



## Tippecanoe Arts Federation 2016 NCHS Capital Grants Grant Guidelines

*Notes: Applicants are **required** to submit a letter of intent prior to submitting an application. Discussing proposals with the Executive Director of the Tippecanoe Arts Federation is highly encouraged.*

**Statement of Purpose:** The Tippecanoe Arts Federation (TAF) has established the Capital Grants program with funding from North Central Health Services, Inc. (NCHS) to assist Federation member organizations located in Benton, Carroll, Clinton, Fountain, Montgomery, Tippecanoe, Warren or White Counties. The funds are available for capital projects.

**Capital projects** include items with a lifespan of at least 5 years or a value of \$1000 or more. What will NOT be funded: projects that include what should have planned for as routine maintenance, for example, replacement of outdated equipment, roof and window replacement, furniture replacement, etc.

### **Eligibility:**

- Each applicant must be a member in good standing of the Tippecanoe Arts Federation. Good standing is defined as follows: 1) organization is current on dues payment, 2) organization has no outstanding invoices with TAF, and 3) organization has no outstanding grant reports.
- Applicants must maintain membership with TAF on an ongoing and annual basis.
- Applicant must have 501(c)(3) status and ownership of the capital equipment to be acquired or facility to be improved.
- In rare circumstances, public library arts and culture capital projects in rural, underserved communities may be eligible for consideration via a fiscal agent with 501(c)(3) status.

### **Timeline**

- Friday, June 17, 2016 at 4:30 p.m. Deadline for letter of intent.
- Monday, June 27, 2016. Notification of invitation to apply.
- Friday, August 19, 2016 at 4:30 p.m. Deadline for proposals
- Expenditures for these grants must be made between October 19, 2015 – July 1, 2017.  
*Failure to fully expend granted funds and submit a final grant report by July 1, 2016, will result in a funded organization becoming ineligible for future funding from this program*
- Wednesday, October 5, 2016: Signed grant agreements due.
- Wednesday, October 19, 2016: Grant Awards Reception
- 30 days following the completion of funded project: Final grant report submission including:
  - Final grant report (downloadable from [www.tippecanoearts.org](http://www.tippecanoearts.org))
  - copies of all invoices and proof of payment for expenses incurred with grant funds
  - copies of media releases and photographs
  - documentation of site visit

### **Proposal Content Overview:**

- Capital grant applications must show evidence that **thorough** planning and development has taken place. In the narrative portion of this application, you will be asked to 1) clearly define the project and its goals, 2) clearly state what long-term impact the project will have on your organization's work, 3)

how it will increase your organization's capacity to expand your services or serve a broader audience and 4) how will this project be sustained after.

- Capital funding proposals are required to provide the names of at least three vendors from which you have obtained competitive estimates or bids, and copies of the bids or estimates. *You are encouraged to obtain quotes from local vendors.*

### **Proposal requirements:**

- Application
- Organization's current operating budget
- IRS Determination Letter of Tax Exempt Status
- Organization's current strategic plan
- Audit, review or compilation for applicant's most recently completed fiscal year. No exceptions will be made to this requirement.
- Names and addresses of Board of Directors of organization
- Resume for the project coordinator who will be directly responsible for spending and accounting for these funds. The resume is limited to two (2) pages in length.
- Compliance of NCHS's "Acknowledgment of Support" document. Upon receipt of a grant from this program, you will be asked to sign the NCHS document and to comply with its conditions. *Failure to comply will eliminate your agency from future funding from this program.*
- A final grant report, submitted 30 days following the completion of funded project is required including the submission of copies of all invoices and proof of payment for expenses incurred with grant funds. Failure to submit these materials will result in your organization being declared ineligible for future funding from these grants.
- A site visit of your organization must be scheduled before the end of the grant period and prior to the submission of the final grant report. **It is the responsibility of the funded organization to schedule site visits.**

Incomplete applications or applications not submitted according to the instructions of the application form will be considered **ineligible** for review.