



**Regional Arts Partner Contact Information
Arts United of Greater Fort Wayne**

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REGION 3 | ARTS ORGANIZATION SUPPORT | FY19 GUIDELINES

The Regional Initiative Grant (RIG) Arts Organization Support I program provides annual operating support for the ongoing artistic and administrative functions of eligible arts organizations that align with the Indiana Arts Commission’s [Public Funding Imperatives](#). Eligibility requirements for this grant program can be found on Page 2 of these guidelines.

Letter of Intent to Apply

The Letter of Intent (LOI) will determine program eligibility, and **all applicants not currently receiving arts organization support must submit a Letter of Intent** by January 17, 2018, 4:30PM EST and receive approval via a Notice of Eligibility to Apply to apply to this program. [Click here to access and complete the required LOI](#).

Timeline	
Grant Period	July 1, 2018 – June 30, 2019
Letter of Intent to Apply Due	January 17, 2018, 4:30 p.m. eastern time
Eligibility Notifications Sent to Applicants by	January 26, 2018
Application Due	March 1, 2018, 4:30 p.m. eastern time
Grant Review Panel	Spring 2018
Award Notification	Early July 2018
First Payment (75%)	September – October 2018
Final Grant Report Due	July 12, 2019, 4:30 p.m. eastern time
Second Payment (25%)	September – October 2019

In the Guidelines

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Applicant Eligibility Requirements

All applicants must meet all of the following eligibility requirements at the time of application:

1. Be an arts producing, promoting, presenting service or teaching organization as demonstrated by:
 - a. Significant evidence that it is viewed as an arts organization by its community;
 - b. Arts as core purpose, mission, and focus. The organization's Articles of Incorporation and/or Bylaws must reflect this core purpose;
 - c. The majority of public programs are arts programs and occur with regular, scheduled frequency throughout the year;
 - d. Facility space (indoor and/or outdoor) is utilized predominantly as arts production or arts activity space (as applicable);
 - e. A proportionate amount of operating budget is allocated to direct arts programs and services;
 - f. Provide significant, verifiable arts education-focused programming.
2. 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);
3. Must be incorporated in the State of Indiana;
4. 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;
5. Must have operating history as an Indiana-based arts organization for two consecutive full years before applying to the Arts Organization Support grant program for the first time;
6. Must have a governing body that is representative of the organization's service area;
7. Must annually implement program planning and evaluation processes with input from the community to be served;
8. Must have a DUNS number;
9. All grant recipients must provide a match for every dollar provided by the Indiana Arts Commission with one dollar of the organization's own funds. The match may be a combination of in-kind – at least 50% must be cash. The cash match can constitute funds from the applicant organization's budget.

Restrictions/Ineligible Applicants

Funding in the AOS I Grant Program will NOT be awarded for the following:

- Organizations whose primary purpose is not arts-based as defined by item number one above;
- Organizations whose primary purpose is educational or instructional e.g., schools, universities, colleges, etc;
- Entities that receive state-level operating support or non-project support directly from the Indiana General Assembly are NOT eligible for operating support. This includes any line items/support or contributions from the state within the organization's operating, facility, or other budgets or the organization being part of a larger state institution;
- Any organization whose sole or primary purpose is to fundraise (e.g., "friends of" groups, foundations, etc.) for an otherwise ineligible organization;
- Any organization with an outstanding Final Grant Report due to the Regional Arts Partner/Indiana Arts Commission;
- An organization may apply for only one Regional Initiative Grant (APS, AOSI, or AOSII) in the same fiscal year.
- If an organization has a foundation 501(c)(3) that exists to directly serve or benefit the organization, only one of the two entities may apply for a Regional Initiative Grant (APS, AOSI, AOSII, or AOSIII) in the same fiscal year.

Funding Restrictions

The funding from the grant award may be used to support most aspects of the arts organization's annual operating expenses (not including capital expenses). Acceptable expenses include artists' fees, administrative fees, staff development and training, space and equipment rental, promotional costs, personnel and production costs, and supplies needed to support the programming activities. IAC funds can provide fee subsidies to presenting organizations that wish to purchase the grantee's services.

The grant award funding may not be used to cover unacceptable expenses which include: cash reserves; deficit reduction, or deficit elimination; events in private dwellings or other locations not open to the general public; consumable supplies and materials; capital acquisitions (purchase of artwork, etc.); capital expenditures; equipment, restoration, or new construction of buildings; 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; and activities that are solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity.

Requirements of All IAC Grant Recipients

- Privacy Considerations
- Payment Schedules
- Reconsideration and Appeals Process
- Requirements of Grantees through Regional Arts Partners

Detailed descriptions of these requirements can be found online: IN.gov/arts/2387.htm

Application Review

After receipt of completed application, the Regional Arts Partner will review materials to ensure that all required information was submitted. If any discrepancies are found (such as incomplete answers or uploads), the application may be ineligible for review.

Each eligible application will be reviewed and scored by a conflict-free panel of professional peers. The panel review will take place in the spring of 2018 and will be open to applicants and the public for observation and may be recorded (although 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 Regional Arts Partner 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. Organizations that have a total score of 75 and over will be eligible for funding.

Evaluation criteria are each worth 25 points and are as follows:

- Community Engagement: The extent to which the applicant can demonstrate: (1) an active, two-way and ongoing relationship between the applicant and the community in the planning, participation and evaluation of the proposed project; and, (2) efforts towards community inclusion such as ensuring fair access and a diversity in participants including individuals with disabilities and other underserved populations.
- Organizational Excellence: The extent to which the applicant organization can demonstrate sound fiscal management and administrative policies and a demonstrable commitment to continuous improvement; and innovation in the preservation and development of the art form.
- Arts Education: The extent to which the applicant organization can demonstrate strategies designed to transfer specific training, skills, abilities and/or knowledge in the arts through publically recognized standards. (e.g. workshop leader has relevant experience; education standards are integrated if a school-based activity.)
- Artistic Quality: The extent to which an artistic activity demonstrates quality through one or more of the following considerations: artistic intent, inquiry, competency, authenticity, process or impact.

Grant Award Determination

Following the panel meeting, a Commission-approved funding formula is applied to determine the specific grant recommendations. The applicant does not request a grant amount. The grant amount is based on the average of the applicant's last three years of total cash income, panel's ratings, number of eligible applicants in the Region, and the dollars allocated to the Region.

The grant award cannot be more than 20% of the applicant's three year cash operating income average. These completed cash financial statements must have been approved by the organization's Board of Directors. The AOS I budget breakdowns are:

- < \$50,000 (Average FY2018 grant for this Region was N/A)
- \$50,000 to \$99,999 (Average FY2018 grant for this Region was \$5,834)
- \$100,000 to \$174,999 (Average FY2018 grant for this Region was \$6,807)
- \$175,000 to \$249,999 (Average FY2018 grant for this Region was N/A)

The Indiana Arts Commission will review and ratify the funding recommendations 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? 

Access the online system [IN.gov/arts/apply](https://www.in.gov/arts/apply)

ONLY online applications will be accepted.

ARTS ORGANIZATION SUPPORT I (AOS) GRANTS ARE OFFERED THROUGH THE INDIANA ARTS COMMISSION (IAC) REGIONAL INITIATIVE GRANT PROGRAM, AND ADMINISTERED BY THE REGIONAL ARTS PARTNERSHIP. THE IAC IS AN AGENCY OF STATE GOVERNMENT FUNDED BY THE INDIANA GENERAL ASSEMBLY AND THE NATIONAL ENDOWMENTS FOR THE ARTS, A FEDERAL AGENCY.