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REGION 4

FY2011 Arts Project Support (APS) & MINI Grant Regional Initiative Grant Program



Applications MUST be completed in the IAC Online Grant System:

<http://indiana.cgweb.org/>



Grant Period: July 1, 2010 - June 30, 2011

Application Deadline: April 16, 2010, 5:00 pm EST

Draft Review Deadline: March 26, 2010, 5:00 pm EST

Grant Workshops at TAF:

Thursday, Feb. 11, 2010:

10 am – 11:30 (AOS I & II)

4 pm – 5:30 pm (APS & Mini)



Eligibility Criteria for all Applicants:

- Must be an organization based in one of the following counties: Benton, Carroll, Cass, Clinton, Fountain, Howard, Jasper, Montgomery, Newton, Pulaski, Tippecanoe, Tipton, Warren, White
- Be a 501 (c) (3) nonprofit, tax-exempt organization or a public (*i.e.*, governmental) entity or have a 501 (c) (3) fiscal sponsor
- Be able to match your grant request dollar for dollar with combination of cash (at least 50%) and in-kind **contributions. Match 3:1 if a college or university and 2:1 if a state agency.**



Dear REGION 4 Applicant:

If you have applied for TAF/IAC Regional Initiative grant dollars in the past, you will find substantial changes this year. Please read the following guidelines very carefully. If you have any questions or concerns, please contact:

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The most substantial change is that all applications MUST be submitted through the Indiana Arts Commission online grant system: <http://indiana.cgweb.org/>
Further, one (1) hard copy of your Mini or APS application must be mailed (postmarked no later than April 16, 2010, 5:00pm EST) to the above address. Be sure to include a copy of all required attachments.

GENERAL ELIGIBILITY

Organizations must meet four basic requirements to apply:

1. Must be either an Indiana public agency (part of city, county, or state government) OR a private, nonprofit, tax-exempt agency OR is a part of a larger Indiana public agency or tax-exempt nonprofit organization and has a separately identifiable organizational structure, governing body, and financial reporting system.
2. Private nonprofit organizations must be incorporated in the state of Indiana at the time of application, and have received recognition of tax-exempt status from the Internal Revenue Service (IRS). In some cases, an eligible tax-exempt organization may act as a fiscal sponsor for an organization that has not yet secured tax-exempt status.
3. Have no outstanding overdue IAC or Tippecanoe Arts Federation Final Grant Reports
4. Must be Indiana-based and have an Indiana address within the IAC region 4 area in which application is made.* Nonprofit corporations that are based in another state must be registered in Indiana as a Foreign Corporation, have an IAC regional address, and provide arts activities within that region to be eligible.
**REGION 4 Eligible Counties: Benton, Carroll, Cass, Clinton, Fountain, Howard, Jasper, Montgomery, Newton, Pulaski, Tippecanoe, Tipton, Warren, White*
5. Be able to match your grant request dollar for dollar with combination of cash (at least 50%) and in-kind contributions. Match 3:1 if a college or university and 2:1 if a state agency.
6. Comply with all applicable federal, state and local laws and ordinances including but not limited to those which prohibit discrimination on the basis of race, color, national origin, sex, age or disability.
7. Not be receiving funding through any of the other Regional Initiative grant program (Annual Operating Support, I or II).

GENERAL RESTRICTIONS

The Regional Arts Partnership funding cannot be used for:

1. cash reserves; deficit reduction, or deficit elimination;
2. events in private dwelling places or other locations not open to the general public;
3. consumable supplies and materials not directly related to the project;
4. capital acquisitions (purchase of artwork,); capital expenditures (i.e., office equipment); restoration, or new construction of buildings;
5. costs of receptions, food, or beverages;
6. travel outside the United States;
7. indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities;
8. activities not associated with arts programs and services;
9. projects to be delivered outside the regional service area (region 4);
10. project expenses outside the state fiscal year (July 1– June 30); and
11. activities that are solely for the purpose of fundraising; private functions, religious services, lobbying activities, or any non-public activity.

One application per organization unless it is acting as a fiscal sponsor.

Annual Project Support (APS) and MINI Specifications

OBJECTIVES

- To provide general public access to quality arts and cultural activities, with special attention to underserved communities. *Underserved 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.
- To provide general public access to educational opportunities where Indiana citizens of all ages can learn about and experience different art forms and participate in arts activities.

WHO MAY APPLY

All organizations must meet the “general requirements” to apply.

Fiscal Sponsor

In this category, an organization that meets the “general eligibility” requirements may act as a fiscal sponsor for an organization that has incorporated as an Indiana nonprofit but has not yet received its tax-exempt status. When this happens, the fiscal sponsor is the applicant of record. **Contact TAF if you intend to apply through a fiscal sponsor.**

ELIGIBLE ACTIVITIES

The Arts Project Support Program (APS) provides funding to Indiana arts and *non-arts organizations** to support a ***distinct aspect of the organization’s arts activities***, such as a one-time event, a single production, an exhibition, an educational seminar, or series of related arts activities, such as art classes or training sessions.

Projects may include, but are not limited to: concerts; theater productions; visual art exhibits; presenter touring programs; artist residencies in schools or other community settings; or a broad range of arts-related services for Indiana citizens, artists, arts organizations, and communities.

The Mini Grant Program provides funding to Indiana arts and non-arts organization for new or existing arts projects and activities.

* *Non-arts organizations* do not have the arts as their primary mission. They include pre-K, elementary, secondary schools, and, in some cases, colleges and universities; senior centers; parks and recreation departments; civic and community service organizations; professional associations; public libraries; public broadcast stations; health and human service agencies; and other public agencies and private nonprofit tax-exempt community based organizations.

RESTRICTIONS

- See page 1 for ineligible expenditures.
- All FY2011 projects must take place between July 1, 2010 and June 30, 2011.
- The funded project must occur in the Region 4 service area.

REQUEST AMOUNT

APS: Maximum Request: \$5,000 or up to 50% of allowable project expenses, whichever is less.

**MINI: Maximum Request: \$1000
Minimum Request: \$500.00**

LOCAL MATCH REQUIREMENT

In General:

1. applicants must match Regional Arts Partnership funds on a dollar-for-dollar basis;
2. match may be a combination of cash and the value of necessary donated goods and services; and
3. at least 50% of the local match must be cash.

Exceptions:

1. All state colleges and universities must match each Partnership dollar with at least three dollars cash (3:1)—from documented non-state funds. All state agencies must match at least 2:1 cash.

EVALUATION CRITERIA AND REVIEW PROCESS

Evaluation Criteria

Panelists will review each application based upon the following 3 criteria.

1. **Administration:** Extent to which applicant organization demonstrates ability to successfully design and implement the project (effective planning, financial responsibility, leadership). 30 points
2. **Project Quality:** Extent to which the project demonstrates artistic or cultural quality and innovation. 30 points
3. **Outreach/Community Impact:** Extent to which project reaches underserved audiences and provides meaningful arts experiences for the target audiences. 40 points

Required Application Information

- Applicants must complete their application electronically through the IAC online grant system by the required due date. Electronically submitted applications are legally binding and support documents are for a uniform review of the application.
- Submit requested materials only. Please do not submit additional materials that have not been requested. Submitting extra materials may make your application ineligible.

Advisory Panel Review Process

The Tippecanoe Arts Federation and the Indiana Arts Commission have established an advisory panel process to assist in its evaluation of grant applications. Panels will be appointed by TAF and will be composed of persons who are knowledgeable in the arts, not-for-profit management, and/or community development. Regional Arts Partners will strive to balance advisory panel composition with consideration to race, gender, regional representation, and special needs.

The Advisory panel will convene on May 19, 2010. Panelists will review all applications and evaluate how well each addresses the three review criteria. Following each application, TAF will announce the applicant score. After the panel review sessions, TAF will use a funding formula that takes into consideration the panel's ratings and available funds to determine funding recommendations. Panel meetings are open to the public for observation and will be recorded. Applicants are highly encouraged to attend. Applicants cannot lobby panelists on behalf of their applications before, during, or after the panel meeting.

Ratification

The Board of the Directors of TAF will review and ratify all FY2011 funding recommendations prior to July 1, 2010. The meetings are open to the public for observation and may be recorded.

RECONSIDERATION POLICY AND APPEAL PROCESS

At the Regional Level:

The reconsideration process is designed to review the **method** and **fairness** of the Regional Arts Partner's 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.

Applicants may request reconsideration of a funding decision if the applicant can demonstrate: **1)** the panel or review team used criteria other than criteria published in the grant guidelines; and/or **2)** there was influence by a staff person or volunteer panelist having a conflict of interest; or **3)** required information submitted by the applicant was withheld from consideration.

Applicants must send a formal letter to the Executive Director of the Regional Arts Partner (TAF) stating the reason for reconsideration, based on one or more of the three points above, and evidence of the grounds for the appeal. The letter must be received within 30 days of notification from the regional partner of the grant award in question. The regional partner's (TAF's) Executive Director will determine if there is reasonable basis for an appeal.

- If no basis is found, the Regional Arts Partner will notify the appellant of the decision within 10 days of receipt of the Applicant's letter. The Executive Director's decision is final and may not be appealed further.
- If the Director finds there is basis for an appeal, an appeals committee, appointed by the Chairperson of the Board, will review the situation and make recommendations to the full Board of Directors at its next business meeting. The Organization will notify the appellant of the Board's decision within 10 days. With one exception, the Board's decision is final and may not be appealed further. (See below.)

At the State Level

Applicants to any Regional Arts Partner may request a review of the Regional Arts Partner's decision if the applicant can demonstrate that the Regional Arts Partner violated its own appeals process in determining the outcome of the applicant's appeal at the regional level. The state level review is not available to applicants whose request for appeal was found to have no basis by the Regional Arts Partner's executive director.

The state level process is limited to a review of the implementation of the Regional Arts Partner's appeal process. The state process is not intended to impose a different judgment over the Regional Arts Partner decision but rather to ascertain if the Regional Arts Partner correctly followed its own appeal process in making a decision.

The applicant must send a letter to the Executive Director of the Indiana Arts Commission stating the reason for the appeal and evidence to support the grounds for appeal. The letter must be sent within 10 days of notification of the Regional Arts Partner's decision. The IAC Executive Director will determine if there is reasonable basis for an appeal.

- If no basis is found, the IAC's Executive Director will notify the appellant of the decision within 10 days of receipt of the applicant's letter. The IAC's Executive Director's decision is final and may not be appealed further.

- If the IAC’s Executive Director finds there is basis for an appeal, an appeals committee, appointed by the Chair of the Commission, will review the situation and make recommendations to the full Commission at its next business meeting. The investigation will involve consultation with the Regional Arts Partner and other parties as applicable. The IAC will notify the applicant and the Regional Arts Partner of its decision within 10 days of Commission action. All decisions of the Commission are final, binding on the Regional Arts Partner, and may not be appealed further.

INFORMATION ABOUT THE GRANTORS AND PARTNERSHIP

ABOUT THE INDIANA ARTS COMMISSION (IAC)

The Indiana Arts Commission (IAC), a state agency, was established in 1967 to increase the support, awareness, and outreach of the arts in communities across the state. The Commission administers and distributes funds for arts programs and services appropriated by the Indiana General Assembly and the National Endowment for the Arts (NEA). For more information about the Indiana Arts Commission (IAC) call (317) 232-1283 or visit www.in.gov/iac

Indiana Arts Commission long-term goals

- Support the Regional Arts Partnership
- Increase public awareness of the arts and the role of the IAC
- Support arts education statewide
- Support individual artists

Grantsmaking philosophy

The Indiana Arts Commission recognizes the importance of public financial support to sustain a wide variety of artistic disciplines and expressions within Indiana. **Grants serve as an incentive for developing and strengthening the capacity of communities to plan and implement quality arts activities.** All funding decisions will be made in open processes that meaningfully involve citizens in decisions about how state and federal tax dollars will be used to support the arts in each region and statewide.

Conflict of interest policy

Board members, staff and volunteers of the Indiana Arts Commission, the Tippecanoe Arts Federation and applicant organizations must declare conflicts of interest that may preclude their impartial participation in decisions concerning state or regional policies, services, or the allocation of statewide or regional arts funding. These individuals cannot participate in related discussions or decisions when a conflict of interest is declared.

THE REGIONAL ARTS PARTNERSHIP (RAP)

About the Initiative

In 1997, the Indiana Arts commission (IAC) and 12 community-based organizations jointly established the Indiana Regional Arts Partnership, a collaborative project to enhance support for arts and cultural activities statewide, especially in underserved areas. The Regional Arts Partner (RAP) program is a network of 12 regional partners developed to enhance the delivery of art services and move the decision-making about state and federal arts funding closer to the arts community and the arts consumer. The Indiana Arts Commission envisions that not only will arts organizations have better access to services at the regional level, but also that there will be increased public awareness of and advocacy for public support and access to the arts at the community level.

The Tippecanoe Arts Federation is the Regional Partner for IAC's Region 4 comprised of the following 14 counties: *Benton, Carroll, Cass, Clinton, Fountain, Howard, Jasper, Montgomery, Newton, Pulaski, Tippecanoe, Tipton, Warren, and White*

Each of the 12 Regional Arts Partners work in cooperation with the IAC to provide four core services to artists, arts providers, and arts consumers. The core services are: regional and cultural planning, grants making, information and referral services, and technical assistance.

Mission of the Regional Arts Partnership

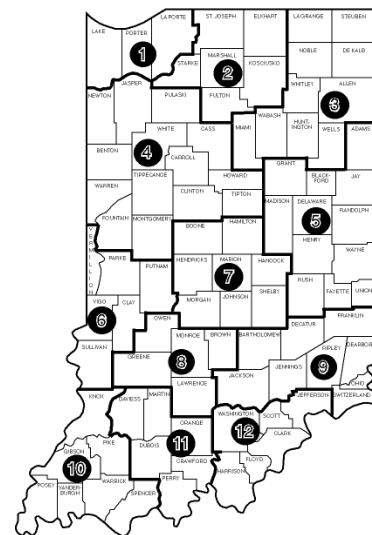
The mission of the Regional Arts Partnership is to provide broad, local access to services and funding opportunities for the arts throughout the state of Indiana. Available services include but are not limited to information and referral, technical assistance, cultural planning, and regranting of state and federal funds. In collaboration with the IAC, the Regional Arts Partnership exists to promote participation in and advocacy for the arts in Indiana.

The Regional Arts Partners

The Indiana Arts Commission (IAC) developed the Regional Arts Partnership in order to be more responsive to each region throughout Indiana and to provide citizens a more direct role in allocating state arts resources. Visit www.in.gov/iac for contact information for Regional Partners outside of Region 4.

Designated Indiana Regional Arts Partners

- Region 1: South Shore Arts
- Region 2: Community Foundation of St. Joseph County
- Region 3: Arts United of Greater Fort Wayne
- Region 4: Tippecanoe Arts Federation**
- Region 5: Arts Place
- Region 6: Arts Illiana
- Region 7: Arts Council of Indianapolis
- Region 8: IAC
- Region 9: Columbus Area Arts Council
- Region 10: Arts Council of Southwestern Indiana
- Region 11: Jasper Community Arts Commission
- Region 12: IAC



THE TIPPECANOE ARTS FEDERATION (TAF)

The mission of the Tippecanoe Arts Federation (TAF) is to promote the role of arts in the region and to facilitate artistic activities of member organizations. TAF is the umbrella organization to over 120 member organizations and arts council for fourteen counties. TAF provides: educational opportunities in visual, performing, and literary arts; outreach programs for both underserved communities and at-risk youth; and funding for capital and operational expenses to fellow arts organizations region-wide.

Established in 1976, the Tippecanoe Arts Federation serves as a model for arts advocacy by promoting the role of the arts and serves as the Region 4 Arts Partners of the IAC. Through this partnership, TAF provides grants, information and referral services, and cultural assessment planning, and technical assistance to individuals and organizations.

WHAT HAPPENS WHEN A GRANT IS RECEIVED

Notification of First Payment

All applicants will be notified in writing of grant decisions in June 2010. Grant award winners will receive packs containing an award letter, a budget modification form, a service contract and other pertinent materials that **must be completed, signed and returned** to TAF before the grantee's first payment can be processed.

Grant Agreement

TAF will issue a grant agreement to each grantee. The agreement specifies the conditions under which the grant is given and, when signed, that the grantee accepts the conditions. The authorizing official, the person in the organization legally designated to enter into a contract on behalf of the organization, should sign the agreement.

Acknowledgement Recognition Requirements

Grantees **must** credit the Tippecanoe Arts Federation, the Indiana Arts Commission (IAC) and the National Endowment for the Arts (NEA) for its support in **all publicity and printed materials**. Logos and credit lines must be included in prominent location and type size in all advertising, title panels, catalogues, flyers, posters, literature, film/video credits, news releases, printed programs, public broadcasts, promotion, and publicity. TAF will provide grantees with logos.

The credit line for activities receiving funding should read:

Provided with support from the Tippecanoe Arts Federation, the Indiana Arts Commission, a state agency, and the National Endowment for the Arts, a federal agency.

Award Ceremony

Grantees are encouraged to attend the mid to late October Bravo Brunch annual celebration of the arts. All grantees are recognized publicly and award checks are disseminated (if available) during the ceremony. Attendance is particularly important to show government leaders both the support and value of the arts.

Project/Budget Modification Form

All grantees must submit a revised budget and narrative description of the funded activit(ies) based on the *actual* amount of the grant. This report must be returned with the signed contract and becomes part of the contract. It modifies the original application, describing what will actually be done with the amount of funding that was awarded. The grantee will be held accountable for delivering the type and level of services explained in this report – not the original application.

Grantee Changes Effecting the funded Project

During the period of time covered by the contract, the grantee must give prior written notice to TAF of any major organizational changes which may affect the funded project, such as significant changes in budget, personnel, dates, scope of activities, etc.

Final Grant Report Requirement

All grantees must submit a final grant report by April 22, 2011. The deadline for submitting the final report will be identified in your contract. TAF will provide the final grant payment following receipt and review of the final grant report.

Record Retention

Grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes

of program or financial review by TAF or the IAC. Adequate records need to be maintained to substantiate all financial and program information reported to TAF for a period of no fewer than three years.

Late Penalties

Grantees are expected to hand in Final Grant Reports, Budget Modification Forms and Grant Agreement Forms **on or before** the day they are due. **Organizations that turn in their documents late will have points deducted from their score at the panel review session for their next application.**

COMPLIANCE REGULATIONS

PUBLIC MANIFESTATION

There must be a public manifestation of all funded activities within the year they are supported. *Public manifestation* means the project must result in a product or activity that is available to the public. *Available* means activities must be accessible to persons with special needs and open to the audience, participants, or public, either free or by reasonable admission or service charge.

CIVIL RIGHTS

The Indiana Arts Commission and the Regional Arts Partner comply with all state and federal laws and regulations concerning civil and human rights and must assure that programs, awards, and employment practices are free of any discrimination based on race, color, national origin, physical disability, religion, gender, or age.

Your signed contract indicates that the funded organization understands and is in compliance with these laws:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Opportunity Act of 1972 (Public Law 92-261).
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) provides that no otherwise qualified handicapped individual in the United States, as defined in the law, shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

The term *handicapped individual* means *any person who(a) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment.*

- Americans with Disabilities Act of 1990 which provides for nondiscrimination in public accommodation on the basis of disability.
- Title IX of the Education Amendments of 1972 which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.
- The Age Discrimination Act of 1975 that provides for nondiscrimination in federally assisted programs on the basis of age.

DRUG FREE WORKPLACE

The Drug Free Work Place Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispersion, possession, or use of controlled substances in the grantee's workplace or work site.

FAIR LABOR STANDARDS

Applicants must follow Fair Labor Standards which provide that all professional performers and related or supporting professional personnel employed on projects or productions that are financed in whole or in part by this grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for people employed in similar activities.

No part of any project or production that is financed in whole or in part under this grant will be performed or engaged in under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in a project or production. Compliance with the safety and sanitary laws of the state in which the performance or part thereof is to take place shall be *prima facie* evidence of compliance.

GRANT WRITING TIPS

Grant writing instructions are available through the online system. If you see this sign: **help**, that means there are instructions or additional information available for reference.

General Grant Writing Tips

When you submit an application to the Tippecanoe Arts Federation, you are competing with other worthy organizations for funding. Whether you are new to grant writing or a seasoned veteran, please consider following a few basic grant-writing strategies that will help strengthen your application.

1. Review the guidelines and instructions carefully.
2. Plan ahead. Before developing the first draft of the application, gather the appropriate information:
 - 2010 (FY11) organizational calendar (administrative activities, arts programs, etc.)
 - Demographic information
 - Last year's application (if applicable) and panel review notes
 - Budget information
3. Consult with the TAF Regional Services Director on any questions. We can advise on the appropriate grant program for your organization or project, answer questions related to the guidelines, and even review draft applications (March 26).
4. When drafting the application – **SAVE OFTEN!** Unless your work is routinely saved, unforeseen incidents such as a computer lock-up will cause lost data and work time.
5. Be concise. Longer does not necessarily mean stronger. Concentrate on the basics – who, what, when, where, why, and how. **DO NOT** upload additional pages. If the box is too small for your answer, you are not being concise enough.
6. Remember that the information contained in your grant application will be the first contact the panelists have with your organization.
7. Allow yourself enough time to write, edit, and assemble the necessary materials for your grant application.
8. Make sure the narrative and budget match.
9. Double check for grammatical and typographical errors. These small details may negatively impact panelists' perception of your organization. We **HIGHLY** recommend having someone else read your application prior to submission.
10. Most importantly, submit your application on time. TAF cannot accept application received after the deadline.
11. On your budget pages, be sure the income and expense totals match. Further, follow the guidelines below for in-kind donations and services:

An **in-kind** donation is a gift of goods and services. In-kind goods and services are typically goods and services that your organization would have to otherwise buy if they hadn't been donated. The value of the donated supplies or services may be recorded as the amount that your organization would have to pay for similar items.

In-kind gifts should be mirrored in your budget. You should have a line item for "in-kind" in both the income and expense sections of your budget (in-kind income = in-kind expense). For example, if you have in-kind printing worth \$1,000. Then you would list "in-kind printing- \$1,000" in the income section. And you would list "in-kind printing- \$1,000" in the expense section.

When you receive an in-kind gift, the donor will often send you a note or letter placing a value on the gift. For example, when an artist donates an original art piece for your silent auction, they will often tell you that the value is X dollars. Many, many organizations will then send them a thank you/acknowledgement letter saying, "Thank you for your generous gift of your original art valued at X dollars." THIS IS WRONG. Never place a value on an in-kind gift. Even if the value is told to you by the donor, and they ask you to send a letter with that value, you still can't. By law, non-profit organizations cannot provide a value of an in-kind gift to a donor.

The following CANNOT be claimed as in-kind services:

- services that are designed to be provided by volunteers;
- periodic volunteer services for fund raising;
- professional personnel engaged in research or training activities without pay or with a nominal allowance;
- value of time donated by the organization's board of directors and board committee members in carrying out governance activities; and
- services that are provided free or at reduced cost as a condition of employment (such as the use of employee-owned vehicle, etc.)

Applicants must keep a written record of each contribution of in-kind donations of materials and services; this record must be maintained so that it can be audited. The written record should include: organization name, donor name and signature, date, description of the donated item or service, the value of the donated item or service (as assigned by the donor) and the signature of the person receiving the donation on behalf of the organization

ATTACHMENTS

The ***** denotes the document is required. The application cannot be submitted electronically without the document uploaded.

All documents must be in PDF or DOC format. If you have any questions or need technical assistance, please contact Paige Sharp at 800-765-2787; 765-423-2787; or rsd@tippecanoearts.org.

FY11 Grant Timeline and Process

(July 1, 2010 – June 30, 2011)

January 29, 2010	Online Applications go Live
February 2010	Grant Workshops at TAF in Wells Building (Wells Community Cultural Center, 638 North St., Lafayette, IN 47901) 2/11/10 10-11:30am AOS Levels I&II 2/11/10 4-5:30pm APS/Mini Offsite Workshops: TBA
March 2010	Applications submitted for draft review due by March 26.
April 2010	<u>Applications due April 16, by 5pm Eastern</u> (Applications received through online system) Applicants will be informed if their application is eligible for review
May 2010	Panel Review Sessions: May 19 (APS/Mini) May 20 (AOS) You are encouraged to attend your Panel Review Session. TAF will notify you prior to the Panel Sessions of the date and order in which your application will be reviewed. Applicants attending the grant review session are given an opportunity to correct a factual statement by submitting the proposed correction(s) in writing to the Regional Services Director who would then verify the factual error. If ruled valid, the Regional Services Director would bring it to the attention of the review panel. Organizations will receive their score after their application is reviewed by the panel.
July 2010	Determination and Notification of Grant Award Amounts (This is dependent upon the State Budget process). Grant Awards are Ratified by the TAF Board of Directors Grant Contracts Disseminated to Grantees
August 2010	Agreements and Budgets due back to TAF TAF will explain the grant requirements/implementation process; including any additional paperwork and final grant reporting. Grantees must use trademark logos and credit lines for the Indiana Arts Commission, The National Endowment for the Arts, and the Tippecanoe Arts Federation.
September/October	Grant Awards Reception (Bravo Brunch) (first payment disseminated to grantees)
April 2011	Final Grant Report Due: April 22, 2011, 5:00pm EST