

Quick Impact Placebased Grant (QuIP)

Frequently Asked Questions

How do I know if my project is eligible or competitive?

Your OCRA Community Liaison should be your first point of contact. Once you reach out to them they can help you understand the application process as well as provide guidance towards submitting a thorough and eligible application.

I'm interested in applying, who should I contact?

Your OCRA Community Liaison should be your first point of contact. Once you reach out to them they can help you understand the program and navigate the application process.

Are nonprofits eligible applicants for the program?

Yes, nonprofits are welcomed and encouraged to participate. However, all projects must be open to the general public.

Are applicants requesting less than \$5,000 eligible?

Yes, applicants may request \$2,500 to \$5,000, with \$2,500 being the minimum request eligible. Also, please round to the nearest whole dollar.

What is the maximum amount I can request?

The maximum award amount is \$5,000. Also, please round to the nearest whole dollar.

My community has received a Downtown Enhancement Grant (DEG) or Place based Investment Fund (PBIF) award in the past can I apply?

Yes, previous DEG and PBIF awardees are eligible to apply.

My project was previously funded through DEG/PBIF/MSRP. Can I still apply?

In order for your community to be eligible, the project must be a new project and not directly related to a previously QuIP, DEG, PBIF or MSRP funded project.

I received a QuIP grant award last year. Can I still apply?

No, grantees that received QuIP grants last year are not eligible to apply this year. Those applicants awarded are eligible to apply again three years after the grant award year. Please note, the lead applicant is ineligible for three (3) years, the community and other organizations within the community are still eligible to apply.

How do I know if I need to complete a Certificate of Approval?

Any projects impacting a historic property or district listed on the National Register, must complete a Certificate of Approval. If you are not sure if the property or district is listed on the National Register, please visit the SHAARD [website here](#). For instructions on how to use the SHAARD database, please use this [User Guide for SHAARD](#). If you are in doubt, always reach out to DHPA to ask. Projects that should have and do not submit an approved CofA are ineligible for funding.

If my project requires a Certificate of Approval and it is not included in the application, can I still be funded?

Any projects impacting a historic property or district listed on the National Register, must complete a Certificate of Approval. If **you** do not include the CofA in the application, or if the CofA is not approved, the project is deemed in ineligible

Do I submit my CofA to DHPA myself or can I include it in my application and OCRA send it for approval?

Any project that requires a Certificate of Approval must submit to DHPA themselves. If **you** do not submit the CofA to DHPA and indicate in the application that it was submitted and when, or if the CofA is not approved, the project is deemed in ineligible for funding.

If we are awarded, how long do we have to complete our project?

All projects must be completed six months after grant agreement is executed. Projects awarded in 2020 should be completed by December 31, 2020.

What are examples of past projects funded through the program?

Each applicant is encouraged to come up with a project that is designed to build on the unique assets in your community. If you have questions about your project contact your OCRA [Community Liaison](#). You can also find previous press releases containing project detail through our press releases on our [QUIP website](#).

My organization wants to put on an event for the public. Is that an eligible project?

One-time events are not eligible. Each applicant is encouraged to design a project that is built on the unique assets in your community. If you have questions about your project eligibility or competitiveness, you should contact your OCRA [Community Liaison](#).

Would applying for the QUIP disqualify us from applying for other OCRA grants?

A QUIP award would not disqualify an organization from any other OCRA funds.

I'm applying for 2020 Stellar Communities, can I still apply for QUIP?

You can still apply for the 2020 Stellar Communities Designation as well as QUIP.

What can be considered as matching funds for QUIP?

There is a 50% local match requirement. For each QUIP dollar requested, the match must be 50% in cash or in-kind or a mix of cash or in-kind. See application for eligible in-kind contributions.

When I count in-kind match spent from up to 18 months before the QUIP application, can local dollars used as local match from another grant be counted?

Yes, but only as in-kind and as long as the match meets the rest of the eligibility requirements, the local dollars have been spent with documentation of the expenditure, and the earlier project is clearly part of the proposed QUIP project.

For example, if the applicant received a \$10,000 grant for land acquisition and matched it with \$5,000 from local sources, the local \$5,000 can be counted as in-kind QUIP match if it is the land being used for the QUIP project.

Can the grant be used to cover any professional or administrative fees?

Professional fees are not eligible costs. However, paid studies specific to the proposed project can be used as in-kind match. The grant can be used to pay an artist for project-related artistic fees, honoraria, or stipend.

Would construction plans need to be completed prior to submittal of the application?

Construction planning does not have to be completed prior to application. It can be included in the budget, but it must be paid from local funds. However, there must be a clear project scope of work included in the application.

Does my project have to be one of the projects listed as examples in the application?

No, the examples listed in the application are only some ideas of a quick impact project. Be creative and unique and most importantly, have community buy-in for the project. Placemaking is all about community connections.

If I am awarded a QUIP grant how will the funds be disbursed?

75 percent of the funds will be disbursed after receiving a fully executed grant agreement with the State of Indiana. The final 25% will be disbursed after each applicant completes their project, submits their final reporting requirements (by the 12/31/2020 deadline), and the report is approved by staff.

How long does it take to receive my fully executed grant agreement?

Grant agreements commence with the signature of the awardee. Once the awardee signs the grant agreement digitally and returns the agreement, via email, to the state. The grant agreement is fully executed within 90 days.

How do you know when my application was received?

The time the application is received is based on the digital time stamp. Please note, some submissions may take some time to fully submit. Please do not wait until close to the 4 PM deadline to submit. We have had to reject applications received at 4:01.

How can I receive bonus points? How much will I be awarded?

An application can receive a maximum of 20 bonus points. Bonus points are awarded in 7 separate categories each of which is worth 5 points. To be eligible for bonus points, a partnership document is

required for each category. For example, for a total of 20 points, 4 partnership documents will be required. Bonus Point Categories:

- Schools: each educational institution who serves as a partner will receive (5) points
- Hospital: a hospital who serves as a partner will receive (5) points
- Main Street Organization: each main street organization who serves as a partner will receive (5) points
- Youth Engagement: youth involved in the planning, execution or activation, who serve as a partner, will receive (5) points
- Event(s) to Occur during Downtown Development Week: each application who includes an event or space activation for usage during Downtown Development Week will receive (5) points
- Education Plan: each application that utilizes the project based learning method and allows the project to function as the feature of a learning module will receive (5) points
- Artist, arts organization, or arts provider: each applicant who partners with an artist, arts organization, arts provider (e.g. arts administrator, arts educator) for partnership in the project design and implementation will receive (5) bonus points.

Does the lead applicant have to be a 501c3 status?

Yes, in order to apply, the applicant must have a 501c3 status.

Is my main street organization eligible?

Any organization who is designated by OCRA as an Indiana Main Street program and is in compliance with all to date reporting, is eligible to apply.

In order to be eligible for Arts Commission funding, can my artist donate their time and or work?

IAC requires at least some QuIP funding must be used to compensate the artist. However, the artist can reduce their fee and/or donate some of their time for the project.

Is there priority funding for Main Streets?

Yes, the funding structure is as follows:

\$30,000 for Main Street as the lead applicant

\$30,000 for Main Street either as the lead applicant or a partner

\$30,000 for any eligible applicant

Do I have to determine which funding I am applying for OCRA or IAC?

No, any applicant that meets the criteria will be eligible for funding from both organizations. However, IAC does have specific criteria they are prioritizing with their funding (Main Street is the lead applicant and resides in a county with a population of 50,000 or less; is not currently an IAC grantee; public art is relatively new in the community; and, the public art project involves and compensates an artist.)

What is required to be considered a partner?

In order to be considered a partner, the applicant must be actively involved in the project either through work or funding (in-kind contribution is considered a partner). They must also complete a partner form and include it in submission to be considered a partner and receive the bonus points.

What is the difference in a partner and a supporter?

A partner is someone who is actively participating or helping to move the project forward. This can be through time, work, money, in-kind contribution, etc. A supporter is someone who is interested in seeing the project move forward and may or may not engage in it once completed but they are not actively participating in the projects process.

Are there reporting requirements?

Yes, both OCRA and IAC require reporting. Reporting includes documentation for both fund expenditure, any press related to the projects as well as basic narratives to questions asked.

IAC requires grantees to report total in-person participation figures including: total number of adults (18 and over), youth (under 18), and artists. IAC also requires sharing project successes and challenges as a short narrative.

Is there a breakdown of what's included in the [informational video](#)?

QuIP Webinar Quick Find List:

- Who is OCRA– [0:32](#)
- Who is the Indiana Arts Commission – [1:43](#)

Why Placemaking and Quality of Place– [3:36](#)

QuIP Grant Overview – [6:23](#)

- Timeline –[6:26](#)
- What the grant is– [7:57](#)
- Purpose and Goal– [9:11](#)
- Competitive Projects – [11:36](#)

2020 QuIP Application –[18:04](#)

- New for 2020 –[18:04](#)
- Funding breakdown – [23:40](#)
- Bonus points – [27:08](#)
- Project ideas – [31:21](#)
- Ineligible expenses and projects–[33:47](#)
- Program details– [34:04](#)
- Eligible In-kind –[37:33](#)
- Additional requirements – [38:13](#)
- Program requirements – [39:09](#)
- Funder acknowledgement – [39:55](#)

Application Details – [41:50](#)

- QuIP webpage walkthrough – [42:00](#)
- DHPA and CofA discussion – [42:32](#)
- Who to contact with application page issues – [45:20](#)
- QuIP application question walkthrough – [46:05](#)
- Upload details – [48:20](#)
- Website resources – [58:58](#)
- Education component – [59:25](#)
- Best practices/tips and tricks – [1:01:29](#)
- Community engagement –[1:03:07](#)