



Ann Fields Monical  
Chief Operating Officer  
Tippecanoe Arts Federation  
[coo@tippecanoearts.org](mailto:coo@tippecanoearts.org)  
(765) 423-2787  
[tippecanoearts.org](http://tippecanoearts.org)

## Region 4 Arts Project Support FY2021 Guidelines

### About the Program

Arts Project Support (APS) grants provide 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 that are open to the public or directed toward a specific Indiana audience that will benefit from the project that take place during the grant period. APS is administered by Regional Arts Partners (RAP) (<https://www.in.gov/arts/2482.htm>) across the state, as part of the Indiana Arts Commission's (IAC) Regional Initiative Grant (RIG) Program (<https://www.in.gov/arts/regionalinitiativegrant.htm>), in alignment with the IAC public Funding Imperatives (<https://www.in.gov/arts/3031.htm>). The IAC is funded by the Indiana General Assembly and the National Endowments for the Arts, a federal agency. On behalf of the people of Indiana, the IAC advocates engagement with the arts to enrich the quality of individual and community life. Eligibility requirements for this grant program can be found on Page 2 of these guidelines.

### Objectives

To provide the general public access to quality arts and cultural activities, with special attention to underserved communities. Underserved communities are defined as 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.

*\*Non-arts organizations do not have the arts as their primary mission. They include (but are not limited to) pre-K, elementary, secondary, schools, and, in some cases colleges and universities; senior centers; parks and recreation departments; civic and community service organizations; Main Street and other community development organizations; professional associations; public libraries; public broadcast stations; health and human service agencies; public agencies such as municipal and county governments; and private nonprofit tax-exempt community based organizations.*

### Request Amount and Match Requirement

APS applicants may request up to \$5,000 or up to 50% of allowable project expenses, whichever is less. All applicants must match IAC funds on a dollar-for-dollar basis; match may be a combination of cash and in-kind (value of necessary donated goods and services); and at least 50% of the local match must be cash.

**The total project budget must be at least twice the amount requested.**

Applicants may request no less than \$500. This Region's average grant in this category for FY2020 was \$3,518.

<b>Timeline</b>	<i>all times eastern</i>
Grant Period	July 1, 2020 - June 30, 2021
Applications Open	December 20, 2019
Deadline to request draft application review	February 21, 2020
Application Due	March 5, 2020, 4:30 p.m. eastern time
Panel Review	May 4, 2020
Award Notification	Early July 2020
First Payment (75%)	September - October 2020
Final Grant Report Due	July 13, 2021, 4:30 p.m. eastern time
Second Payment (25%)	July - August 2021

Before applying review the following:

- Important things to consider before applying (<https://www.in.gov/arts/2387.htm>); and
- Requirements for organizations (<https://www.in.gov/arts/2505.htm>).

**Applicant Eligibility Requirements**

All applicants must meet all of the following eligibility requirements:

1. Must be a private, nonprofit tax-exempt agency with either 501(c)(3) status from the Internal Revenue Service (IRS) OR be an Indiana public entity (part of city or county government);
  - a. An eligible tax-exempt organization may act as a fiscal sponsor/agent for an organization that has not secured their federal tax-exempt status. Please contact your Regional Arts Partner representative (the contact in these guidelines) if you will be using or acting as a fiscal agent for an application. Learn how to apply as a fiscally sponsored organization at [https://drive.google.com/open?id=1CrbYhTjp943\\_Nif\\_QGa1tQatRNOafE-f](https://drive.google.com/open?id=1CrbYhTjp943_Nif_QGa1tQatRNOafE-f).
2. Must be incorporated in the State of Indiana at the time of application and for the duration of the grant period;
3. Must be physically located in Indiana, have an address in the region to which the organization is applying, with the majority of its arts programming, services, or activities taking place in Indiana, and must primarily serve and engage Indiana audiences and participants;
4. Must have a DUNS number that reflects organization legal name and current physical address;
5. Must not have any outstanding Final Grant Reports due to the Indiana Arts Commission or the Regional Arts Partner;
6. Organizations whose primary purpose is higher education (e.g. universities, colleges, division of a college) are eligible to apply for those arts activities that clearly serve the needs of surrounding communities and involve community input during planning and implementation. Those activities that are credit-producing or oriented primarily to university students and the academic community are not eligible;

7. Must comply with all federal, state, and local laws and ordinances, including but not limited to those that prohibit discrimination on the basis of race, color, national origin, gender, sexual orientation, age, or disability; and,
8. An organization may apply for only one Regional Initiative Grant (APS, AOS I, or AOS II) in the same fiscal year. Further, it cannot apply to other IAC grant programs for the same project.

### **Eligible Program Expenses**

Funds awarded by the IAC may be used to support the following:

- Salaries;
- Administrative fees;
- Artistic fees;
- Staff development and training;
- Space and equipment rental;
- Promotional costs;
- Production costs, supplies, etc. needed to support the project activities; and
- Capital equipment expenditure - up to \$500 - providing it plays an integral part of the project being proposed (e.g. theatre rigging, exhibition pedestals).

### **Ineligible Program Expenses**

Funds awarded by the IAC may not be used to support any of the following:

- Cash reserves; deficit reduction, or deficit elimination;
- Events in private dwellings 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.), equipment, restoration, or new construction of buildings;
- Capital equipment expenditure that exceeds \$500;
- 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;
- Activities that are solely for the purpose of fundraising;
- Resale items purchased to sell (concessions and promotional merchandise);
- Private functions, religious services, lobbying activities, or any non-public activity; and
- Costs of entertainment, including amusement and social activities such as receptions, parties, galas, dinners, etc., and any associated costs including catering, alcohol, planning, staffing, supplies, etc. are unallowable.

### **Draft Application Review**

Draft reviews by Regional Arts Partners are available to first time applicants, and organizations who are not currently receiving funds from the IAC for general feedback and suggestions around application completeness and clarity. A review may be requested by emailing the Regional Arts Partner at any time the

applicant feels their application is complete. Reviews will be done in the order requests are received, and the deadline to request a draft review is February 21, 2020.

### **Application Eligibility and Review Eligibility**

- The application deadline is March 5, 2020 4:30 PM (EST). Late applications will not be eligible for review. Please note, no changes can be made to the application following the deadline.
- For consideration, the project must be arts focused and meet all of the applicant eligibility requirements.
- After receipt of completed application, the Regional Arts Partner will review materials to ensure that all required information was submitted, and the application is eligible for review. If any discrepancies are found (such as incomplete answers or uploads), the application may be ineligible for review.

### **Review Process**

Each eligible application will be reviewed and scored by a conflict-free panel of field professionals. The panel review will take place in the spring and will be open to applicants and the public for observation and may be recorded (although the audio quality 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. The panel location and date will be posted on the RAP website and/or IAC website.

Applications will be scored on a 100-point scale. The scores will be included as part of a funding formula to assist with the allocation of grant awards. Applications that have a total score of 75 and over will be eligible for funding. Evaluation criteria details can be downloaded as a PDF by clicking [https://docs.google.com/document/d/19RvBFncCKTANJMh0g\\_Kj6W-A1uYDWe4dxl5ZHNPegro/edit?usp=sharing](https://docs.google.com/document/d/19RvBFncCKTANJMh0g_Kj6W-A1uYDWe4dxl5ZHNPegro/edit?usp=sharing). Information submitted in the application will be reviewed according to the following evaluation criteria:

- **Artistic Quality** (30 points): Relative to the budget size of the organization, the extent to which the applicant demonstrates a committed effort to provide its audience a meaningful, impactful, and quality and/or authentic artistic experience(s).
- **Community Engagement & IDEA** (40 points): Extent to which there is an active, two-way, ongoing relationship between the applicant and community in the planning, participation and evaluation of the proposed activity(ies), which includes intentional strategies for inclusion, diversity, equity, and access (IDEA).
- **Project Management** (30 points): The extent to which the applicant organization can demonstrate the ability to successfully design and implement the project through effective planning, financial management, staffing and evaluation.

### **Grant Award Determination**

Following the panel meeting, a Commission-approved funding formula is applied that takes into consideration the panel's ratings, number of eligible applicants, and available funds to determine specific grant recommendations.

The Indiana Arts Commission will review and ratify the grant awards at its June quarterly business meeting. Commission meetings are open to the public for observation and may be recorded. All applicants will be notified after the Commission meeting.

**Ready to apply?**

Only applications submitted online will be accepted, except in the case of ADA accessibility accommodations. To access the application in the online system visit <http://www.in.gov/arts/apply>. For accessibility accommodation requests, contact Stephanie Haines [shaines@iac.in.gov](mailto:shaines@iac.in.gov) or 317-232-1274. For technical concerns with the online system, contact Deanna Poelsma at [dpoelsma@iac.in.gov](mailto:dpoelsma@iac.in.gov) or 317-232-1278.