



ARTS UNITED OF GREATER FORT WAYNE, INC.

**REGIONAL ARTS COUNCIL HANDBOOK
2018**

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Contact Information

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I. Overview

The Regional Arts Council is facilitated by Arts United of Greater Fort Wayne. Partners are defined as nonprofit organizations, government entities and businesses that provide arts and cultural services in the communities of northeast Indiana.

Arts United of Greater Fort Wayne is deeply passionate about the success of art and culture. At our very core, we believe that music, dance, fine art, theatre, cinema, museums, historical sites, architecture, artful public spaces and more are critical to the prosperity of our region. The Regional Arts Council provides opportunities for arts and cultural organizations to collaboratively enhance northeast Indiana's quality of life.

II. Partnership Types

Nonprofit Partners: Private, nonprofit, tax-exempt agencies with 501(c)3 status from the Internal Revenue Service and incorporated in the State of Indiana OR an Indiana public entity. Nonprofit Partners may be:

- Organizations that operate with arts, culture and history as the organization's primary mission and/or purpose
- Organizations or divisions thereof which have demonstrated ongoing and dedicated artistic, cultural or historical programming for the benefit of the northeastern Indiana region

Business Partners: For-profit entities that exist to provide an artistic, cultural or historical service to the community at large and increase access to arts and culture for the general public. These creative business may include (but are not limited to) art galleries, studios, music halls, etc.

Partnership is approved by the Arts United Board of Directors.

III. Partnership Benefits and Opportunities

1. Advocacy and Promotion

- Recognition on Arts United's brochure, annual report and website
- Participation in the Taste of the Arts Festival
- Invitation to the annual Arts United Awards celebration and opportunity to submit award nominations
- Include your organization's information in the Arts & Culture Forecast, appearing in a weekly email blast and at www.artsunited.org. Information may include:
 - Events
 - Workshops and Classes
 - Job Opportunities
 - Volunteer Opportunities
 - Community Surveys
 - Calls to Artists
- Use of the Arts United logo in your organization's promotional material

2. Information and Technical Assistance

- Quarterly topical meetings and networking opportunities
- Periodic email updates to the Regional Arts Council with arts and cultural news, grant information, surveys, cultural planning opportunities and community development initiatives
- Professional development and training opportunities

3. Grants and Business Services available to Nonprofit Partners

- Eligible to participate in Arts United's Business Services Program (additional restrictions apply)
 - ArtsTix Community Box Office
 - Health, Dental and Life Insurance Plan
 - Payroll Processing
- Eligible to apply to the following grant opportunities (additional restrictions apply)
 - Amplify Art! crowdfunding program
 - Indiana Arts Commission Arts Operating Support
 - Indiana Arts Commission Arts Project Support
 - Nonprofit Arts Internship Initiative Grants, made possible by the Lincoln Financial Foundation
 - Arts United Operating Support Grants (criteria based eligibility)
 - Renaissance Fund Capital Grants (by invitation only)

4. Facilities

- Eligible for reduced rental rates in Arts United owned and operated facilities

IV. Partnership Requirements

1. Meet the following criteria.

- Organization, or division thereof, must have been in existence for at least one year.
- Organization, or division thereof, must be headquartered in twelve counties of northeast Indiana: Adams, Allen, DeKalb, Huntington, Kosciusko, LaGrange, Noble, Steuben, Wabash, Wells, and Whitley.
- Organization, or a division thereof, must have demonstrable involvement in the cultural life of the community or region.
- Cultural activities of the organization must be open to the public.

2. Complete a one-time application (see page 4)

- Application reviewed and approved by Arts United staff
- Vote of approval by Arts United Board of Directors

3. Comply with these annual requirements.

- Payment of annual partnership fee of \$25
- Placement of Arts United logo on printed materials when possible
- Participation in arts advocacy initiatives and promotional efforts

V. Annual Fund Drive

Arts United encourages your organization's support of the Annual Fund Drive for the arts. Through this joint fundraising effort, Arts United raises the funds needed to provide grants, facilities, business services, and leadership for the cultural community. By working together, we all benefit. Supporting the Annual Fund Drive is easy and fun! Here are some ideas:

- Announce the Annual Fund Drive before events.
- Speak about Arts United during Annual Fund Drive workplace campaign presentations.
- Provide free advertising space in your program or newsletter.
- Provide tickets, vouchers, coupons, and other prizes to encourage donors to give through their workplace campaigns and other Annual Fund Drive events.

VI. Partnership Application

In two pages or less, please provide the following information:

- Date of application
- Description of your status as a Nonprofit Partner or a Business Partner
- Organization name, address, phone number, and website
- Contact person name, title, address, phone number and e-mail
- Executive director/owner name, title address, phone number, and e-mail (if different from contact person)
- Mission or purpose statement
- Brief description of your organization's history and major programs
- Brief description of the methods for securing funding for your organization
- Brief description of your organization's plans for the next three years

Nonprofit Applicants: Include the following attachments with your application. Business Partner applicants do not need to include the following attachments.

- List of organization's current board of directors and staff
- One copy of organization's by-laws
- One copy of current budget, IRS Form 990, audit, or other proof of fiscal responsibility
- One copy of certification of nonprofit status as provided by the IRS (if available)

Please return application and requested documentation to:

Arts United of Greater Fort Wayne
Attn: Regional Arts Council
300 E. Main Street
Fort Wayne, IN 46802