Individual Artist Program
FY2018
Information and Grant Writing Tips

Indiana Arts Commission
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ABOUT THE INDIANA ARTS COMMISSION (IAC)

The IAC is a State Government Agency, governed by 15 state appointed Commissioners.

The IAC advocates for:
- Engagement with the arts to enrich the quality of individual and community life
- Arts development and service for all citizens and state regions
- Enhancing public awareness of the arts, life-long learning opportunities, and arts education programs
- Effective use of public and private resources for the arts
- Indiana’s diverse arts resources and cultural heritage

**MISSION:** 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.

**VISION:**
The arts everywhere, everyday, for everyone in Indiana
IAP WORKSHOP TOPICS

- About the IAP grant program
- Criteria and the review process
- Preparing a successful application
- Receiving a grant award
- The online application process
About the Individual Artist Grant Program (IAP)

About the Program...

The IAP grant is intended to support individual artists in defined disciplines for specific project-related costs. The focus of the IAP is **positive impact on the artist’s career**.

IAP projects are individual and **not** community projects!

Artists may request up to $2,000, and there is **no match required**!

Eligible project ideas are flexible to reflect the artists’ ideas, needs, and direction.

Applicants must plan a project, or phase of the project which can feasibly be realized within the requested budget and completed within the grant period.

The grant period is **July 1, 2017 – June 30, 2018**.
Who can Apply...

Anyone 18 years or older

Indiana residents for at least 1 year prior to the date of the application. Grantees must remain Indiana residents during the entire grant period.

Who is NOT Eligible...

Students enrolled in a degree seeking program as of February 3, 2017

2 or more artists applying as part of a collaboration to pool funds for the same project

A current year IAP grantee
Available Disciplines for FY2018

- Performing Arts
  - Dance
  - Literature
  - Music
  - Theatre

Folk artists may apply in any of the above disciplines

Access artists may apply in any of the above disciplines
Criteria and Panel Review Process
Scoring Criteria

Each application will receive a score **up to 100 points based on 4 criteria categories**. The possible number of points in each reflects their relative importance in the application process.

- **40 points: Impact** of the project on the artist’s growth and career development. This is the most important criteria, regardless of the artist’s level of experience or stage in their career.

- **20 points: Feasibility** of completion of the project within the grant period, timeline and projected budget.

- **30 points: Quality** of the artist’s work from documentation, resume, and overall application.

- **10 points: Public Benefit.** Though worth the fewest points, active benefit of the project for the public should be evident.

Note: It is the responsibility of the applicant to become familiar with the scoring criteria and make their case accordingly in the application.
How Proposals are Evaluated

Applications are reviewed by a panel selected from community volunteers, artists, and Indiana arts professionals in the applicants’ discipline.

Panelists review each application online and assign a total score before the panel meeting. Scores are based on the 4 criteria categories.

Panels meet in the spring of 2017 to discuss reviews and individually determine final scores.

Meetings are open to the public for observation and are recorded. The audio is available on the IAC website following the panel meeting. Panel meeting dates and times are announced on the IAC website.

Applicants are invited and encouraged to attend panel meetings as observers only.
Preparing a Successful Application
Getting Started

Read all instructional material **thoroughly** before beginning the application. This includes the *FY2018 Guidelines* (http://www.in.gov/arts/files/IAP_FY18_Guidelines.pdf)

Ask questions – that is preferable to making assumptions that may require changes!

For artists with a disability applying in the Access category, contact staff concerning possible accommodations for more specific needs. Also, consider/investigate how a grant might affect any assistance you receive.
Application Development

- Successful applications contain clear, concise descriptions of your project, demonstrating how it meets all guidelines and evaluation criteria. Write as if the reader does not know anything about you or your project – tell your story!

- Be sure you are answering the question being asked, using clearly expressed facts and statements.

- Express yourself with confidence, using terms such as can and will, rather than would or could. Use phrasing that gets the reader excited about your project!

- Avoid jargon and/or abbreviations. Clarify any acronyms the first time they occur.
Remember!!!

- The narrative, timeline and budget **must** reflect one another and be **realistic**.

- Income and expense totals **must match**!

- All parts of the application must be completed.

- You are competing against the defined criteria – not the other applicants.

- Have someone not closely associated with the project read a draft of your application to be sure it clearly communicates what is intended. This can also serve to fulfill the important need for proof reading.
Artistic Documentation

Each application **must** be accompanied by artistic documentation (digital images, written samples, etc.) so the panel may judge artistic quality. Read the guidelines *carefully* to identify the limitations of quantity and format.

Work submitted as documentation must have been produced within the past 3 years (after February 3, 2014).

Submit documentation that best supports the project for which you are requesting funding.

Documentation is used to determine the quality of your work.

If you have a website listed on the profile page of the application, panelists frequently view it individually to get a more comprehensive view of the applicant’s work. Artist websites are not accessed during the actual panel meeting.
Application Review, Revision and Submission

Re-read the guidelines to be certain you have addressed all components.

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 20, 2017 at 4:30pm, and 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.

When all your application information is complete, you will see a checkbox to “Submit.” When you click Submit, you will no longer be able to edit your application. You will receive an email confirmation that your submission has been received, and you should contact the IAC if you do not receive the confirmation.

The February 3, 2017, 4:30 PM EST submission deadline is final, so any revisions to the application should be considered well before then.
Accessing the IAP Application and Submitting Your Online Application

http://www.in.gov/arts/

We have a new online system!
Step 1 Accessing the System

- Direct link: IAC Online Grant System
- Or go to www.IN.gov/arts/individualartistprogram.htm
  - Select View Sample Application to preview the form; or
  - Select Apply for a Grant for tutorials and a link to the new online system
- Or via the program guidelines.

*Add site to your favorites/bookmarks for easy access
Step 2 Create an Account

- Select one login email address/password to be used for all grant applications
- The IAC will communicate all grant information to this email address
Step 2 Create an Account

- Fields marked with an asterisk are required
- Type "NA" in fields that do not apply.
  - Example: DUNS Number | EIN/Tax ID
Click on **Apply** under the **requests** heading in the left-side menu to access the list of available applications.

- Make sure to choose CY17 Arts in the Parks and Historic Sites: Individual Artists.

- Click the **Preview** button to view the application.

- Click the **Apply** button to begin.
Online Application Tips

- **The system auto-saves** (hooray!) after every 100 characters typed; however, there IS a save button at the bottom of the page.

- Required questions are marked with an asterisk. If you do not provide an answer for one of the required questions, you will not be able to submit your application.

- If you wish to prepare your response to a question in a document outside the online system (e.g. Microsoft Word), **be sure to keep track of character limits including spaces!**

- If you copy and paste, we recommend that you **do not use formatting tools**, as they will likely not transfer to the response area in the system.

- Remember to click “Submit Form” when you are finished. Once your application has been submitted, it is no longer available to edit.

- You can **download copies of all submitted forms** to your computer via the application packet at the top of your form.
Step 4 Complete the application
Step 4 Complete the application

<table>
<thead>
<tr>
<th>Project/Activity Location(s)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify in which state park/forest/historic site(s) your activity will occur:</td>
</tr>
<tr>
<td>SP = State Park</td>
</tr>
<tr>
<td>SHS = State Historic Site</td>
</tr>
<tr>
<td>SRA = State Recreation Area</td>
</tr>
</tbody>
</table>

- Angel Mounds SHS
- Brookville Lake
- Brown County SP
- Cagles Mill (Lieber SRA, Lake)
- Cecil M. Harden (Raccoon SRA, Lake)
- Chain O'Lakes SP
- Charlestown SP
- Clifty Falls SP
- Corydon Capitol SHS
- Culbertson Mansion SHS
- Falls of the Ohio SP
- Fort Harrison SP
- Gene Stratton-Porter SHS
- Hardy Lake
- Harmonie SP
- Historic New Harmony SHS
- Indiana Dunes SP
- Larimer Mansion SHS
- Levi Coffin SHS
- Limberlost SHS
- Lincoln SP
- McCormick's Creek SP
- Mississinewa Lake
- Monroe Lake
- Mounds SP
- O'Bannon Woods & Wyandotte Caves SP
- Ouabache
- Patoka Lake
- Pokagon SP & Trine SRA SP
- Potato Creek SP
- Prophetstown SP
- Salamonie Lake
- Shades SP
- Shakamak SP
- Spring Mill SP
- Starve Hollow SRA, Forest
- Summit Lake SP
- T.C. Steele SHS
- Tippecanoe River SP
- Turkey Run SP
- Versailles SP
- Vincennes SHS
- Whitewater Canal SHS
- Whitewater Memorial SP

Project Summary*

Summarize your proposed project and how the grant funds will be used in a 2-3 sentence description. This description needs to be written in the third person and may be posted or used for marketing materials with the Indiana Arts Commission, the Department of Natural Resources, and the Indiana State Museum and Historic Sites if you are selected to receive an award.
Generally, the acceptable file types for uploading files are: Microsoft Word/Excel and Adobe PDF (PDF) files.

Only one file can be uploaded per question. Multiple documents must be combined into one file and then uploaded.

If you need help consolidating files into one PDF or help with artistic documentation, please email Adrian at astarnes@iac.in.gov
Step 5 Submit the application
Managing your applications

- Click “Dashboard” in the menu at the left side of the screen.

- The Application Status Page provides information regarding the status of open grant applications.

- From this page, you can download completed application forms and see the status of an application form you have submitted.

- If you have saved but not submitted an application form, you must access the form on this page to complete and submit the form.
Funding Recommendations
Award Notifications
Initial Payments
and
Project Modifications
Funding Recommendations and Notifications

Applications with the highest final scores will be considered for funding. (At least one applicant from each discipline will be funded, determined by the highest score in that discipline.

The Commission will review and ratify funding recommendations made by the Program Committee during the June 2017 business meeting.

All applicants will be notified of grant decisions immediately after the scores have been ratified by the Commission.

Grantees will receive an award letter, grant agreement, and instructions for completing the necessary forms to be returned within 30 days of award notification. This includes a copy of the first of two required public official letters. The first is to a local/state legislator (see guidelines).
Initial Payments

The first payment will not be processed until all required paperwork is completed and returned. Grantees will be contacted by the grants manager if any documents have not been correctly completed.

The initial payment is 75% of the grant award. Funds will be transferred to the grantee’s bank account after all documents have been approved by three state agencies. The state payment process makes all payments **35 days in arrears**.

It typically takes at least **60 – 90 days** after submission of all required paperwork for the first payment to be deposited, and may take even longer in some cases. Since the grant period begins July 1, 2017, **grantees should be prepared to cover an expenses before the first deposit is received.** Be sure you have adequate funds to cover this period so that you can go ahead and begin your project as described in your timeline.

Grantees are responsible for all tax obligations under federal, state, and local laws (see guidelines). Grant monies cannot be used to pay taxes.
Project Modifications

If you anticipate any significant changes in the grant awarded regarding personnel, timeline, scope of activities, or budget (20% variance of total budget), contact the IAC program manager. A modification form may be required.

Contact the program manager for any questions concerning the necessity or process of submitting a project modification.

If required, the project modification form will be assigned through the IAC online system.
Some Final Reminders and Information

Summary of important dates:

- **Application Available:** October 31, 2016 12:00AM
- **Draft Review Deadline:** January 20, 2017 4:30 PM
- **Final Submission Deadline:** February 3, 2017 4:30 PM
- **Grant Period:** July 1, 2017 – June 30, 2018
- **Project Modification:** Any time during the grant period but well before the final report deadline.
- **Final Report Due:** July 2, 2018

We welcome questions at any time! Contact:

- Nathan Davis, Program Manager, ndavis@iac.in.gov or 317-232-1274, or
- Paige Sharp, Director of Programs, psharp@iac.in.gov or 317-232-1279

*For online system questions, contact Adrian Starnes at astarnes@iac.in.gov or 317-232-1278*