an active member.\***

*Character Limit: 1000*

**When did the organization last complete an accessibility check?\***

It must be within the last 12 months.

*Character Limit: 10*

**Accessibility Documents Available for Review\***

**Choices**

Yes, the organization understands it must maintain accessibility documentation for three years.

### *SECTION 3D - "Other"*

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**Specify what review process was done to ensure accessibility.**

*Character Limit: 1000*

**When did the organization last complete an accessibility check?\***

It must be within the last 12 months.

*Character Limit: 10*

**Accessibility Documents Available for Review\*****Choices**

Yes, the organization understands it must maintain accessibility documentation for three years.

## *SECTION 4 - Narrative*

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Panelists will review the information in this section of the application only. The criteria panelists will use to score the narrative responses are included below.

### Basic Organization Information

**Primary Discipline\***

Select one of the following that best describes the organizations primary area of work in the arts

**Choices**

- 01 Dance
- 02 Music
- 03 Opera/ Music Theatre
- 04 Theatre
- 05 Visual Arts
- 06 Design Arts
- 07 Crafts
- 08 Photography
- 09 Media Arts
- 10 Literature
- 11 Interdisciplinary
- 12 Folklife/Traditional Arts
- 13 Humanities
- 14 Multidisciplinary

**Social Media/Web Presence**

Provide at least 1 link, and up to 2 links, to the organization's social media and/or website.

**Social Media/Web Link 1\***

*Character Limit: 2000*

**Social Media/Web Link 2**

*Character Limit: 2000*

## Enter the organizations total cash revenue from the most recently completed Fiscal Year\*

*Character Limit: 20*

### Organizational Excellence (25 points)

**Panelists will use the following criteria to evaluate this section.**

Relative to the size of the organization, the extent to which the applicant understands its mission, demonstrates its value and purpose, and has the \*capacity to carry out programs and services.

- Provides a clear understanding of what the organization does, and it is mission-driven
- Demonstrates importance (purpose, need it's addressing, impact)
- Demonstrates it has the capacity to carry out its work

*\*The capacity of an organization refers to its ability to perform work or the enabling factors that allow it to perform its functions and achieve its goals.*

## Provide the organization's mission statement\*

*Character Limit: 1000*

### Tell us about the organization\*

**Address the following:**

- A. What does the organization do? (Its primary activities, programs, and services)
- B. Why is it important? (Its purpose, the need it's addressing, its impact)
- C. How does it operate to carry out its work? (A little about staff and volunteers, board and committee structure, and primary partners)
- D. What is its financial situation? (Budget size; if it's facing financial challenges, what's the plan for success?)

*Character Limit: 7000*

### IDEA – Inclusion, Diversity, Equity, and Access (30 Points)

**Panelists will use the following criteria to evaluate this section.**

Demonstrates an authentic commitment to deepening IDEA in its administrative and programmatic efforts.

- Demonstrates a commitment to moving IDEA forward meaningfully and intentionally.
- Understands its audience, and the audience is inclusive of those that are traditionally \*underserved communities.

*\*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.*

## Section Resources

- [IDEA Webpage](#)
- Diversity goes beyond racial diversity. The IAC defines diversity as all the ways in which people differ, and it encompasses all the characteristics that make one individual or group different from another.
- The IAC defines underserved communities 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

## Tell us about the organization's IDEA work.\*

### Address the following:

#### A. The journey

- Describe what the organization has been doing to deepen IDEA over the past five years.
- How has IDEA work strengthened the organization?
- What is a long-term IDEA goal the organization would like to accomplish?
- What might need to change to accomplish that goal

B. Describe the audience(s) – Please include relevant details such as age groups, identities, income levels, arts focus, etc. Additionally, please describe any underserved communities that are served.

*Character Limit: 7000*

## Artistic Quality (15 Points)

### Panelists will use the following criteria to evaluate this section.

Relevant to its size, the organization demonstrates a committed effort to providing quality arts and educational experiences.

- Provides artistic and educational activities
- Demonstrates a commitment to providing quality activities (offerings are provided by those with relevant expertise, there's a process for continuous improvement, selection process for artists, etc.)

## Describe the organization's artistic and educational activities\*

### Include:

A. How the organization is striving for high artistic quality. (e.g. expertise of those involved, artistic selection, improvement process).

*Character Limit: 5000*

## Community Engagement (30 Points)

### Panelists will use the following criteria to evaluate this section.

The organization demonstrates a commitment to including community input in the planning, participation, and evaluation of its activities.

- Demonstrates community input is an important part of its program development and delivery
- Partnership(s) are two-way and mutually beneficial.

### Section Resources

- [Community Engagement Ladder](#)
- [Defining Community Engagement for Organizations](#)
- What do we mean by community engagement?
  - Community engagement means working “with” a community (so you know what they want) not “for” a community (where you assume you know what they want). It is an active, two-way and long-term relationship in which one party motivates another to get involved or take action—and both parties experience change.

### How is community input included in program development, delivery, and evaluation?\*

#### Include:

- A. How the organization gathers input and how that input is used.
- B. How the organization and its artist and/or community partners both benefit from working together.

*Character Limit: 7000*

## SECTION 5 - Review & Electronic Signature

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### Important Notes:

- The application must be submitted by 11:59 PM EST on the due date.
- Be sure to review the application for accuracy before submitting. Corrections cannot be made after the submission deadline.
- After submitting the application, an automatic email will be sent to the application contact.
- To confirm the application was submitted and/or download a copy of the submitted application, go to the "Applicant Dashboard".

### Sign and Submit\*

Please provide an electronic signature by typing your name in the box provided. Your signature certifies that you have read the guidelines incorporated herein by reference and will comply with all guidelines, including federal and state statutes prohibiting discrimination of any kind.

*Character Limit: 200*