



**Contact Information**

Anna Tragesser  
 Artist and Community Services Manager  
 atragesser@iac.IN.gov  
 (317) 232-1281

100 N. Senate Ave., N505  
 Indianapolis, IN 46204

arts.IN.gov

**INDIVIDUAL ADVANCEMENT PROGRAM (IAP) FY19 GUIDELINES**

This Individual Advancement Program supports projects that have a positive impact on any phase of an artist’s career and directly benefits the public in Indiana and/or engages an Indiana community. Project proposals should focus on activities that support and enhance individual artistic growth and should define clearly the relationship of the proposal to career development.

**Request Amount**

Applicants may request up to \$2,000 to support projects that occur between July 1, 2018 and June 30, 2019.

**Examples of past proposals have included:**

- Promotion/Presentation: the cost of producing a portfolio for a graphic artist, editing assistance for a photographer, mounting an exhibition for a visual artist, etc.
- Travel: to specific workshops, residencies, retreats or seminars in the United States; or to do research intrinsic to his/her art form.
- Services: rental of equipment or facilities for presentation or creation of a new work.
- Supplies: purchase of supplies, materials or equipment necessary for the completion or production of new work which is considered by the artist to be essential to their career.
- Training: advanced workshops, master classes or coaching that will enhance the artist’s abilities.

This program does not support work towards a degree.

<b>Grant Timeline</b>	<b>July 1, 2018 –June 30, 2019</b>
Grant Information Webinar	TBD
Application Deadline	February 15, 2018, 4:30 p.m. eastern time
Public Review Panels	April 2018
Awards Announcement	Late June 2018
Final Grant Report Due	July 2, 2019, 4:30 p.m. eastern time

**Disciplines accepted in this cycle**

- Crafts
- Design
- Media Arts
- Photography
- Visual

## In the Guidelines

- Public Benefit and Community Engagement (page 2)
  - Applicant Eligibility Requirements (page 2)
  - Optional Categories (page 2)
  - Allowable Project Expenses (page 3)
  - Requirements of All IAC Grant Recipients (page 3)
  - Application Review Criteria (page 3)
  - Draft Application Reviews (page 4)
  - Ready to Apply? (page 4)
- 

## Public Benefit and Community Engagement

Project proposals are required to include a public benefit component that takes place in Indiana. For this program, the IAC defines public benefit as an activity in which an artist actively seeks to dialogue, engage and/or involve the public with the goal of bringing about mutual understanding and appreciation between the artist and Hoosiers. For more examples of what public benefit and community engagement looks like, visit our web site.

---

## Applicant Eligibility Requirements

All applicants must meet all of the following eligibility requirements:

- Applicant must be 18 years or older;
  - Must currently reside in Indiana and for one year immediately preceding the date of application;
  - Must be and remain an Indiana resident during the grant period;
  - Must not be enrolled in any degree-granting program (undergraduate, graduate or doctorate) as of February 3, 2017;
  - Cannot be an IAP recipient for the current year (FY2018);
  - Cannot have received an IAP award in the previous year (FY2017);
  - Cannot apply as part of a collaboration for which another artist is also applying in the same fiscal year, and
  - Cannot apply for an IAP grant to support a project for which an Arts in the Parks and Historic Sites grant has been awarded for the 2017 calendar year. If an Arts in the Parks and Historic Sites award has been received for 2017, an artist may also apply for an IAP grant to advance their career with a project that is different.
- 

## Optional Categories

Applicants may opt to self-select into the following categories:

- Early Career and/or
- Access

These categories have been added to assure a more equitable distribution of these funding available through this highly competitive program. Applicants in each of these categories will be paneled together. All applicants, however, will be competing for the same funding source.

Applicants who select into both the access and early career categories will be evaluated in the access panel.

### Early Career Applicants (new!)

Early Career artists are defined as those that have been pursuing their artistic career for five years or less excluding formal educational or apprenticeship training in their discipline (e.g. four year degree program). Applicants that select into this category will be asked to complete an additional question regarding their past experience.

### **Access Applicants**

The Americans with Disabilities Act defines a person with a disability as one who has a physical or mental impairment that substantially limits one or more major life activities, is regarded as having such an impairment or has a record of such impairment. (See <http://www.ada.gov/pcatoolkit/chap1toolkit.htm> for more information and to determine eligibility.)

There is an additional access question in the application that must be completed. The IAC will make certain this information remains confidential. If this question is not completed, the application will be paneled in the corresponding IAP discipline for the project if the rest of the application is deemed eligible and complete.

Further information for access applicants may be found on the IAC Accessibility Resources & Opportunities webpage at <http://www.in.gov/arts/accessibility.htm>.

---

### **Allowable Project Expenses**

Allowable project expenses include supplies, rental/purchase of equipment, facility rental, marketing/publicity/promotion, travel/ transport within the United States, personnel, and workshops/training that further career development. Contact the IAP program manager with any questions concerning acceptable project expenses.

### **In-kind Income and Expenses**

- In-kind contributions are goods and services that are donated to the project by individuals or organizations other than the applicant. These items must be listed in both the income and expense budgets as in-kind contributions/costs and must match.
- 

### **Requirements of All IAC Grant Recipients**

- Accessibility Requirements
- Contract Clearance
- Funded Grantee 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: [IN.gov/arts/2387.htm](http://IN.gov/arts/2387.htm)

---

### **Application Review Criteria**

Applications are based on a total of 100 points divided into the following categories:

#### **Impact on Artist's Career Development – 30 Total**

- The artist provides a clear description of their career stage. (Note: Emerging/Early Career artists may be pursuing a new career direction coming from an arts background or another occupation outside the arts.)
- The project is clearly described.
- Extent to which the proposed project positively supports individual artistic growth and impacts career development.
- Goals of the project are clearly explained, achievable, and measurable.
  - Both early career and established artists should clearly define the relationship of the activities in the proposal to career development.
  - Both early career and established artists should provide information on the relative quality of the proposed activities. (e.g. a link to, and description of, a workshop/event you are planning to attend)

#### **Public Benefit and Community Engagement – 20 Total**

- Activity(ies) are identified that are open to the public or directed toward a specific Indiana audience that will benefit from the artist's work.

- Activity(ies) are identified that incorporate active, two-way, and meaningful ongoing engagement. This could include seeking to better understand what the community finds relevant, taking the arts programming to the community, or developing one-time or short-term conventional collaborative partnerships that expand their capacity or awareness in the community.

**Feasibility – 20 Total**

- Achievement of project goals and activities are reasonable within the timeline.
- Estimated expenses are appropriate and reasonable. The income and expense totals match, including in-kind totals.

**Quality of Artist's Work – 30 Total**

- The artist's resume includes educational background and any professional employment or other opportunities related to their discipline.
- Documentation provided represents the applicant's current body of work and supports the applicant's proposed project.
- The overall application (including support materials) is presented in such a way (clarity, detail, accuracy) as to allow an independent reviewer to evaluate its merit.

All eligible applications will be reviewed by a conflict free panel of professional peers from around the state. The panel meeting time and location will be posted on the IAC website. The meeting will be open to the public for observation only and will be recorded (quality cannot be guaranteed). Applicants are invited to attend in person to hear feedback. Applicants cannot lobby or address the panel on behalf of their applications before, during, or after the panel meeting.

---

**Draft Application Reviews**

Draft reviews by IAC staff are available to first time applicants for general feedback and suggestions. A review may be requested by emailing the program manager at any time the applicant feels their application is complete. Reviews will be done in the order requests are received, and the deadline is Friday, January 19, 2018.

Previous applicants are welcome to ask questions related to their proposal by contacting the Program Manager, whose contact information is on page one of the guidelines.

---

**Ready to Apply?**

- Access the online system [IN.gov/arts/apply](http://IN.gov/arts/apply)
- View a sample application: [IN.gov/arts/apply](http://IN.gov/arts/apply)
- ONLY online applications will be accepted.