



Requirements and Policies for Indiana Arts Commission Grantees

About This Guide

This guide is designed to help applicants and grantees of the Indiana Arts Commission (IAC) understand the specific requirements and policies that must be met and maintained in order to enter the IAC funding process, receive funding, and retain funding. This guide does not contain every policy guiding grantmaking at the agency, simply those policies relevant to most applicants and grantees.

As all IAC programs are highly competitive, meeting these requirements does not guarantee that an application will be funded. Applications are reviewed, scored, and ranked according to how well they meet each program's criteria and funding priorities.

About The IAC

The IAC is an agency of state government funded by the Indiana General Assembly and the National Endowment for the Arts (NEA).

Grantmaking is a core component to the Indiana Arts Commission's commitment to investing in the state's vibrant and rich arts and culture sector.

[Learn more about the IAC.](#)

Eligibility

To be eligible to apply for IAC funding, funded entities (individuals and organizations) must be physically operating in Indiana. Organizations must also be incorporated in Indiana. (This includes local chapters or affiliates of national organizations based out-of-state; local chapters without an EIN number associated with an Indiana address may apply only via an eligible in-state fiscal sponsor.)

Individual IAC grant programs may have additional eligibility requirements. Consult the specific program's Guidelines for more information before applying.

An entity receiving IAC funds under one grant to execute a given program or project activity(s), cannot receive funds from another IAC grant to operate the same program or activity(s) in the same fiscal year.

Privacy Considerations

All documents submitted to the IAC should be considered public and subject to a public information request, pursuant to the Access to Public Records Act (Ind. Code 5-14-3). Grant applications are considered public documents, and the information provided may

be subject to review and discussion in a public meeting.

Federal And State Policies

Policy And Other Legal Requirements, Statutes, Regulations, And Executive Orders That Govern Grant Awards

Grant recipients must ensure that the funded project is implemented in full accordance with the US Constitution, federal law, state law, and public policy requirements including, but not limited to, those protecting free speech, religious liberty, public welfare, and the environment, and those prohibiting discrimination (§ 200.300). Grantees should read both their **grant award letter** and **grant contract** carefully prior to accepting their grant award:

- Your **grant award letter** includes important information such as the award amount and the source of funding (State, Federal Cost Share (State Match), Federal – National Endowment for the Arts) in your grant award.
- Your **grant contract** contains federal and state policies and requirements you are required to comply with as a grantee. Read your grant contract carefully prior to signing.

The IAC is committed to making the arts accessible to all Indiana residents. In addition to the above requirements, grantees should adhere to the following:

The Americans with Disabilities Act of 1990 (ADA), as amended

Prohibits discrimination on the basis of disability in employment (Title I); State and local government services (Title II); and places of public accommodation and commercial facilities (Title III) (42 U.S.C 12101-12213)

Section 504 of the Rehabilitation Act of 1973, as amended Provides that no otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance (29 U.S.C 794). Access should be integrated into all facets and activities of an organization, from day-to-day operations to long range goals and objectives.

Access accommodations and services should be given a high priority, and funds should be available for these services. All organizations are legally required to provide reasonable and necessary accommodations for staff and visitors with disabilities. You must designate a staff member to serve as a 504 Coordinator and a Section 504 self-evaluation must be on file at your organization. To help organizations evaluate programs, activities, and facilities to ensure full compliance with Section 504 accessibility requirements, the NEA's Office of Civil Rights has a Section 504 Self Evaluation Workbook available on the www.arts.gov website and the IAC provides a self-assessment for completion. The completed Section 504 self-evaluation workbook or similar

compliance and supporting documentation must be kept on file for a period of three (3) years from the date of final report submission to the IAC.

Recipients of IAC funding are required to make reasonable efforts for projects, programs, and events to be accessible to the public. Applicants should consider physical and programmatic accessibility as an integral part of the planning and budgeting processes. Accessibility involves both the location (the facility) and the content (the activity or product). Thinking about accessibility considerations in the early design and planning stages of a project (e.g., accessible websites, sign language interpreters, recordings of printed materials, audio descriptions describers, sensory adaptations, or large-print labeling) is key to ensuring that persons with disabilities will be able to participate.

[Read more about making the arts accessible to all.](#)

Indiana Arts Commission Grant Policies

Fiscal Sponsorship

Unincorporated nonprofit groups that lack administrative or fiscal capability that plan to produce a project (“project producers”) may submit grant applications to the Indiana Arts Commission (IAC) through a fiscal sponsor for specific programs. Refer to specific program Guidelines to determine if fiscally sponsored applications are eligible.

A fiscal sponsor is defined as an incorporated, nonprofit, tax-exempt organization or unit of government that provides administrative and financial services in support of a project that it does not itself produce. Project producers should choose a fiscal sponsor that is eligible to receive IAC funding, with a proven record of financial and administrative stability. **The IAC reserves the authority to determine if an application qualifies as a fiscal sponsor project and if the representative organization qualifies as a fiscal sponsor.** Grant payment will be made to the fiscal sponsor, not the project producer. **Use of a fiscal sponsor requires pre-approval from the IAC before beginning an application.** [Read more about fiscal sponsorship and the required process.](#)

Reconsideration and Appeals Process

The reconsideration process is designed to review the method and fairness of an IAC decision concerning a grant application. This process is not intended to impose a different choice/judgment over the original panel’s decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal.

Applicants may request reconsideration of a funding decision if the applicant can demonstrate that the panel or reviewers used incorrect review criteria; and/or there was influence by an IAC staff person or IAC panelist having a conflict of interest; and/or required information submitted by the applicant was withheld from consideration.

To file an appeal, the applicant must send a formal request via email to the IAC Executive Director within 30 days of notification of funding status for the grant program in question. All decisions of the Commission are final and may not be appealed further following the completion of the reconsideration process.

Funding Restrictions

There are some restrictions on how IAC funds may be used. **The restrictions below apply to ALL IAC Programs** unless explicitly stated otherwise in the program guidelines.

IAC funds **cannot** be used for the following purposes:

Operations:

- To reduce or eliminate existing deficits, or to pay down interest expenses on debts or loans.
- Cash reserves and endowments.
- Public or private reception expenses (e.g., food, beverage).
- Alcoholic beverages.
- Purchase of vehicles of any kind.
- Construction or purchase of facilities or land.
- Costs related to filing for 501(c)(3) tax-exempt status with the Internal Revenue Service.
- Fundraising efforts (e.g., benefits, United Fund drives, gift solicitations, etc.)
- Purchase and/or use of gift cards and gift certificates.
- Gifts and prizes, including cash prizes as well as other items (e.g., electronic devices, gift certificates) with monetary value.
- Contributions and donations to other entities.
- Lobbying, including activities intended to influence the outcome of elections or influence government officials regarding pending legislation, either directly or through specific lobbying appeals to the public.
- Voter registration drives and related activities.
- Rental costs for home office workspace owned by individuals or entities affiliated with the applicant organization.
- Costs of goods for resale such as the sale of concessions, promotional merchandise, food and/or beverages, T-shirts or other clothing, artwork, or other items for resale. This includes items sold via online or virtual sales/shops and at art markets.
- Costs to bring a project into compliance with federal award requirements
- Costs incurred before the beginning or after the completion of the official period of performance.
- The cash match required to apply to another IAC grant program.

Programming:

- Projects or programs to be delivered outside the State of Indiana.
- Compensation to foreign nationals.
- Travel costs (e.g., mileage or airfare) outside of the United States.
- Visa costs paid to the U.S. Government.
- Indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities.
- Scholarship assistance for academic credit.
- Staff salaries or operational overhead of public or private schools, colleges, universities, or government agencies.
- Projects whose primary purpose is to present political or religious ideas, or those that will enhance the property of religious or political institutions.
- For sub-granting or re-granting to individuals or other organizations.

IAC funds **may** be used for the following context-specific purposes. Consult the relevant Program Manager to discuss:

- Costs related to business entity filing.
- Staffing, technology, or facilities costs related to retail creative entrepreneurial activities.
- Project-specific hospitality supplies.
- Crowdfunding platform fees.

Grant programs may have additional program-specific funding restrictions. Consult specific program Guidelines for additional information.

Requirements of IAC Grant Recipients

Remain In Good Standing

To be eligible to apply for and to receive grant funds, all grant recipients must be in “good standing” meaning that final reports for prior fiscal years’ funding have been completed and submitted on time, and no other information, documentation or requirement is currently outstanding. [Read the Not in Good Standing Policy](#) for more details on remaining in “good standing”. Additionally, grantees must be in good standing with the following:

- State of Indiana: Department of Revenue; Department of Workforce Development and Indiana Secretary of State
- National Endowment for the Arts
- [Regional Arts Partner](#) for their respective region

Public Funding Acknowledgments

Grantees are required to acknowledge public funding from the IAC and other funders through thank you letters to public officials (copies are uploaded with the Final Grant Report) and through public funding acknowledgement as a part of the IAC funded activities. Each grant program has specific public acknowledgement requirements.

[Read more about grantee public funding acknowledgement requirements.](#)

Contracting with the State of Indiana

IAC grantees sign a legally binding contract with the State of Indiana which requires them to adhere to requirements such as public manifestation, fair labor, drug free workplace, and civil rights. Grantees are encouraged to read their grant contract carefully before signing to understand their specific responsibilities.

Reporting Requirements

Final Grant Report

Grantees are required to report on their activities at the end of each grant period. This reporting includes qualitative and quantitative information and an accounting of how IAC funds were used. Collected information is shared with the National Endowment for the Arts (NEA) to determine trends and impact. Grantees should be engaged in participant tracking throughout the grant period. Final grant reports submitted after the due date are subject to penalty.

[Read the Not in Good Standing policy to understand late report penalties.](#)

Entity Annual Report (E-1)

All organizations and individuals receiving funding, either directly or indirectly, from the IAC must submit an Entity Annual Report (E-1) to the Indiana State Board of Accounts (SBOA) within 60 days of entity's year-end. The form must be submitted online through the [Indiana Gateway for Government Units \(Gateway\)](#).

Audits

The Indiana Arts Commission no longer requires its grantees to submit an annual, independent, organization-wide audit. However, if an organization meets certain criteria, the State Board of Accounts (SBOA) may require an audit. For funded applicants, the IAC grant agreement will include full details on audit requirements and record retention responsibilities.

Glossary of Terms

Access:

The intentional cultivation of pathways that encourage involvement and communication and provide opportunities for a wide range of constituent groups to participate in activities.

Accessibility:

The design of environments, products, or services for people with disabilities. Accessibility can be linked to the process of developing environments that can be utilized by the widest possible range of people operating within the widest possible range of situations.

Community:

A collection of people, places, or organizations that are connected through some external factor, such as geography.

Community Engagement:

Community engagement is a process-to better understand the needs and interests of a community for the purposes of building stronger bonds and developing programs and services with greater relevance and impact.—In brief, good community engagement calls for working “with” a group or community (so you know what they want), not “for” a group or 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.

Disability:

The IAC uses the definition of disability contained in Sec. 12102 of the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act of 2008 (P.L. 110-325), which went into effect on January 1, 2009. Generally, an individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

Final Grant Report:

IAC grant awards require the grantee to submit a written report at the conclusion of a grant period that describes the results of the funded project and/or activities. Final reports are completed in the grants management system and typically ask grantees to provide details on things such as what outcomes were achieved, the number of individuals who benefited, exactly how IAC funds were spent, and how successful the work was overall. Work samples or other electronic materials can be attached to final

reports to help illustrate results. Public acknowledgement documentation, such as copies of public official thank you letters, is also required.

Folk and Traditional Arts:

The folk and traditional arts are rooted in and reflective of the cultural life of a community. Community members may share a common ethnic heritage, culture, language, religion, occupation, or geographic region. These vital artistic traditions are shaped by values and standards of excellence that are passed from generation to generation, most often within family and community, through demonstration, conversation, and practice.

Grant Contract:

A legally binding contract with the State of Indiana that specifies activities, programs, and/or services to be completed during a given time frame in exchange for an agreed upon grant award.

Grant Period:

The period of time in which IAC-funded grant activities can occur. IAC funds cannot be spent outside the grant period. Consult the Guidelines for a specific grant program for the applicable grant period.

Inclusion:

Creating an environment in which any individual or group can be and feel welcomed and valued to fully participate.

In-Kind:

Goods and services that are donated by individuals or organizations other than the applicant. The dollar value of these non-cash donations should be calculated at their verifiable fair-market value.

Match:

Additional financial resources from the applicant, either earned or contributed (e.g., admissions income, individual or corporate donations, etc.) that will support the same project that the IAC grant request/award is supporting. (For example, a grant request of \$4,000 from a grant program with a 1:1 cash match requirement would require listing at least an additional \$4,000 from other sources.) Consult the Guidelines for the specific grant program as to whether or not a cash match is required.

Some Indiana Arts Commission grant programs allow applicants to use in-kind for up to 50% of their match requirement (consult the specific program Guidelines for match requirements.)

Regional Arts Partner Network:

A [network of organizations](#) across the state that assist in providing access to the IAC's programs and services.

Rural:

The U.S. Census Bureau describes rural locations as, "any population, housing, or territory not in an urban area," with urban areas being those with populations greater than between 2,500 and 50,000 people.

Underserved:

Those populations whose opportunities to experience the arts have been limited by factors such as geography, economic status, ethnicity, and/or disability.