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# REGIONAL ARTS CONNECTION PARTNER HANDBOOK

FACILITATED BY  
**ARTS UNITED OF GREATER FORT WAYNE, INC.**

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## Contact Information

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## I. Overview

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. Facilitated by Arts United, the Regional Arts Connection provides opportunities for arts and cultural organizations to collaboratively enhance Northeast Indiana's quality of life.

The purpose of the Regional Arts Connection program is simple but vitally important to strengthening our diverse cultural community: to provide a networking forum for area artists and nonprofit administrators, to assist them in achieving their goals, and to help further public awareness of the arts in Northeast Indiana.

## II. Partnership Types

Partners are defined as **dues-paying individuals, nonprofit organizations, government entities, and businesses that provide arts and cultural services** in the communities of Northeast Indiana. Partners should fall within one of the three following areas:

**Individual Partners:** Emerging and established artists, creatives, supporters, and arts advocates located in communities throughout Northeast Indiana.

**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.

## III. Partnership Requirements

### 1. Meet the following criteria.

- Individuals must reside within or be employed by an entity headquartered in one of twelve counties of northeast Indiana: Adams, Allen, DeKalb, Huntington, Kosciusko, LaGrange, Miami, Noble, Steuben, Wabash, Wells, and Whitley.
- Organization, or division thereof, must be headquartered in one of the aforementioned twelve counties.
- Organization, or division thereof, must have been in existence for at least one year.
- 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

- 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 \$25.00
- Submit an annual Partnership Renewal form
- Placement of Regional Arts Connection/Arts United logo on relevant promotional materials, when possible
- Placement of Arts Campus Fort Wayne branding on promotional materials, when applicable
- Participation in arts advocacy initiatives and promotional efforts

### IV. Partnership Benefits

		NONPROFIT	BUSINESS	INDIVIDUAL
ADVOCACY & PROMOTION	Inclusion of your information in the Arts & Culture Forecast, appearing in a weekly email blast and at <a href="http://www.artsunited.org">www.artsunited.org</a> . Information may include: <ul style="list-style-type: none"> <li>• Events, Workshops, and Classes</li> <li>• Job/Volunteer Opportunities</li> <li>• Community Surveys</li> <li>• Calls to Artists</li> </ul>	✓	✓	✓
	Invitation to the annual Arts United Awards celebration	✓	✓	✓
	Participation in the Taste of the Arts Festival	✓	*	*
	Recognition on Arts United’s brochure, Annual Report, and website	✓	✓	✓
	Use of Arts Campus Fort Wayne branding in promotional material	*	*	*
	Use of Arts United logo in promotional material	✓	✓	✓
INFORMATION	Use of Northeast Indiana Regional Arts Connection logo	✓	✓	✓
	Free professional development and networking opportunities throughout the year (approximately 6 per year). Previous topics have included: <ul style="list-style-type: none"> <li>• Nonprofit Sustainability</li> <li>• Adapting Programming &amp; Ensuring Access</li> <li>• Organizational Collaboration</li> </ul>	✓	✓	✓
	Invitation to Arts United’s annual Grants Workshop	✓	✓	✓
	Monthly email updates with arts and cultural news, grant information, surveys, cultural planning opportunities, and community development initiatives.	✓	✓	✓
BUSINESS SERVICES	Receive a copy of our Annual Report	✓	✓	✓
	Eligible to participate in Arts United’s Business Services Program, including: <ul style="list-style-type: none"> <li>• Health, Dental, and Life Insurance Plan</li> <li>• Payroll Processing</li> </ul>	*		
	Eligible to utilize Arts United’s ArtsTix Community Box Office	*		
	Eligible to utilize Arts United’s Originals Performance Incubation Program at the Parkview Physician’s Group ArtsLab	*	*	*
FACILITIES	Technical assistance when applying for Arts United administered grant programs, including: <ul style="list-style-type: none"> <li>• Amplify Art!, made possible by 3Rivers Federal Credit Union</li> <li>• Arts United Operating Support Grants</li> <li>• Indiana Arts Commission Regional Initiative Grants                             <ul style="list-style-type: none"> <li>➢ Arts Organization Support Level I</li> <li>➢ Arts Organization Support Level II</li> <li>➢ Arts Project Support</li> </ul> </li> </ul>	✓	*	*
	Eligible to submit art to be featured within the Arts United Center lobby			✓
	Free logistical support when planning an event at Arts United owned and operated facilities	✓	✓	✓
	Free meeting space for nonprofit Board of Director meetings	*		
	Qualify for reduced rental rates for the following Arts Campus Fort Wayne buildings/locations: <ul style="list-style-type: none"> <li>• Arts United Center</li> <li>• Ian Rolland Gallery</li> <li>• Parkview Physicians Group ArtsLab</li> <li>• Arts United Center Plaza</li> <li>• Arts United Center Rehearsal Rooms</li> </ul>	✓	✓	✓

\*ADDITIONAL CRITERIA APPLY

Additionally, Arts United encourages your support of the Annual Fund Drive for the arts. Through this joint fundraising effort, Arts United raises the funds needed to provide grants, subsidized facilities, business services, and leadership for the cultural community. Supporting the Annual Fund Drive is easy and provides unique opportunities that may be customized for you and your organization. Here are some ideas:

- 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.

Questions? Contact Director of Development Carolyn Bean at [cbean@artsunited.org](mailto:cbean@artsunited.org) for more information.

## V. Application Information

**Individual Partners:** Please complete the one-page [Individual Partnership Application](#).

**Nonprofit Partners:** Please complete the two-page [Nonprofit & Business Partnership Application](#). The following supplemental materials and attachments will be required:

- List of organization’s current Board of Directors and Staff
- Organization’s by-laws
- Current budget, IRS Form 990, audit, or other proof of fiscal responsibility
- Certification of nonprofit status as provided by the IRS (if available)

**Business Partners:** Please complete the two-page [Nonprofit & Business Partnership Application](#).

Partnership applications are reviewed and approved by Arts United staff, then taken to the Arts United Board of Directors for a vote of approval. Application approval may take up to 60 days. Upon application approval, the annual partnership of \$25 will be invoiced.

Completed applications may be submitted electronically to: Heather Closson  
Director of Grants and Programs  
[hclosson@artsunited.org](mailto:hclosson@artsunited.org)

Completed applications may also be submitted by mail to: Arts United of Greater Fort Wayne  
Attn: Regional Arts Connection  
300 E. Main Street  
Fort Wayne, IN 46802

## VI. Renewal Information

In December of each year, current partners will receive information via email on how to complete partnership renewal for the upcoming calendar year. All partners will be required to fill out the online renewal form – as well as submit the \$25 renewal fee – in order to complete the renewal process. The deadline for partnership renewal is January 31<sup>st</sup>.

Any questions pertaining to the renewal process should be directed to Heather Closson at [hclosson@artsunited.org](mailto:hclosson@artsunited.org).