



100 N. Senate Avenue, Room N505

Indianapolis, IN 46204

317.232.1268 • Fax: 317.232.5595

Relay IN: 711 or 800.743.3333

grantsprograms@iac.in.gov

www.IN.gov/arts

FY2014-FY2015 AOSIII Multi-Regional Program

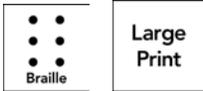


The Indianapolis Children's Choir performs the National Anthem at a Pacers game. Photo by Laura Neidig, Indianapolis Children's Choir.

Grant Period:
 August 1, 2013 – July 31, 2014
 August 1, 2014 – July 31, 2015*
 (* See page 2)

Deadlines:
Intent to Apply form due:
 February 13, 2013
 4:30 p.m. (EST)
Application Due:
 March 13, 2013,
 4:30 p.m. (EST)

The AOSIII/Multi-Regional Program application must be completed in the [IAC's online grant system](#). Internet links in this document provide further clarification and instruction. Please read linked information thoroughly. These guidelines will be made available upon request to meet special needs.



The Indiana General Assembly, Indiana Arts Trust, and the National Endowment for the Arts fund this program. Inform your communities and elected officials about the importance of public arts support for the arts and your activities.

The Indiana Arts Commission

On behalf of the people of Indiana, the [Indiana Arts Commission](#) (IAC) advocates engagement with the arts to enrich the quality of individual and community life. The IAC encourages the presence of the arts in communities of all sizes while promoting artistic quality and expression. The IAC advocates arts development opportunities across the state, and stewards effective use of public and private resources for the arts. It stimulates public interest in, and participation with, Indiana's diverse arts resources and cultural heritage. [The IAC works to enhance public awareness of the arts, life-long learning opportunities, and arts education programs](#). Governed by a [board of gubernatorial appointees](#), the IAC serves all citizens and regions of the state.

About the AOSIII/Multi-Regional Program

Program Description

For FY2014, the grant period is from August 1, 2013 to July 31, 2014. The AOSIII/Multi-Regional program will provide annual operating support for the ongoing artistic and administrative functions of eligible arts organizations that provide quality arts and cultural activities on a statewide or [multi-regional basis](#), with special attention to underserved communities. An underserved community is one in which individuals lack access to arts programs due to geography, economic conditions, ethnic background, disability, or age.

*Applications are submitted and paneled for two years: FY2014 (August 1, 2013 – July 31, 2014) AND FY2015 (August 1, 2014 – July 31, 2015). However, only yearly contracts will be issued. To be considered for FY2015 funding, FY2014 grantees will submit a Final Grant Report/Second Year Update form that will be made available in 2014. If this update is deemed acceptable by the IAC and funding is available, a second grant contract may be issued for FY2015.

Who Can Apply?

Applicants in this category must have:

- Arts programming and/or service must be stated in the organization's primary mission;
- Annual **cash operating income and expenses of \$1,000,000 or more** over a three-year average, as supported by the last three audits. Cyclical organizations such as multi-year festivals and competitions will be handled on a case by case basis and should be discussed with the IAC Program Officer;
- **Provide arts programs and/or services to the entire state or to two or more [IAC-defined multi-county regions of the state](#)**, as demonstrated by a defined statewide or multi-regional service area, marketing and strategic plans that address the entire area, and a history of significant multi-regional or statewide service provision;
- A minimum of five years of service provision of the type requested;
- Operated for at least three years according to a strategic or long-range plan adopted by the organization's governing body;
- Annually implement program planning and evaluation processes with input from the community to be served;
- Provide an arts educational component to programs and services;

- ◆ A governing body that is representative of the organization's service area;
- ◆ Pay an administrative staff person who reports to the governing body;
- ◆ An annual, independent financial audit conducted by a CPA (not a review or compilation) for last three fiscal years;
- ◆ Audit must clearly state the yearly income, expenses, and net assets of the organization;

General applicant requirements and restrictions:

- ◆ Must be a private, nonprofit, tax-exempt agency, with 501(c)(3) status proof from the Internal Revenue Service (IRS) OR an Indiana public entity (part of city, county, or state government);
 - Nonprofit corporations that are based in another state must be registered in Indiana as a Foreign Corporation, have an Indiana address, and provide all IAC-funded arts activities in Indiana.
- ◆ Must be incorporated in the State of Indiana at the time of application;
- ◆ Must not have any outstanding Final Grant Reports due to the Indiana Arts Commission.
- ◆ Entities that receive state operating support directly from the general assembly are **NOT** eligible for operating support from the IAC.

Program Restrictions

An organization may not apply for IAC-based funding from both the IAC and a Regional Arts Partner or IAC administered Regional Initiative Grant program in the same fiscal year.

Grant Amount

Grant awards will be determined by the Indiana Arts Commission based on the approved IAC budget and will not be more than 10% of the applicant's most recently completed annual cash income as indicated by the organization's most recently completed audit. The average grant in this category for FY2013 was \$39,250.

Grant Period

The grant period for the AOSIII/Multi-Regional program is August 1 – July 31. Applications are submitted and paneled for two years: FY2014 AND FY2015. However, only yearly contracts will be issued. To be considered for FY2015 funding, FY2014 grantees will submit a Final Grant Report/Second Year Update form that will be made available in 2014. If this update is deemed acceptable by the IAC and funding is available, a second grant contract may be issued for FY2015. Grantees will be notified after the June Board of Commission meeting on the status of their second year funding.

Match Requirement

Must match every dollar provided by the Indiana Arts Commission with ten dollars of the organization's own funds. One hundred percent of the match must be cash and cannot include in-kind donations.

Application Deadline

A [Letter of Intent to Apply](#) is required for this program and is due on February 13, 2013 by 4:30 p.m. (EST). If possible, submit the most recently completed audit with the Notice of Intent to Apply form. If the audit is not

Conditions and Requirements

- ◆ It is essential to **understand** ALL of the following requirements. Organizations must be able and willing to fulfill every requirement listed to receive a grant for its application. Failure to do so is a breach of contract with the State of Indiana and may result in application rejection, delay in payment, and/or fund rescindment.
- ◆ **Only one application is allowed per year**, per organization or 501(c)(3) for a grant in any of the following IAC grant categories: Arts Project Support and mini-grants, Arts Operating Support I, Arts Operating Support II, Arts Operating Support III, Statewide Arts Service Organizations, Arts in Education, Regional Arts Partnership Regional Block Grant, and Regional Arts Partnership Operating Support. If special funding opportunities arise, some deviation from this rule may be permitted on a case-by-case basis at the discretion of the IAC and the funding source. Public entities, chapters/affiliates, and fiscal agent relationship will be handled on a case-by-case basis.
- ◆ All applicants must have a **DUNS number** to complete an application. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of businesses. DUNS numbers are the basis by which Americans for the Arts tracks nonprofits and for-profits for its important research reports on Creative Industries: Business & Employment in the Arts. The federal government (which includes the National Endowment for the Arts) requires organizations to provide a DUNS number as part of its grant applications. Go to <http://www.dnb.com/get-a-duns-number.html> to apply for a DUNS number. Please note that it can take several weeks to receive your DUNS number. If you do not have your DUNS number to complete the application by the deadline date, please contact the program or grants/technology manager for further instructions.
- ◆ Per the requirements of the Federal Funding Accountability and Transparency Act (FFATA), applicants that receive awards of \$25,000 or more must have an active **Central Contractor Registration (CCR)** and may be required to report executive compensation.
 - ◆ If you receive a grant, a record of your active CCR account will be requested with your contract. The registration must remain active throughout the grant period. Central Contractor Registration is an online service that can be accessed at www.sam.gov.

Technology requirements and restrictions:

- ◆ Must provide current, primary contact's email address;
 - ◆ Must create and/or update profile information in the [online IAC grants system](#); and
 - ◆ IAC staff cannot provide advanced technical help for computer or software-related problems.
- ◆ **Audit requirements:** [An annual independent financial audit](#) conducted by a CPA (not a review or compilation) for the last fiscal year **is required** for ALL AOS III/Multi-regional grant applicants if they meet the public disbursement/expenditure guidance provided at the link above (**including past recipients**). The audit must clearly state the yearly income, expenses and net assets of the applicant organization.

● **Acceptable** program expenses

- Salaries, administrative fees, artistic fees, staff development and training, space and equipment rental, promotional costs, and production costs, supplies, etc., needed to support the project activities.
- IAC funds can provide fee subsidies to presenting organizations that wish to purchase the grantee's services.

● **Unacceptable** program expenses

- Cash reserves; deficit reduction, or deficit elimination;
- Events in private dwelling places or other locations not open to the general public;
- Consumable supplies and materials not directly related to the project;
- Capital acquisitions (purchase of artwork, etc.); capital expenditures; equipment, restoration, or new construction of buildings;
- Travel outside the United States;
- Indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities;
- Projects to be delivered outside the state of Indiana;
- Project expenses outside the grant period; and
- Activities that are solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity.

Financial/Official form requirements: Grant recipients are required to complete a grant agreement as well as additional paperwork associated with state and federal grant processes/requirements. Forms required by all grantees include the Vendor Form, letters to legislators, and the E-1 Entity Annual Report Form. Organizations (or individuals accepting grants under a business tax identification number) will also be required to register in E-Verify and/or update their Business Entity Report with the Secretary of the State. More information on these requirements is listed at <http://www.in.gov/arts/2387.htm>. Contact the IAC if you have additional questions.

Four Public Official Letters (per grant year): Grantees are required to write at least four letters to their [local, state legislators](#) and the Governor to thank them for making these funds available. Grantees will mail one letter to each of four recipients, one to the Governor and the other three to state legislators from counties served by the organization. The letter should raise awareness of the project that was funded or the organization's impact in their community. This is an opportunity to educate public officials on the valuable work that arts organizations do and the importance of public funding for the arts and example letters can be found at the link above. The first two letter copies are due with the signed grant agreement, the third and fourth copies are due with the Final Report/Second Year Update on July 31, 2014 and the second Final Grant Report on July 31, 2015. Four letters will be required for each year of the grant. Letters are purposely spread out to insure communication with public officials over the grant period. [Click for example.](#)

Acknowledgement and credit of public funding: [Requirements](#) are documented on the IAC website for credit on any and all printed documents related to the funded project.

Project/Grant modification (if change is necessary): During the grant period and PRIOR TO MAKING A CHANGE TO THE PROJECT/GRANT, grantees must notify the appropriate IAC Program Officer of any changes that may affect the funded project/grant. A [Project Modification Form](#) would be necessary if the change would include budget variance of 10% AND a minimum of \$2,500 in any line item (including the bottom revenue and/or expense lines) or any changes from your original proposal 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.*

Final report/Second Year Update: All grantees must submit a completed Final Report/Second Year Update and copies of the third and fourth letters sent to the legislators by July 31, 2014, 4:30 p.m. (EST). The Final Report is accessible through the [IAC online grants system](#). If approved for second year funding, the second Final Grant Report will be due on July 31, 2015.

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](#). Consult a tax accountant or local Internal Revenue Service office. Grant monies cannot be used to pay taxes.

Public manifestation, fair labor, drug free, and civil rights: *The electronically-signed Grant Agreement indicates that the organization and its representative understand the detailed information provided at this [link](#) and are in compliance with these laws.*

How to Complete and Submit an Application

- ◆ The submitted application and electronic signature is the organization's indication that its representatives have read, understand, and will complete and comply with the requirements listed for this grant program – from application to final reporting if applicable.
- ◆ How to apply: Open your Internet browser and navigate to www.in.gov/arts
 - Click "Access Online Applications & Reports"
 - Click the link to access the IAC's online grant system.
 - If this is the first time for an application to the IAC, an online profile will need to be completed. If not, then you will enter in your username and password and proceed to the application.
 - Once you have logged in, click on the "Current Programs & Applications" link and scroll down until you find the appropriate program.
- ◆ Answer each section clearly and completely. Include as much information as possible, checking for typos, math and grammatical errors. Type directly into the text boxes provided. DO NOT copy and paste narrative

text from another program into the spaces provided. This can create formatting problems with your text and may create unnecessary typos. Click [here](#) for other helpful grant writing tips.

- ◆ Upload any documentation noted in the requirements.
- ◆ It is strongly recommended that you begin your online application before the due date to handle any unforeseen technical problems that may prevent a timely application. Late applications will NOT be accepted.
- ◆ Once you have submitted your application you WILL receive an email to that effect. If you do not receive an email, your application was NOT submitted.
- ◆ **Only submit the electronic copy, a “physical” copy is no longer required or accepted. Your online submission indicates your agreement with, and adherence to, this entire document, including its embedded website links.**

Application Review Process

- ◆ After receipt of completed application, IAC staff will review your materials to ensure that all required information was submitted. If any discrepancies are found (such as incomplete answers or uploads), your application may be ineligible for review.
- ◆ The applications will be reviewed by a panel of professional peers who will assist the IAC in its evaluation of grant applications. The panel meeting time and location will be posted on the [IAC website](#). The meeting will be 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.
- ◆ Organizations that have a total score over 85 will be eligible for funding. The following [criteria](#) will be used in assessment of each application:
 - **Management, 30 points** – The organization delivering the proposed activities will be well-managed.
 - **Quality, 30 points** – The proposed activities will be of the highest quality possible in relation to community standards, expectations, resources and organizational mission.
 - **Community Impact/Public Benefit, 25 points** – The proposed activities will have a significant impact on the community the organization serves including underserved populations.
 - **Multi-Regional Impact, 15 points** - The target audience includes constituents in counties in at least one IAC region outside of the home region. Programmatic offerings to out-of-region constituents are significant and supported by marketing and strategic plans. Programmatic offerings to out-of-region constituents actively engage participants beyond the walls of the institution

- Panelists will be responsible for thoroughly reviewing each application and supportive material prior to the panel meeting. Panel meetings will allow for subsequent discussion of the information reviewed and submission of scores.
- Following the panel meeting, IAC staff will use a Commission-approved funding formula that takes into consideration the panel's ratings and available funds to determine specific grant recommendations.
- The IAC will review and ratify the FY2014 AOSIII funding recommendations at its June 2013 business meeting. Commission meetings are open to the public for observation and may be recorded.
- 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. [Click here for more information.](#)

What Happens after a Grant is Awarded?

- All applicants will be notified by email of grant decisions after the Commission meets in June and approves the grants. If funded, the organization will receive copies of its award letter, grant agreement, vendor form, and other pertinent materials. These materials will need to be thoroughly reviewed, signed, and returned to the Indiana Arts Commission within **ten business days**. If you need more than ten days, please inform the grants manager of the delay. For more information about required forms, please visit our [website](#).
- 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 three state agencies. **It takes approximately three months from the time the correctly completed forms are submitted until the recipient receives the first payment.** The second and final grant payment will be for 25% of the total award. Funds will be transferred to the grantee's bank account after the final grant report and remaining legislator letters have been submitted and approved.
- Due to the approval process and oversight in place by various agencies in state government, payment may be delayed. **It generally takes approximately three months from the time the correctly completed forms are submitted until the recipient receives the first payment. BE PREPARED TO WAIT LONGER IN SOME CASES.** Due to this delay, grantees are **STRONGLY** encouraged to consider the possible deposit delay in their timeline. Grantees should plan to reimburse themselves for any expenses incurred before deposit is received.
- If the grantee fails to comply with the contract, reporting, logo, or the letter to elected officials requirement, the IAC may rescind the entire grant amount and this may jeopardize future grants from the Indiana Arts Commission.

Need Additional Help?

Application Content and Program Questions:

Kristina Davis

Community Development Manager

317-232-1279

kdavis-smith@iac.in.gov

Online Grants and Payment Info:

April Blevins

Grants and Technology Manager

317-232-1278

ablevins@iac.in.gov