

**Indiana Arts Commission / Bloomington Area Arts Council
Regional Partnership Initiative**

FY2010 MiniGrant Program

Guidelines and Application

July 1, 2009 to June 30, 2010

**Application
Deadline:
March 20, 2009**

Bloomington Area Arts Council

122 S. Walnut Street

Bloomington, Indiana 47404

Telephone: 812/ 334-3100

FAX: 812/323-2787

<http://www.artlives.org>

**Indiana Arts Commission / Bloomington Area Arts Council
Regional Arts Partnership**

FY 2010 Mini-Grant Program Guidelines

For questions regarding this or other grant programs contact:

Katherine Paschal, Director of Arts Outreach
Bloomington Area Arts Council
122 S. Walnut, Bloomington, Indiana 47404
Telephone: 812/ 334-3100 ext. 106 FAX: 812/323-2787
E-mail: artsdevelopment@artlives.org

Objectives

Through the Mini-Grant program the Bloomington Area Arts Council offers support for new and existing **arts activities*** produced or presented by non-profit organizations or public entities. The objective of the mini-grant program is to provide general public access to quality arts, cultural, and educational opportunities with special attention to **under-served communities**** Eligibility is limited to organizations in Greene, Brown, Morgan, Owen, and Lawrence Counties. This program will award grants of up to \$750. Remember, an organization may apply for only one grant per year through the Regional Arts Partnership.

Application Deadlines March 20, 2009

Applications must be received in the BAAC's office by 4:30 p.m. on the deadline date above. Applications submitted via e-mail or fax will not be accepted. Applicants will be notified of errors that may make the application ineligible for review and allowed five (5) business days to personally make the necessary changes.

Project Period July 1, 2009 - June 30, 2010

Arts activities must take place between the above dates.

Maximum Request and Match Requirements

Non-profits organizations or public agencies may request a minimum of **\$300** and a maximum of **\$750**.

* **Arts activities** include anything you would see in an art museum, gallery, concert hall, or theatre. That is—painting, sculpture, and decorative arts, crafts arts, classical, jazz, folk, and pop music, dramatic and musical theatre, and all forms of dance. It includes written forms of artistic expression, including fiction, poetry, and playwriting. It also includes media arts, such as television, radio, film and interactive media and design arts, such as architecture, graphic design, etc.

** **Under-served communities** include people lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ethnicity, cultural differences, disability, or other circumstances.

Eligibility

To be considered for a grant through this program an organization must:

- Be classified as a non-profit organization or public agency.
- Be able to demonstrate non-profit and/or tax-exempt status in Indiana at the time of application.
- Reside and present project in Region 8 (Owen, Greene, Lawrence, Brown, or Morgan County).
- Comply with all applicable federal, state and local laws and ordinances including but not limited to those that prohibit discrimination on the basis of race, color, national origin, sex, age or disability.
- Be in good standing with the IAC and the Regional Arts Partner, the BAAC.
- Not be receiving funding through any of the other Regional Partnership Initiative grant programs.

Restrictions on Use of Funds

Indiana Arts Commission money **may not** be used to fund any of the following (however, you may spend other funds raised for your project on these activities):

- Events in locations not open to the general public
- Capital acquisitions (i.e., purchase of artwork) or capital expenditures (i.e., office equipment, cameras, computers, projectors)
- The cost of hospitality, receptions, food, or beverages
- Activities not associated with arts programs and services
- Travel or projects outside of Indiana
- Deficit reduction
- Private functions, religious services, lobbying, or fundraising activities
- Project expenses outside the state fiscal year of July 1, 2009 to June 30, 2010
-

Evaluation Criteria and Process

Mini-grant applications will be either fully-funded, partially funded, or not funded. New applicants will be allowed five (5) days to correct any errors found in their application upon notification from your Regional Partner contact. Mini-grant applications will be evaluated by conflict-free panelists representing different counties and disciplines in Region 8 according to the following criteria:

Project Quality: Extent to which project demonstrates a high level of artistic or cultural quality in relation to the community

Community Impact: Extent to which project reaches under-served communities

Management: Extent to which applying organization demonstrates ability to successfully carry out the project

The Bloomington Area Arts Council's Board of Trustees will provide final approval on the panel's funding recommendation. The panel may recommend full funding, partial funding, or no funding of the grant request.

Notice of Intent

All applicants are required to submit a **notice of intent** to the BAAC by February 27, 2009 (see page 5 and 6 for instructions).

Payment Schedule and Release of Funds

Grant recipients will receive their award in two payments. The first payment of up to 90% of the award will be released after the signed grant agreements have been received and processed by the Bloomington Area Arts Council. The remainder (second payment) is made after the receipt of the Final Grant Report, which is due 30 days after the completion of the project.

Grant Recipient Obligations

The following are required to insure the receipt of the full amount of the grant award. Necessary files and paperwork will be provided to the recipient by the BAAC.

- Submission of a signed grant agreement
- Proper acknowledgement of grant support from the Regional Partnership, the BAAC, and IAC, on all related materials (logo and credit line provided)
- Submission of a final report 30 days after project completion (see page 10 for data collection)
- Maintenance of grant records for three years
- Letters of acknowledgement to state representatives
- Application information is public and will be available on the Regional Partners' statewide arts database, www.IndianaArts.org

Mini-Grant Program Timeline

February 27, 2009	Submit letter of intent
March 20, 2009	Applications due in the BAAC office by 4:30 p.m.
May 2009	Panelists review applications and determine scores
June 2009	BAAC board ratifies awards
July 2009	Notice of awards and mailing of grant agreements
August-Sept. 2009	First payment (90% of award) disbursed
May 15, 2010	Last date for Final Grant Reports (FGR)

How to Submit Your Application

Each application must include the following:

- √ First, send in your notice of intent by the February 27, 2009 deadline
- √ Before March 20, 2009 4:30 p.m., submit **one original set** of all application materials with an original signature (in ink) by your organization's authorizing official—a board chair, president, principal, or executive director—and **six copies** (a total of 7 applications sets with attachments.)

Each Application Packet should include:

- √ A financial statement of your organization's most recently completed fiscal year
- √ Organization's board roster with names, affiliations, addresses, and phone numbers

√ Printed promotional material (**up to 3 for each application set**), such as programs, flyers, or newspaper articles, that illustrate the quality of your organization’s past programming

√ **One** copy of your organization’s IRS Determination Letter of Tax Exempt Status. If this information is already on file with the BAAC, you need not submit it again.

√ **One** copy of your organization’s Articles of Incorporation (for non-profits) or Enabling Document (for public entities—local ordinance, executive order, regulation, legislation, etc.) if not already on file at the BAAC.

√ Applications must be typed with type no smaller than 11-point. Application materials including required attachments should be in collated sets, three-hole punched. Do not staple. Please no folders or binders.

√ New applicants will be notified of errors that may make their application ineligible for review and will be allowed five (5) business days to come to the BAAC office to make the required changes.

*****Please make sure that the materials listed above are submitted. Failure to include all required materials may result in your proposal being disqualified***

Submitting A Notice Of Intent

Why require a notice of intent?

Every applicant must submit a notice of intent to the Bloomington Area Arts Council by February 29, 2008. This process is not a formality — Bloomington Area Arts Council staff will review your notice carefully to make sure you’re on the right track toward receiving a grant. The staff will consider the category you’re applying in, the scale of your project, and the appropriateness of your budget.

If everything looks good, you’re all set. We won’t contact you unless we have comments or suggestions about your proposal. Likewise, if you have questions, feel free to call or e-mail us at any time: (812) 334–3100, ext. 106 or artsdevelopment@artlives.org

Submitting a notice of intent does not obligate you to submit a full proposal, nor does it affect your chances of receiving funding from the Bloomington Area Arts Council or any other source. It’s just an informative “heads-up” document for us, and a way for you to begin thinking about your proposal.

How to submit a notice of intent

Bloomington, IN 47404
Fax: (812) 323-2787

The easiest way to submit your notice is to use the form located on the next page. It requests basic information about your organization, such as its name and address, its contact person’s name and address, and its governance structure. The form also requests the category in which you plan to apply and the size of your annual budget. Finally, the form gathers information about the geographic area in which you do your work and the kind of work you do. You may submit your notice of intent any way you like. If you use the form located on the next page, you may fax it to the Arts Council’s offices or send it via US Mail.

You may also send the equivalent information electronically. Download the form from our web site at www.artlives.org and return the completed return form to us as an e-mail attachment.

Remember, your letter of intent must be received by 4:30 p.m. on February 27, 2009 for you to be eligible for funding.

Send your letter of intent to:

Katherine Paschal
Bloomington Area Arts Council
122 S. Walnut
e-mail: artsdevelopment@artlives.org

FY 2010 Mini Grant Application
Indiana Arts Commission/ Bloomington Area Arts Council
Regional Partnership Initiative

Application Deadline: March 20, 2009
Please respond in the space provided unless instructed otherwise.

Organization Name:

Mailing Address:

Telephone:

FAX:

E-mail Address:

Web site address:

Federal I.D. Number:

Date of Incorporation:

Person Preparing Application:

Title:

Address:

E-mail Address:

Telephone Number:

FAX:

Name of Project Activity:

Beginning and Ending Project Dates

Beginning: **End:**
(not earlier than July 1, 2008) (not later than June 30, 2009)

County(ies) served by this grant project:

Grant Request Amount (minimum of \$300; not to exceed \$750): \$

Compliance Statement

The undersigned certifies that s/he (1) is a principal officer of the Applicant with authority to obligate it, and (2) has read the guidelines incorporated herein by reference, and (3) will comply with all guidelines, including federal and state statutes prohibiting discrimination against any person on the basis of race, color, national origin, gender, age, religion, or physical or mental disability.

Signature, Authorizing Official (Board Chair, Exec. Director, Principal)

Date

Printed Name and Position Title

Proposal Narrative (Please respond to all portions of the questions. Provide your answers in a total of two to three pages.)

Project Quality

1. **Briefly explain your proposed project activity:** Describe the who, what, when, where, and why of your project. Please include your organization's mission, who they serve, and how this project relates to your mission.
2. **Personnel:** Describe the people involved in overseeing the success of this project, their roles, and why they were selected for the job.

Community Impact

3. **Audience:** Who will benefit from this activity? Describe the general demographics of the audience for your project. What under-served populations will benefit from this activity? Will your project be accessible to the handicapped?
4. How many artists and volunteers will be involved in presenting your project? What size audience do you expect will benefit from your arts project?

Project Management

5. How will you let people know about this project? Describe your plans for marketing and publicizing your activity.
6. How will you evaluate the success of your project?
7. How will you use the grant funds to complete your project goals? If you are providing matching funds, where will you obtain them?

Provide a timeline for your project activity

Provide as much detail as possible including committee meeting dates, marketing deadlines, programming benchmarks, and evaluation or review of the project. Include a separate sheet for your timeline.

Project Budget Summary: Please indicate the budget for your proposed project. Provide as much detail as possible in the space provided. If necessary, add budget detail on additional sheet.

The total income for your project should equal your proposed expenses. Although not required, we encourage you to match your Regional Arts Partnership grant with 50% in-kind contributions and 50% cash. For example, if you request a \$500 grant, you must show, at minimum, in-kind income from other sources totaling at least \$250 in in-kind value.

Contact the BAAC at 812/334-3100, ext 106 for questions regarding your project budget.

PROJECT BUDGET SUMMARY

<i>ESTIMATED EXPENSES</i>	
Administrative Personnel (specify):	\$
Artistic Personnel (specify):	
Technical Personnel (specify):	
Exhibition/Production(specify):	
Facility Rental	
Travel/Transportation	
Marketing/Publicity/Promotion	
Utilities/Other	
Other (specify):	
Other (specify):	
Other (specify):	
TOTAL Cash Expenses	\$
<i>PROPOSED INCOME</i>	
Organization's Cash Contribution	\$
Admission Fees	
Cash Donations (specify):	
Foundation Support (specify):	
Other Grants (specify):	
Other (specify):	
Other (specify):	
RAP Grant Request Amount	\$
TOTAL Cash Income	\$
<i>IN-KIND CONTRIBUTIONS</i>	
Non-cash Contribution (specify):	\$
Non-cash Contribution (specify):	
Non-cash Contribution (specify):	
Non-cash Contribution (specify):	
TOTAL In-Kind Donations	\$

EXPENSE LINE ITEMS:

Administrative Personnel

Salaries and benefits paid to regular employees (full and part time) as well as temporary personnel who will provide administrative services for the project. Do not include payments to outside administrative personnel engaged on a contract basis.

Artistic Personnel

Salaries and benefits paid to regular employees (full and part time) or temporary personnel who will provide artistic services for the project. Do not include payments to outside artistic personnel engaged on a contract basis.

Technical Personnel

Salaries and benefits paid to regular employees (full and part time) as well as temporary personnel who will provide technical/production services for the project. Do not include payments to outside personnel engaged on a contract basis.

Exhibition/Production Expenses

Materials and supplies related to the project activity

Facility Rental

Costs of the rental of any space needed for the project

Travel/Transportation

All costs for individuals or organizations working with the project, including mileage allowance, local bus and cab fares, applicant-owned or leased vehicles, lodging, meals, etc.

Marketing/Publicity/Promotion

Costs for all marketing/publicity/promotion for the project. Include costs for newspaper, radio, and television advertising; and printing and mailing of brochures, flyers, and posters when directly connected to marketing/publicity/promotion

Utilities/Other

All project expenses not entered in other categories, such as scripts, scores, electricity, telephone, storage, sets, props, equipment rental, trucking, shipping and hauling expenses, and insurance.

Total Cash Expenses

Add the amounts listed above

INCOME LINE ITEMS:

Organization's Cash Contribution

Cash from current or anticipated resources NOT listed below that your organization plans to use for this project. Cash support for the project from program advertising, merchandise sales, interest or investment income

Admission Fees

Income from the sale of admissions, tickets, subscriptions, memberships, etc., for events associated with the project.

Private Cash Donations

Cash support (underwriting or contributions) for the project from corporations or local businesses or direct public support such as contributions made directly to the project by individuals, sustaining memberships

Foundation Support

Cash support for the project from a nonprofit organization whose primary purpose is to distribute money from an endowment

Other Grants

Grants from other municipal, state, or federal agencies designated for the project

REGIONAL ARTS PARTNERSHIP REQUEST

The amount of funding requested from the Regional Arts Partner

Total Cash Income

Total is the estimated cash income from all sources, including RAP funds

CHECKLIST FOR SUBMITTING A COMPLETE APPLICATION

- Notice of Intent submitted by the February 27, 2009 deadline
- One** copy of IRS Determination Letter of Tax Exempt Status on file
- One** copy of Articles of Incorporation or Enabling Document on file
- Seven** complete application sets by March 20, 2009 4:30 p.m. (**One** set of the seven containing the original unduplicated authorizing official signature)

Each set must include:

- A financial statement of the organization’s most recently completed fiscal year
- Organization’s board roster
- Printed promotional materials

**Sample Demographic Collection Form for Final Grant Report
Not required for grant submission**

1. NUMBER AND CHARACTERISTICS OF PEOPLE SERVED					
Characteristic	All Person Served by Grant	All Artists Served by Grant	Governing Body	Organization Staff	Organization Volunteers
RACE/ETHNICITY	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER
a. American Indian/Alaska Native					
b. Asian					
c. Black/African American					
d. Hispanic/Latino					
e. White					
f. Native Hawaiian/Pacific Islander					
g. Total	0	0	0	0	0
AGE					
h. Total Children (under 18)					
i. Total Seniors					
DISABILITY					
j. Total Persons with Disabilities					