

Requests for alternative formats of these guidelines (large print, braille, ASL, etc) can be sent to the IAC's accessibility coordinator Stephanie Haines shaines@iac.in.gov



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**Individual Advancement Program FY2020 Guidelines**

**About the Commission**

This is a program of the [Indiana Arts Commission \(IAC\)](#). The IAC is an agency of State Government 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. The IAC is governed by a [15 member board of gubernatorial appointees](#) and serves all citizens and regions of the state.



*I Can Turn the Sun Away, Susan Koper, FY17*

**About the Program**

This Individual Advancement Program supports projects that have a positive impact on any phase of an artist's career and directly benefits the public in Indiana and/or engages an Indiana community. Project proposals should focus on activities that support and enhance individual artistic growth and should define clearly the relationship of the proposal to career development.

**Disciplines accepted in this cycle**

- Dance
- Literature
- Music
- Theatre
- Folk Arts

**Request Amount**

Applicants may request up to \$2,000 to support projects that occur between July 1, 2019 and June 30, 2020.

**Timeline**

Grant Period	July 1, 2019 –June 30, 2020
Deadline to request IAC staff review	January 24, 2019, 4:30 p.m. eastern time
Application Deadline	February 7, 2019, 4:30 p.m. eastern time
Public Review Panels	April 15-19, 2019
Awards Announcement	Late June 2019
Final Grant Report Due	July 2, 2020, 4:30 p.m. eastern time

**Examples of past proposals have included:**

- Promotion/Presentation: the cost of producing a high quality recordings for a composer, filming a new piece for a choreographer, editorial assistance for a writer, etc.
- Travel: to specific workshops, auditions, retreats or seminars in the United States; or to do research intrinsic to his/her art form.
- Services: rental of equipment or facilities for presentation or creation of a new work; hiring an assistant for the project
- Supplies: purchase of supplies, materials or equipment necessary for the completion or production of new work which is considered by the artist to be essential to their career.
- Training: advanced workshops, master classes or coaching that will enhance the artist's abilities. This program does not support work towards a degree.

**Public Benefit and Community Engagement**

Project proposals are required to include a public benefit component that takes place in Indiana. For this program, the IAC defines public benefit as an activity in which an artist actively seeks to dialogue, engage and/or involve the public with the goal of bringing about mutual understanding and appreciation between the artist and Hoosiers. For more examples of what public benefit and community engagement looks like, visit our website: <https://www.in.gov/arts/2985.htm>.

**Applicant Eligibility Requirements**

All applicants must meet all of the following eligibility requirements:

- Applicant must be 18 years or older;
- Must currently reside in Indiana and for one year immediately preceding the date of application;
- Must be and remain an Indiana resident during the grant period;
- Must not be enrolled in any degree-granting program (undergraduate, graduate or doctorate) as of February 7, 2019;
- Cannot be an IAP recipient for the current year (FY19);
- Cannot have received an IAP award in the previous year (FY18);
- Cannot apply as part of a collaboration for which another artist is also applying in the same fiscal year, and
- Cannot apply for an IAP grant to support a funded 2019 Arts in the Parks and Historic Sites grant project. Current Arts in the Parks and Historic Sites grantees may apply for an IAP grant with a different project.

**Optional Categories**

Applicants may opt to self-select into the following categories:

- Early Career and/or
- Access

These categories have been added to assure a more equitable distribution of available funds through this highly competitive program. Applicants in each of these categories will be paneled together. All applicants compete for the same funding source. Applicants who select into both the access and early career categories will be evaluated in the access panel.

**Early Career Applicants (new!)**

Early Career artists are defined as those that have been pursuing their artistic career for five years or less excluding formal educational or apprenticeship training in their discipline (e.g. four year degree program). Applicants that select into this category will be asked to complete an additional question regarding their past experience.

**Access Applicants**

The Americans with Disabilities Act defines a person with a disability as one who has a physical or mental impairment that substantially limits one or more major life activities, is regarded as having such an impairment or has a record of such

impairment. (See <http://www.ada.gov/pcatoolkit/chap1toolkit.htm> for more information and to determine eligibility.) There is an additional access question in the application that must be completed. The IAC will make certain this information remains confidential. If this question is not completed, the application will be paneled in the corresponding IAP discipline for the project if the rest of the application is deemed eligible and complete. Further information for access applicants may be found on the IAC Accessibility Resources & Opportunities webpage at <http://www.in.gov/arts/accessibility.htm>.

### Acceptable Project Expenses

Project expenses may include supplies, rental/purchase of equipment, facility rental, marketing/publicity/promotion, travel/transport within the United States, personnel, and workshops/training that further career development. Contact the IAP program manager with any questions concerning acceptable project expenses.

### Unacceptable Project Expenses

Project expenses may NOT be used for consumable supplies and materials not related to the project; travel outside the United States, grant writing fees, and activities that are solely for the purpose of fundraising, religious services, or lobbying activities.

### Requirements of All IAC Grant Recipients

Grantees are responsible for understanding and complying with all requirements of direct IAC grant recipients, including those listed below. Detailed descriptions of all these requirements can be found online: [IN.gov/arts/2387.htm](http://IN.gov/arts/2387.htm).

- Accessibility Requirements
- Contract Clearance
- Funded Grantee Requirements (see below)
- Payment Schedules (see below)
- Privacy Considerations
- Public Manifestation, Fair Labor, Drug Free, and Civil Rights
- Public Official Thank You Letters (see below)
- Reconsideration Policy and Appeal Process
- Reporting Information (see below)

### 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 required 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 to 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).

### Funding Credit Requirements

Acknowledging your public funding source(s) is not just a stipulation of your grant agreement, it is a crucial opportunity to let your audiences know how their state supports their cultural experiences through your project or programming. Every time you credit your funding sources, you are thanking your audience (taxpayers), and your local, state, and national political leaders for their support of the arts in Indiana and specifically your activity.

Grantees of the Individual Advancement Program are required to comply with funding acknowledgement requirements in at least one of the following ways:

#### On printed and electronic materials through:

- Display the Indiana Arts Commission logo
- Written acknowledgement as follows: "This project is made possible by the support of the Indiana Arts Commission, a state agency."

#### Verbally in a public activity:

- "This project is made possible by support of the Indiana Arts Commission, a state agency."

## Public Official Thank You Letters

Public official thank you letters to the governor and Indiana state legislators are required of all IAC grantees. Grantees mail or email letters directly to their state public official(s). One of the letters must be addressed to the governor. Each grant recipient will be required to submit at least one letter when accepting the grant and the signed contract and at least one letter when submitting the final grant report. Grantees must provide a copy of each letter to the IAC. Read more at <https://www.in.gov/arts/2978.htm>.

## Reporting Information

### Grant Modification

Any significant changes to your original grant proposal (major changes to who, what, when, or why; total income or expenses will deviate by greater than 20%) must be discussed with your grant program manager before moving forward. If necessary, your grant program manager may require you to complete and submit a grant modification follow up form for their approval. This form will be assigned through the IAC online system.

### Final Grant Report

Final reports will be assigned to you through the IAC's online grant system. The final report link will appear under on your dashboard. If you need assistance with the final grant report, contact your program manager.

*For grantees that do not submit a report by the deadline, the following will result:*

- For reports up to one week late an automatic 15% will be deducted from the grantee's total grant award;
- For reports later than one week and up to two weeks late the entire final grant payment will be rescinded;
- After two weeks, the grantee's full grant will be rescinded and the grantee will be ineligible to receive funds for the next cycle of any IAC grant opportunity.

## Application Review Process

All eligible applications will be reviewed by a conflict free panel of professional peers from around the state. The panel meeting time and location will be posted on the IAC website and/or emailed to the applicant through the online system. The panel meeting will be open to the public for observation only and will be recorded (quality cannot be guaranteed). Applicants are invited to attend in person to hear feedback. Applicants cannot lobby or address the panel on behalf of their applications before, during, or after the panel meeting.

## Application Review Criteria

Panelists score applications based on the criteria below. The application must score a minimum of 75 points out of 100 points total to be eligible for funding. Recommended applications are ratified by the IAC's Board of Commissioners at its June quarterly business meeting.

### Impact on Artist's Career Development – 30 points total

- The artist provides a clear description of their career stage. (Note: Emerging/Early Career artists may be pursuing a new career direction coming from an arts background or another occupation outside the arts.)
- The project is clearly described.
- Extent to which the proposed project positively supports individual artistic growth and impacts career development.
- Goals of the project are clearly explained, achievable, and measurable.
- Both early career and established artists should clearly define the relationship of the activities in the proposal to career development.
- Both early career and established artists should provide information on the relative quality of the proposed activities. (e.g. a link to, and description of, a workshop/event you are planning to attend)

**Public Benefit and Community Engagement – 20 points total**

- Activity(ies) are identified that are open to the public or directed toward a specific Indiana audience that will benefit from the artist's work.
- Activity(ies) are identified that incorporate active, two-way, and meaningful ongoing engagement. This could include seeking to better understand what the community finds relevant, taking the arts programming to the community, or developing one-time or short-term conventional collaborative partnerships that expand their capacity or awareness in the community.

**Feasibility – 20 points total**

- Achievement of project goals and activities are reasonable within the timeline.
- Estimated expenses are appropriate and reasonable. The income and expense totals match, including in-kind totals.

**Quality of Artist's Work – 30 points total**

- The artist's resume includes educational background and any professional employment or other opportunities related to their discipline.
- Documentation provided represents the applicant's current body of work and supports the applicant's proposed project.
- The overall application (including support materials) is presented in such a way (clarity, detail, accuracy) as to allow an independent reviewer to evaluate its merit.

**Draft Application Reviews**

Draft reviews by IAC staff are available to first time applicants for general feedback and suggestions. A review may be requested by emailing the program manager at any time the applicant feels their application is complete. Reviews will be done in the order requests are received, and the deadline is Thursday, January 24, 2019, 4:30 pm ET.

Previous applicants are welcome to ask questions related to their proposal by contacting the Program Manager, whose contact information is on page one of the guidelines.

**Ready to Apply?**

- Find more IAP resources on our website <https://www.in.gov/arts/3024.htm>
- Preview or start an application through the online system [IN.gov/arts/apply](https://www.in.gov/arts/apply)
- ONLY online applications will be accepted