



**INDIANA ARTS
COMMISSION**

MAKING THE ARTS HAPPEN

for 50 years

GRANT PERIOD:

July 1, 2016 – June 30, 2017

PROGRAM DATES:

Grant Information Webinar

December 1, 2015, 6:30 PM (EST)

**Grant Information Regional
Workshops**

December 2015 (TBA)

Application Deadline

February 5, 2016, 4:30 PM (EST)

Public Review Panels

April 2016

Awards Announcement

Late June 2016

Final Report Due

July 1, 2017, 4:30 PM (EDT)

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Individual Artist Program FY2017 Guidelines



The Individual Artist Program application must be completed in the IAC's Online Grant System (<https://indiana.cgweb.org/>). Internet links in this document provide further clarification and instruction.

Please read the guidelines and all linked information thoroughly.



These guidelines will be made available upon request to meet special needs.

Cover art is from FY2015 grantees. Left to right: Temre Stanchfield, Jon Hook, Janet Alexander, Lydia Gerbig-Fast, Tom Roznowski, Larry Spears, Justin Rothshank, Dale Enochs, Drew Etienne

The Indiana General Assembly funds this program.

About the Indiana Arts Commission

The [Indiana Arts Commission](#)'s (IAC) mission is to positively impact the cultural, economic and educational climate of Indiana by providing responsible leadership for and public stewardship of artistic resources for all of our state's citizens and communities. As a state government agency, the IAC serves all citizens and regions of Indiana.

Program Guidelines

It is essential to understand and follow **all** guideline requirements of the Individual Artist Program. Artists must be able and willing to fulfill every requirement listed to receive a grant award. Failure to do so may be deemed a breach of contract with the State of Indiana and can result in application rejection, delay in payment, and/or rescinding of funds and required grant repayment.

About the Individual Artist Program (IAP)

The Individual Artist Program supports individual artists and specific project-related costs that will have a positive impact on the artist's career. This program is **not** designed for community projects. Applicants should develop a proposal that will support and enhance their individual artistic growth and career development. While some form of public benefit is expected, it should not be the driving force behind the project.

The FY2017 IAP program offers support for visual arts projects that will occur between July 1, 2016 and June 30, 2017. Using the IAC's online grant system (<https://indiana.cqweb.org/>), applicants may request up to \$2,000 by the deadline: **Friday, February 5, 2016, 4:30 PM (EST)**.

Funding is currently available in **FY2017** for the following disciplines **only**:
(*Artists decide the most suitable discipline for their project.*)

- Crafts (clay, fiber, glass, leather, metal, paper, wood, mixed media)
- Design (fashion, graphic, interior)
- Media Arts (film, audio, video, technology/experimental)
- Photography
- Visual Arts (painting, drawing, printmaking, sculpture, book arts)
- Folk Arts (projects related to traditional art forms that have evolved within the context of the artist's shared heritage, language, occupation, religion, or geographic area)
For FY2017, Folk Arts projects must be in one of the disciplines listed above.
- Access (The Access category is an opportunity for artists having a disability to apply for a project grant related to any of the disciplines included in the FY2017 IAP cycle.)

(*Performing arts categories will be eligible for support again in FY2018.*)

Grant Amount

Individuals may request up to \$2,000.

Match Requirement

There is no match requirement for this program.

Funding

The Indiana General Assembly funds this program.

The Individual Artist Program grants are competitive. Applications are reviewed (see details in Review Process) and scored through a carefully defined process. The IAC awards as many grants as possible until the allotted funding level for the Individual Artist Program is expended.

Eligibility Requirements and Restrictions

- 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 5, 2016;
- Cannot be an IAP recipient for the current (FY2016) year; and
- Cannot apply as part of a collaboration for which another artist is also applying in the same fiscal year.

Access Applicants

Artists with disabilities may apply in any eligible FY2017 discipline. Applicants will be paneled with other access applications and will compete for the same funding source as all disciplines.

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

Supplies, rental/purchase of equipment, facility rental, marketing/publicity/promotion, travel/transport within the United States, personnel, 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.
- The dollar value of these non-cash donations should be calculated at their verifiable fair-market value. For example, if you have in-kind printing worth \$500, it is in-kind income because it is a donation; and it is an in-kind expense - what you would have paid for the printing. In-kind income and expense totals must match.
- Many applicants mistakenly designate items as in-kind contributions that are actually cash contributions. For example, applicants often list their own contributions to the project such as supplies and facilities as in-kind. These items are considered cash contributions, **and the artist determines the cash market value.** They do not qualify as in-kind because they are being "contributed" by the applicant.

Application Review Criteria

Applications are based on a **total of 100 points** divided into the following categories by order of importance:

- **Impact of the Proposal on the Artist's Career Development (35 points possible)**
 - The project description clearly defines the impact on the artist's career.
 - Artists at advanced stages in their careers provide evidence of success of previous work.
 - Artists in early stages of their careers make a rational case for immediate and continuing impact.
 - Artists with projects in the next phase of a more comprehensive undertaking describe significant impact in accomplishing the broader goal.
- **Feasibility of the Project (30 points possible)**
 - Goals and objectives of the project are clearly explained, as well as how their achievement will be evaluated.
 - Achievement of project goals and activities is reasonable within the timeline.
 - Estimated expenses are appropriate and reasonable. The income and expense totals match, including in-kind totals.
- **Quality of the Artist's Work (25 points possible)**
 - Documentation provided demonstrates the applicant's artistic ability.
 - Documentation provided supports the applicant's proposed project.
 - The artist's resume includes educational background and professional employment related to their discipline and documents performances/publications/accomplishments, etc.
 - The overall application is of high quality, including support materials, clarity, detail and grammatical accuracy.
- **Public Benefit (10 points possible)**
 - There is evidence the project will actively engage and directly impact others.
 - Opportunities are identified to share the artist's work with the public, such as exhibitions, speaking engagements or workshops offered at a free or nominal rate.

Draft Reviews

Draft reviews by IAC staff are available to **first time** applicants for general feedback and suggestions. Such requests must be received no later than **Friday, January 15, 2016**; reviews will be done on a first come, first served basis. Earlier submission for a draft review can be as soon as the applicant feels their application is complete, thus allowing more time for the staff review and potential applicant revisions. On the final page of the application, first time applicants may select Draft Review Submission or Final Submission.

Previous applicants are welcome to ask questions related to their proposal by contacting the program manager.

Application Review Process

After receipt of the completed application, IAC staff will review materials to ensure eligibility (application meets all eligibility requirements, including expenses) and that all required information was submitted. Incomplete applications will be ineligible for review.

Each eligible application will be reviewed and scored by a conflict-free panel of professional peers. **All panel reviews will take place at the Indiana Government Center in April 2016.** They are open to the public for observation and may be recorded. Applicants are invited and are encouraged to attend to hear feedback; the quality of the recorded session is not guaranteed. Applicants are invited as observers only and cannot lobby or address the panel on behalf of their applications before, during or after the panel meeting. The panel meetings, review order and location will be posted on the Individual Artist Program webpage at www.in.gov/arts/individualartistprogram.htm.

Applicants who have a website are encouraged to include the URL on the first page of the application. Panelists doing their individual reviews frequently look at available websites.

Award Determination

Following the panel meeting, funding recommendations will be made based upon application scores and available funds. The IAC's Board of Commissioners will review and ratify the funding recommendations at its June quarterly business meeting. Commission meetings are open to the public for observation and may be recorded. All applicants will be notified after the Commission ratifies the grant recommendations.

Reconsideration Policy and Appeal Process

The reconsideration process is designed to review the method and fairness of the IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/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. For more information refer to the Frequently Asked Questions webpage at www.in.gov/arts/2680.htm.

IAP FY2017 Timeline

- November 2, 2015.....Applications go live in IAC online system
- December 1, 2015.....Live webinar (detailed information at www.in.gov/arts/individualartistprogram.htm)
- Regional Workshops.....December (TBA)
- January 15, 2016.....Submission deadline for draft reviews
- February 5, 2016, 4:30 PM (EST).....Application deadline
- April 2016.....Grant review panels (detailed information at www.in.gov/arts/individualartistprogram.htm)
- Late June 2016.....Award notification
- July 1, 2016 – June 30, 2017.....Grant cycle
- July 1, 2017, 4:30 PM (EDT).....Final report due

Grant Applicant Information, Webinar and Regional Workshops

Prospective applicants are encouraged to attend the December 1 webinar (recording also available at www.in.gov/arts/individualartistprogram.htm following the webinar) or regional workshops where available. On site workshops arranged with IAC regional partners will be posted at www.in.gov/arts/individualartistprogram.htm, and information will also be available through the partners.

Required Artistic Documentation

All applicants are required to submit specific artistic sample documentation that is relevant to the discipline chosen and provides the best example of the quality of the artist's work. Samples that do not meet the following criteria will not be eligible for consideration.

Work submitted must:

- Be created by the applicant
- Be recent and produced after February 5, 2013 (no more than 3 years old)
- Support the project for which funds are requested
- Be uploaded and attached to the application correctly

Applicants must submit **one of the following:**

- one (1) to five (5) still images of completed, individual work (JPEG, RGB, 1920x1920 pixels, 72 dpi), **or**
- one (1) to five (5) written pages (PDF, DOC, DOCX), **or**
- one (1) video file (DVD, YouTube or Vimeo only), 5 minutes or less
(Uploads must provide a direct link in the application. Attach the link in the space provided on the UPLOADS page of the application. Applicant assumes full responsibility; the IAC cannot be responsible for technical problems on 3rd party sites.
 - Note: panelists are required to view at least the first 3 minutes of video documentation.
 - DVDs may be mailed or hand delivered to the IAC office no later than Monday, February 8, 2016, 4:30 PM (EST). The DVD must contain the artist's name, application number, address and a contact phone number. Panels will view the DVD segment from the beginning only.
 - Cassettes, slides, CDs and VHS will not be accepted as documentation.

Application Submission

- The application must be submitted through the IAC's Online Grant System (<https://indiana.cgweb.org/>).
- All applicants and grant recipients are required to create and update the profile information in the online grants system. The profile information must contain the current, primary contact's email, mailing address and phone. The IAC staff cannot provide advanced technical help for computer or software-related problems. If you already have an individual profile in the online system but cannot access the login information, contact the IAC grants manager at grantsadmin@iac.in.gov or (317) 232-1278. Simply update the previous profile, and do not create a new one.
- For more information about how to use the IAC online system refer to www.in.gov/arts/onlineapplications&reports.htm.
- It is strongly recommended that you begin your online application well before the due date to address any unforeseen technical problems that may prevent a timely application submission. Late applications will NOT be accepted.
- Technical issues with the online grant system should be addressed to the grants manager at grantsadmin@iac.in.gov or (317) 232-1278.

Submission Confirmation

Once you have submitted your application you WILL receive a confirmation email. If you do not receive an email, your application was NOT submitted. Only submit the electronic copy; a "physical" copy will not be accepted. Your online submission indicates your agreement with, and adherence to these guidelines, including embedded website links.

Grant recipients must be able to meet the program requirements to maintain good standing and insure grant compliance and proper use of awarded funds with the state.

Financial/Official Forms

Grant recipients are required to complete a grant agreement, as well as additional paperwork associated with state and federal grant processes/requirements. Detailed information is provided at <http://www.in.gov/arts/2387.htm>. Contact the IAC if you have additional questions.

- **Form E-1, IRS W-9 and Direct Deposit Form**
IAC grantees are required to file an [Entity Annual Report \(Form E-1\)](#) with the State Board of Accounts and accurately complete [IRS W-9](#) and [Indiana's Direct Deposit form](#) for payment.
- **Two Public Official Letters**
Grant recipients are required to write at least two letters to their [local, state legislators and the Governor](#) to thank them for making these funds available each year. Grantees will mail one letter to the Governor and the other to a state legislator from counties served based on your local residence. The first letter is due with the signed grant agreement. The final letter is due with the final grant report. For details and examples refer to www.in.gov/arts/2387.htm.
- **Grant Modification (if change is necessary)**
During the grant period and prior to making changes, grantees must notify the appropriate IAC Program Officer of any changes that may affect the funded project/grant. A Grant Modification Form would be necessary if the change would include budget variances of 20% or more of the overall project or any changes from the original application regarding personnel, project/grant dates (timeline), or scope of activities, etc. IAC staff will review the changes before giving written approval. Grantees may be required to return grant money to the IAC if this procedure is not followed. The form may be found at <http://www.in.gov/arts/2694.htm>.

Acknowledgment and Recognition Requirements

Grant recipients must use the IAC logo for acknowledgment and credit. For credit on any and all printed documents related to the funded project refer to the website <http://www.in.gov/arts/2671.htm> and/or contact the Director of Marketing and Communications by phone at (317) 232-1273 or by email at rvanzant@iac.in.gov.

Final Report

All grantees must submit a completed Final Report due **July 1, 2017, 4:30 PM (EDT)**. The Final Report will be accessible through the IAC's Online Grant System (<https://indiana.cgweb.org/>). For grant recipients that do not submit a report by the deadline, the following will result:

- For reports up to one week late, an automatic 15% will be deducted from the grantee's total grant award;
- For reports later than one week and up to two weeks late, the entire final grant payment will be rescinded and;
- After two weeks, the grantee's full grant will be rescinded, and the grantee will be ineligible to receive funds for the next cycle of any IAC grant opportunity.

The final report will include required documentation as evidence of project completion. Details will be in the final report form to be submitted through the IAC's Online Grant System (<https://indiana.cgweb.org/>) on or before July 1, 2017.

Monitoring/Records Retention and Tax Responsibilities

Grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate financial and program information reported to the IAC for a period of no fewer than three years. Grantees are responsible for all tax obligations under federal, state, and local laws (see www.in.gov/arts/2505.htm for more information). Consult a tax accountant or local Internal Revenue Service office. Grant monies cannot be used to pay taxes.

Payment Process and Timeline

All payments are contingent upon adherence to all grant guidelines and reporting requirements. The first grant payment will be for 75% of the total award. Funds will be transferred to the grantee's bank account after the grant agreement and aforementioned documents have been approved by (all) applicable state agencies. The second and final fiscal year grant payment will be for 25% of the total award. Funds will be approved to transfer to the grantee's bank account after the final grant report and any additional requirements have been submitted and approved. It takes approximately three months from the time the correctly completed forms are submitted until the recipient receives the payments (first and second).

Public Manifestation, Fair Labor, Drug Free and Civil Rights

The electronically-signed Grant Agreement indicates that the individual or organization and its representative understand the detailed information provided at www.in.gov/arts/2505.htm and are in compliance with these laws.

For More Information

Program or Application Content/Development or Modification Questions

Contact: Sarah Fronczek
Community Development Manager/Arts Education Coordinator
Indiana Arts Commission
Phone: (317) 232-1274
Email: sfronczek@iac.in.gov

Technical, Online System, Contract, or Payment Questions

Contact: Adrian Starnes
Grant, Research and Information Technology Manager
Indiana Arts Commission
Phone: (317) 232-1278
Email: astarnes@iac.in.gov