



Indiana Arts Commission Not In Good Standing & Late Final Grant Report Policy

As an agency of state government supported by state and federal tax dollars, the Indiana Arts Commission (IAC) requires that beneficiaries of its grant and program investments adhere to a set of standards that ensure that taxpayer dollars provide the broadest possible benefit while ensuring compliance with all agency, state, and federal requirements.

Broadly speaking, to remain in good standing with the IAC, organizations and individuals should ensure that all program deadlines are met; required paperwork is completed and submitted by the established deadlines; that IAC grant funds are spent on eligible expenses only, and that participants adhere to the IAC's Code of Conduct Policy.

For those organizations and individuals unable or unwilling to adhere to these standards, the **Not In Good Standing Policy** will apply.

Not In Good Standing Policy

The following circumstances could result in Not In Good Standing status for any Indiana Arts Commission Grantee/Applicant/Program Participant, including both organizations and individuals.

Circumstances include, but are not limited to:

- Late final reporting in accordance with the Late Final Grant Report Policy.
- Failure to submit State of Indiana supplier information within forty-five (45) days from initial outreach.
- Failure to sign a contract within forty-five (45) days from the original send date.
- Expending grant funds on ineligible expenses.
- Failure to return rescinded grant funds.
- Requested information (separate from final reporting) is not provided in a timely manner, and/or the recipient is unresponsive for a period of forty-five (45) days or more following repeated communication.
- The Grantee/Program Participant does not adhere to the program requirements as outlined in the program guidelines.
- Organizations or individuals debarred or otherwise not in good standing with the State of Indiana or the federal government.
- Violation of the [Indiana Arts Commission's Code of Conduct Policy](#).

A Not In Good Standing status means the organization or individual is not eligible to apply for any Indiana Arts Commission-funded programs. The duration of Not In Good Standing is based

on the severity of the actions. See Late Final Grant Report Policy for specifics regarding late final grant reporting.

If the Indiana Arts Commission places an organization or individual in Not In Good Standing, they will be notified in writing. The notification will include the rationale for the placement, as well as the next steps and the timeline for reinstating the organization or individual.

Late Final Grant Report Policy

One (1) Payment Final Grant Report Late Policy

Please note that the IAC staff will consider extenuating circumstances on a case-by-case basis.

For reports submitted:

- A. Up To One (1) Week Late:** For reports up to one week late from the established deadline, **15% of the grantee's total grant award must be returned;**
- B. Up To One (1) Month Late:** For reports greater than one week late and up to one month late, **25% of the grantee's total grant award must be returned;** and
- C. More Than One (1) Month Late:** For reports greater than one month late and after repeated communication or reminders, the **full award must be returned, and the grantee is placed in 'Not in Good Standing' status with the IAC for one year.** Not in Good Standing determination prohibits the grantee from applying for IAC funding during that time.

Two (2) Payments Final Grant Report Late Policy

Please note that the IAC staff will consider extenuating circumstances on a case-by-case basis.

For reports submitted:

- A. Up To One (1) Week Late:** For reports up to one week late, an automatic **15% will be deducted from the grantee's final payment;**
- B. Up To One (1) Month Late:** For reports greater than one week late and up to one month late, **25% of the grantee's total grant award must be returned;** and
- C. More Than One (1) Month Late:** For reports greater than one month late and after repeated communication or reminders, the **full award must be returned, and the grantee is placed in 'Not in Good Standing' status with the IAC for one year.** Not in Good Standing determination prohibits the grantee from applying for IAC funding during that time.

Unreturned Grant Funds

If grant funds are not returned within **three (3) months after repeated notification**, the grantee will be **reported to the Indiana Department of Administration** to execute the return of grant funds process. Additionally, the grantee will be placed in Not In Good Standing status with the IAC for up to five (5) years, depending on the time of repayment. The grantee remains in Not In Good Standing until funds are returned.