



## **FISCAL YEAR 2024 | GUIDELINES**

# **ARTS PROJECT SUPPORT**

**APPLICATION DUE MARCH 9, 2023 BY 11:59 PM EST  
INDIANA ARTS COMMISSION**

# ABOUT THE ARTS PROJECT SUPPORT PROGRAM

Are you an Indiana nonprofit organization looking for funding to support your arts project? Look no further. Arts Project Support (APS) grants provide funding to Indiana 501c3 nonprofit organizations and public entities looking to support a specific arts project or arts activities. Some examples of eligible projects include a one-time art event, a single performance, an exhibition, an educational workshop, or series of related arts activities such as art classes or training sessions that are open to the public whether free or for a fee.

APS is a program of the Indiana Arts Commission (IAC) and administered by its Regional Arts Partners (RAP) across the state. That means your direct contact for the program is your [Regional Arts Partner](#).

## About Us

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 community life and works to ensure equitable access to the arts so that all Indiana residents can benefit.

## Contacts

**Application, Eligibility, and Guidelines Questions?**

[Contact your Regional Arts Partner](#)

**Help or Technical Assistance with the Online Grant System?**

Contact [grantsadmin@iac.in.gov](mailto:grantsadmin@iac.in.gov)

**Need Accessibility Accommodations?**

Contact Stephanie Haines, [shaines@iac.in.gov](mailto:shaines@iac.in.gov) or 317-450-9973

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# GRANT PROGRAM OBJECTIVES

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This grant program has the following objectives: provide the general public access to quality arts activities, with special attention to underserved communities, and support Indiana artists who are a vital part of Indiana's economy and community life.

## DEFINITIONS

- **“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 as substantiated by the applicant.
- **“Public Access”** means the project must result in a product or activity available to the public. “Available” means activities must be accessible to persons with disabilities and open to the audience, participants, or public, either free or by reasonable admission or service charge.

## MAKING THE PROJECT ACCESSIBLE TO ALL

Recipients of public funding are required to make reasonable efforts for projects to be accessible to the public. Applicants should consider physical and programmatic accessibility as an integral part of the planning and budgeting process. Accessibility involves both the location (the facility) and the content (the activity or product). Thinking about accessibility issues in the early design and planning stages of a project (e.g., accessible websites, sign language interpreters, recordings of printed materials, audio-description describers, or large-print labeling) is key to ensuring that persons with disabilities will be able to participate.



For information and resources:  
[bit.ly/3eXjCFF](https://bit.ly/3eXjCFF)

## ELIGIBLE NONPROFIT & PUBLIC ENTITIES

Indiana-based arts organizations, non-arts organizations, and public entities are all eligible to apply for this grant. The IAC defines non-arts organizations as 501c3 nonprofits that do not have the arts as their primary mission. Eligible non-arts organizations and public entities 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. Arts organizations are 501c3 nonprofits whose mission and primary work are arts related.

## ELIGIBLE NONPROFIT & PUBLIC ENTITIES

APS applicants may request up to \$5,000 to support their arts project. Grant funds must be used for allowable expenses only. (See below for more detail on allowable expenses.) **There is no match requirement for Arts Project Support in Fiscal Year 2024.**

# PROGRAM TIMELINE

Draft reviews by Regional Arts Partners are only available to first-time applicants and organizations who are not currently receiving funds from the IAC. Reviews are only for general feedback and suggestions around application completeness and clarity and does not guarantee funding. 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 23, 2023.**

## Grant Cycle Dates

Fiscal Year 2024 Grant Cycle: July 1, 2023 through June 30, 2024

## Pre-Application

Applications Open.....Jan. 4, 2023

Draft Review for New Applicants Due.....Feb. 23, 2023

**Application Due: March 9, 2023 11:59 PM (EST)**

## After Application Submission

Public Panel Review.....April 20-May 4, 2023

Commission Approves Grants.....June 9, 2023

Applicants Notified of Status.....June 12, 2023

## If Funded

Next Steps Form Assigned.....July 2023

Grant Agreements are Processed.....July 2023-Sept. 2023

First Payment.....Oct. 2023

Final Grant Report Due.....July 13, 2024

# **BEFORE YOU APPLY..**

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Before you apply, it's important to know what you're getting into as state grants have a lot of moving parts. For example, the State of Indiana requires payment to be made by direct deposit. This means we require forms to ensure that happens. Take a look at the following to see what this is all about. Here's the good news – hundreds have gotten through it OK. And, once you've done it for the first time, it's much easier moving forward.

## **PRIVACY CONSIDERATIONS**

All documents submitted to the IAC are public and subject to a public information request. All grant applications are considered public documents and are reviewed and discussed in a public meeting. Applicants should therefore not include any information in the content of their application they would not want shared during the panel discussion.

## **PAYMENT SCHEDULES**

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) applicable state agencies. The second and final fiscal year grant payment will be for 25% of the total award. Funds will be approved for transfer to the grantee's bank account after the final grant report and any additional requirements have been submitted and approved. It takes approximately three months from the time the correctly completed forms are submitted until the recipient receives the payments (first and second).

## **RECONSIDERATION AND APPEALS PROCESS**

The reconsideration process is designed to review the method and fairness of an 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.

**Applicants may request reconsideration of a funding decision if the applicant can demonstrate:**

- The panel or review team used incorrect review criteria; and/or
- There was influence by an IAC staff person or IAC volunteer panelist having a conflict of interest; and/or
- Required information submitted by the applicant was withheld from consideration.

**To file an appeal, the applicant must send a formal letter via email to the IAC Executive Director**

1. Stating the reason for reconsideration of the IAC funding decision based on at least one of the three points above.

2. The letter must be received within 30 days of notification of the IAC funding decision in question.
3. If deemed viable, an appeals committee appointed by the IAC Chair will review all appeal requests and make recommendations to the full Commission at its next business meeting.
4. All decisions of the Commission are final and may not be appealed further.

## REQUIREMENTS FOR GRANT RECIPIENTS

- To receive an IAC award, you'll be expected to:
- Certify and comply with civil rights statutes that govern nondiscrimination in federally assisted programs ([view the NEA's civil rights FAQs](#))
- Complete the electronic contracting process
- Follow the IAC process for modifying a grant proposal (as needed)
- Follow funding acknowledgement requirements
- Submit public official thank you with the final grant report
- Submit your final grant report by the due date and provide detail (including documentations as required) on how funds were used.



Learn More  
About Grantee  
Requirements  
[bit.ly/IACgrantees](https://bit.ly/IACgrantees)

## GRANT AGREEMENT AND COMPLIANCE

Recipients must sign a grant agreement. Grant agreements will be issued following Commission approval at the 2023 June meeting. To be considered an active grant recipient and receive funding, recipients must sign a grant agreement and meet the requirements therein.

## MAINTAINING GOOD STANDING

To receive IAC funds, a grant recipient must maintain its good standing with IAC during the grant period. A grant recipient is in good standing if it:

- Fully and completely meets all requirements as stated in the grant agreement for the duration of the grant period;
- Accurately represents its organization and its activities in all documents submitted to IAC. This includes, but is not limited to, the eligibility check, application, final report and all other reports and forms;
- Continues to meet the eligibility criteria.

A grant recipient not in good standing with IAC will be officially informed of this status in writing.

## IN ORDER TO CONTRACT WITH THE STATE OF INDIANA, THERE IS SOME FINE PRINT YOU MUST AGREE TO

- Follow the Americans with Disability Acts (ADA) requirements
- Be aware of state contracting requirements
- Be aware of federal contracting requirements
- Follow public manifestation, fair labor, drug free workplace, and civil rights standards
- Monitoring/records retention and tax responsibilities

# APPLICANT ELIGIBILITY REQUIREMENTS

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## AN APPLICANT MUST MEET **ALL** OF THE FOLLOWING ELIGIBILITY REQUIREMENTS:

1. Must be an Indiana-based 501c3 nonprofit organization, a unit of state or local government, an institution of higher education, or a federally recognized Indian tribal government;
  - A 501c3 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 wish to apply using a fiscal sponsor/agent. Learn more at [https://www.in.gov/arts/files/IAC\\_Fiscal-Sponsorship-Guidelines.pdf](https://www.in.gov/arts/files/IAC_Fiscal-Sponsorship-Guidelines.pdf)
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 not have any overdue and/or unresolved Final Grant Reports with the Indiana Arts Commission or the Regional Arts Partner;
5. Organizations whose primary purpose is higher education (e.g. universities, colleges, division of a college) are eligible to apply for arts activities that are open to the public and clearly serve the needs of surrounding communities and involve community input during planning and implementation. Activities that are credit-producing or oriented primarily to university students and the academic community are not eligible;
6. 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;
7. An organization may only apply for one of the following grant programs in the same fiscal year: APS or AOS;
8. APS funding may not be used for projects already supported by the Indiana Arts Commission (for example, more than one organization receiving APS funding for the same project is not allowable).

# EXPENSE ELIGIBILITY

The allowability of expenses is based on IAC policy, National Endowment for the Arts Legislation, and [2CFR 200](#).

## ALLOWABLE EXPENSES, BY CATEGORY

### Personnel

- Salaries and fees
- Contractors
- Artist contracts, honorariums, stipends
- Staff or contractor training, conferences

### Operations

- Rent or mortgage payments
- Utilities
- Space rental
- Promotion and marketing
- Printing
- Security
- Insurance
- Building Maintenance
- Personal Protective Equipment (PPE)
- Cleaning services
- Information Technology (e.g. software, captioning, streaming- including increased bandwidth, hardware, specialized audio-visual equipment, etc.)
- Fee subsidies for presenting services

### Capital Expenditures (not to exceed \$5,000)

- Equipment (purchase or rental) provided it plays an integral part of the project (for project support grants) or the organization's operations (e.g. theatre rigging, exhibition pedestals)
- Construction and renovation-type projects that are integral to an organization's mission or that facilitate accessibility (e.g., accessibility-related construction and renovation, substantial exhibition design, the installation of climate control systems for a museum, etc.) are allowable.
- Construction and renovation:
  - \* Project Support – must be integral to the project as in the project goal(s) could not occur without it.

### Programming

- Production or commissioning costs
- Consumable supplies
- Costs associated with the creation of a temporary or permanent piece of public art

## **NON-ALLOWABLE PROJECT EXPENSES, BY CATEGORY**

### **Operations**

- Cash reserves, endowment accounts, deficit reduction or elimination
- Taxes and interest
- Compensation to foreign nationals
- Visa costs
- Travel outside the United States
- Indirect costs or underwriting for programming, activities, and/or services by degree-granting colleges and universities outside of what is explicitly allowable for project-based grants.
- Cost of goods for resale
- Alcoholic beverages
- Donations and contributions
- Entertainment costs (such as receptions, parties, galas, dinners, community gatherings, etc.)
- Fundraising and Investment costs
- Lobbying
- Home office workspace
- Prohibited telecommunications and video surveillance services and equipment
- Regranting to individuals or other organizations
- Applications for projects that primarily present political, denominational, religious, or sectarian ideas or projects that enhance the property of religious institutions.

### **Capital Expenditures**

- Capital improvements, facility construction, structural renovations, and restorations not integral to an organization's mission or that facilitate accessibility
- Purchase of artwork
- The purchase of vehicles

### **Programming**

- Events not open to the public. (Project Support for schools, disability service organizations, and similar service agents with specific communities served, must include an event/activity that is open to the public).
- Projects or programs to be delivered outside the State of Indiana
- Activities and expenses outside the grant period
- Activities that are solely for the purpose of fundraising

# PANEL REVIEW PROCESS

All applications receive an initial review by the Regional Arts Partner to ensure that all required information was submitted and that the application is eligible for panel review. If any discrepancies are found (such as incomplete answers or uploads), the application may be deemed ineligible to move forward to panel review. Each eligible application will be reviewed and scored by a conflict-free panel of field professionals. The virtual panel review will take place online in April, will be open to applicants and the public for observation only, and will be recorded. Applicants may observe the panel reviews online but cannot lobby or address the panel on behalf of their application before, during or after the panel meeting.



Panel dates, time, and registration information will be posted on the RAP website and/or IAC website by April 11.

[bit.ly/iacproject](https://bit.ly/iacproject)

## GRANT REVIEW CRITERIA

Applications will be scored on a 100-point scale. The scores will be utilized as part of a funding formula that determines the allocation of grant awards. Applications must receive a total score of 75 or higher to be considered for funding. Information submitted in the application will be reviewed according to the following evaluation criteria:

**ARTISTIC QUALITY (20 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 artistic experience(s).

**ARTIST(S) BENEFIT (10 POINTS):** Extent to which the project will financially benefit and/or support the work of Indiana artists (e.g. budget includes artist stipend/honoraria and/or the extent to which the project will benefit artist(s)).

**COMMUNITY ENGAGEMENT (20 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),

**INCLUSION, DIVERSITY, EQUITY, AND ACCESS (20 POINTS):** Extent to which the project includes intentional strategies for inclusion, diversity, equity, and/or access (IDEA) for 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 as substantiated by the applicant.)

**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

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

## FUNDING PRIORITIES

While the Indiana Arts Commission would like to fund all eligible applications, the amount of available funding does not always make that possible. Committed to its organizational values and funding imperatives, the IAC's funding priorities for FY24 are as follows:

1. **Ensuring geographic access** to arts opportunities by first funding the highest scoring eligible application from each county in a region; and,
2. **Benefiting local or Indiana artists** by supporting applications that will directly financially benefit and/or support the work of Indiana artists; and,
3. **Increasing access to funding** by prioritizing eligible projects from applicants that are not current or past APS grantees.

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?

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Only applications submitted online will be accepted, except in the case of ADA accessibility accommodations. To access the application in the online system, [in.gov/arts/apply](https://in.gov/arts/apply).

# CONTACT INFORMATION: REGIONAL ARTS PARTNERS

The IAC welcomes applications from people with disabilities. For accessibility accommodation requests, contact Stephanie Haines [shaines@iac.in.gov](mailto:shaines@iac.in.gov) or 317-450-9973. For technical concerns with the online system, contact [grantsadmin@iac.in.gov](mailto:grantsadmin@iac.in.gov).

Questions about the program itself, application, and panel process should be directed to the applicant's [Regional Arts Partner](#).



## CONTACT INFORMATION

1. **Dave Mika**, South Shore Arts,  
[david@southshoreartsonline.org](mailto:david@southshoreartsonline.org)  
*Serves: Lake, La Porte, Porter*

2. **Kayla Myers**, Community Foundation of St. Joseph County, [kayla@cfsjc.org](mailto:kayla@cfsjc.org)  
*Serves: Elkhart, Fulton, Kosciusko, Marshall, Starke, St. Joseph*

3. **Philip Slane**, Arts United of Greater Fort Wayne, [pslane@artsunited.org](mailto:pslane@artsunited.org)  
*Serves: Adams, Allen, Dekalb, Huntington, Lagrange, Miami, Noble. Steuben, Wabash, Wells, Whitley*

4. **Tetia Lee**, The Arts Federation, [tetia@theartsfederation.org](mailto:tetia@theartsfederation.org)  
*Serves: Benton, Carroll, Cass, Clinton, Fountain, Howard, Jasper, Montgomery, Newton, Pulaski, Tippecanoe, Tipton, Warren, White*

5. **Braydee Euliss**, Community Foundation of Randolph County, [beuliss@randolphcountyfoundation.org](mailto:beuliss@randolphcountyfoundation.org)  
*Serves: Blackford, Delaware, Fayette, Grant, Henry, Jay, Madison, Randolph, Rush, Union, Wayne*

6. **Sherri Wright**, Arts Illiana, [sherri@artsilliana.org](mailto:sherri@artsilliana.org)  
*Serves: Clay, Parke, Putnam, Sullivan, Vermillion, Vigo*

7. **Ryan Shelton**, Nickel Plate Arts, [grants@nickelplatearts.org](mailto:grants@nickelplatearts.org)  
*Serves: Boone, Hamilton, Hancock, Hendricks, Johnson, Marion, Shelby*

8. **Sean Hildreth**, Brown County Community Foundation, [sean@bccfin.org](mailto:sean@bccfin.org)  
*Serves: Brown, Greene, Lawrence, Martin, Monroe, Morgan, Orange, Owen*

9. **Kim Wadholm**, Columbus Area Arts Council, [kwadholm@artsincolumbus.org](mailto:kwadholm@artsincolumbus.org)  
*Serves: Bartholomew, Dearborn, Decatur, Franklin, Jackson, Jennings, Ohio, Ripley, Switzerland*

10. **Anne McKim**, Arts Council of Southwestern Indiana, [anne.mckim@artswin.org](mailto:anne.mckim@artswin.org)  
*Serves: Daviess, Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh, Warrick*

12. **Alex Helton**, Madison Area Arts Alliance, [alex.artsherenow@gmail.com](mailto:alex.artsherenow@gmail.com)  
*Serves: Clark, Crawford, Floyd, Harrison, Jefferson, Scott, Washington*