



**INDIANA ARTS  
COMMISSION**  
MAKING THE ARTS HAPPEN

# Regional Arts Partnership

## FY2016-2019 Proposal Guidelines



### Service Period:

July 1<sup>st</sup>, 2015 –  
June 30<sup>th</sup>, 2019

### Deadlines:

[Notice of Intent](#) Due:  
December 22, 2014;  
4:30 p.m. EST

### Proposal "RFP" Due:

February 11, 2015  
4:30 p.m. EST

### Final Reports Due:

4:30 p.m. (EDT)  
July 29, 2016 (1<sup>st</sup> year),  
July 31, 2017 (2<sup>nd</sup> year),  
July 31, 2018 (3<sup>rd</sup> year)  
July 31, 2019 (4<sup>th</sup> year)

100 N. Senate Avenue Rm N505  
Indianapolis, IN 46204  
Ph: 317.232.1268  
Fax 317.232.5595  
Relay IN: 711 or 800.743.3333  
[grantsprograms@iac.in.gov](mailto:grantsprograms@iac.in.gov)  
[www.IN.gov/arts](http://www.IN.gov/arts)

### The Indiana Arts Commission

On behalf of the people of Indiana, the [Indiana Arts Commission](#) (IAC) advocates engagement with the arts to enrich the quality of individual and community life. The IAC encourages the presence of the arts in communities of all sizes while promoting artistic quality and expression. The IAC advocates arts development opportunities across the state, and stewards effective use of public and private resources for the arts. It stimulates public interest in, and participation with, Indiana's diverse arts resources and cultural heritage. [The IAC works to enhance public awareness of the arts, life-long learning opportunities, and arts education programs.](#) Governed by a [15-member board of gubernatorial appointees](#), the IAC serves all citizens and regions of the state.

# The Regional Arts Partnership

## History

In 1996, the Indiana Arts Commission (IAC) established a statewide service delivery system for the arts in Indiana – the Indiana Regional Partnership Initiative. In September 2004, the Commission approved changing the name of this initiative to the [Regional Arts Partnership \(RAP\)](#). Today, there are eleven regional service territories. (For additional information, go to: <http://www.in.gov/arts/2498.htm>)

## Purpose and Benefits

The Regional Arts Partnership (RAP) purpose and design is structured to improve and increase service delivery by providing access to grant funding and other statewide services on the regional level. The RAP regional system is responsive to the needs of each region and provides more direct delivery of grants, services to communities, and provides citizens a more direct role in the allocation of state resources.

The IAC works with its regional partners in this service delivery and continues to assess opportunities for additional programs and services based upon needs, effectiveness of similar services, and available resources.

## RAP Mission

In collaboration with the IAC, the RAP exists to promote and expand participation in the arts in Indiana. It provides broad local access to arts services and funding opportunities and provides services that include, but are not limited to, grantsmaking and information and referral.

## Legal relationship

The RAP is a voluntary collaboration between the IAC, a state agency, and Indiana nonprofit or public, community-based organizations. Each Partner enters into a yearly legal contract with the IAC to provide specific services within its respective geographic area, according to the core service requirements and eligibility standards outlined in this document. Each Partner remains an individual legal entity, separate from the IAC, and continues to be fully governed by a local board of directors.

## Annual Review and Reporting Requirements

RAPs must submit a final report at the end of each fiscal year during RAP FY2016—FY2019 cycle and meet all eligibility standards to maintain good standing with the state.

# About the RAP Proposal

## Description

Current Regional Arts Partners and eligible applicants interested in entering into contract with the State of Indiana to provide core services as a Regional Arts Partner must submit a [Notice of Intent](#) to apply prior to submitting a full proposal. Those applying must be willing to meet and maintain all eligibility standards, core services, and reporting requirements. Proposals will be submitted and reviewed once every four years. The IAC Programs, Grants, and Services Committee will review proposals.

### The following review criteria will be used:

- Quality Management and Governance (40)
- Regional and Arts Community Involvement (30)
- Grantsmaking and Constituent Service Expertise (30)

## Timeline

Service Period	FY2016-2019 • July 1, 2015 – June 30, 2019
<a href="#">Notice of Intent</a> Deadline	December 22, 2014 • 4:30 EST
Proposal Deadline	February 11, 2015 • 4:30 EST Applicants will use the <a href="#">IAC's online grant system</a> to submit the proposal
Proposal Review	March 5, 2015 - Proposals will be reviewed by the IAC Programs, Grants, and Services Committee. This meeting is open to the public. Subsequent to the meeting, IAC staff may contact applicants for additional information, clarification, and/or modification to the applicant's proposal.
Selection Decision	March 20, 2015 (Muncie), IAC Quarterly Business Meeting Notifications disseminated no more than 1 week post meeting.

## Funding

Regional Arts Partner funds come from the IAC in two forms: Administrative Fees for Service (AFS) and the Regional Block Grant (RBG). AFS funds support the administrative services needed to meet core responsibilities and service requirements including the re-granting of RBG funds.

### Administrative Fees for Service (AFS)

The FY2015 average RAP Administrative Fee for Service was \$16,722. Dollars vary and are determined by number of applications, number of counties, and population within the region.

### Regional Block Grant (RBG)

Each Partner receives a "Regional Block Grant" for re-granting to their designated regional service area. RBG funds are re-granted through the [Regional Initiative Grant Program](#) (RIG) that the IAC offers through its Regional Arts Partnership. The RIG Program has three granting categories: Arts Operating Support Level I (AOSI), Arts Operating Support Level II (AOSII), and Arts Project Support (APS). Funds are determined by region per capita.

## Eligibility Standards

- **Location** - Partner must be located within the region to be served
- **Organization** - may be either a unit of local government or a private, nonprofit Indiana corporation with IRS tax-exempt status
- **Good Standing** - must be in good standing with the State of Indiana and the Indiana Arts Commission. A RAP that is not in good standing will need to discuss and resolve the issue (or issues) with the IAC or appropriate state agency. Good standing with the IAC and State includes, but is not limited to: applications, records, reporting, core service requirements, and eligibility standards.
- **IAC Values** – Willingness to share and support the IAC’s vision, mission, and values and embrace the charge as stewards of public dollars including, but not limited to: accountability, transparency, communication.
- **Operations** - The organization should operate consistent with IAC “best practices” for [governance](#) and [management](#) and have the capacity to designate personnel with appropriate education and skills to manage service.
- **Provide Services** - Each Partner will provide services including grantsmaking and information and referral within a specific multi-county region, determined jointly by the IAC and the Partners. See **RAP Core Service Responsibilities and Requirements** for a complete list of service requirements.
- **IAC Representation** - Willingness to serve as IAC representatives on the local level for all IAC programs, policies, and initiatives.
- **Data/Information Management** – Willingness to provide the IAC with all requested organizational and re-granting information in a timely, consistent, and thorough manner.
- **Audit requirement:** [An annual independent financial audit](#) conducted by a CPA (not a review or compilation) for the last fiscal year is required for ALL designated selected Regional Arts Partners. A hard copy must be provided to the IAC annually. The audit must clearly state the yearly income, expenses and net assets of the applicant organization.

### Regional Arts Partner Online Resources

- [Regional Arts Partner information](#)
- Regional Arts Partner [map](#) that includes regional boundaries and counties
- [Proposal and Regional Initiative Grant Resources](#)

## RAP Core Service Responsibilities and Requirements

**Grantsmaking:** The primary goal of the partner grantsmaking service is to manage and provide a systematic, publicly accountable, accessible, outreach-based process for providing regional arts block grant funds to arts providers within the region. Ultimately, the IAC would like to have direct funding in all 92 counties of the state. Core service requirements include:

- Provide technical assistance to applicants, potential applicants, and grantees about all aspects of the grants process. **Partners develop and implement a strategy for training applicants and potential applicants based upon their regional needs (this can include workshops and/or one-to-on information sessions. Communication can be either in person or electronic.)**
- Outreach: concertedlly strive to inform the regional community about grants opportunities and public meetings (panel, grants workshops, grant deadlines, etc.)
- Manage all aspects of the grants application process in accordance with all IAC processes and systems: grant panelist recruitment, scheduling, and review public review process management; providing scoring workbook to Indiana Arts Commission, and working with Commission to determine final awards.  
**Panel composition must include: 1 panelist outside region, wide representation from region, and reflective of diverse/geographic culture of region.**
- Distributing and managing award letters and grant agreement contracts; process payments
- Reviewing and managing all final grant reports; processing payments

**Annual Grant Award Ceremony:** Each partner will host a live regional grant awards ceremony to publicly recognize grantees and thank legislators. The award ceremony may be part of a larger celebration, but must meet the following core requirements:

- IAC staff liaison (Director of Programs) must receive advanced notification and invitation
- Regional legislators must be invited and, when possible, included in the ceremony

**Regional Network:** Each Partner will identify and implement a strategy for local involvement in each county of their region. Local involvement should include the following:

- Advocacy
- Identification of local panelists/experts
- Input into IAC planning processes
- Touchstones for local arts information and access

**Information and Referral:** The primary goal of information and referral services is to connect arts activities, opportunities, services, and resources to the general public, artists, and arts providers. Each Partner will:

- Develop and implement a strategy for capturing and delivering (local, regional, state, and national) information using a variety of communication tools (electronic newsletter, website, social media, print)
- Serve to create connections between artists or arts organizations to help build new relationships.

**Regional Arts Partner Consortium:** Partners are required to attend all quarterly Regional Arts Partner Consortium meetings either in person (preferred) or via teleconference.

## State and Program Reporting Requirements

Applicants must be able to meet the following State requirements. Designated Partners RAPs must meet the following reporting requirements to maintain good standing with the State.

- **Form E-1:** Nongovernmental organizations (entities and individuals) receiving direct financial assistance from governmental sources (IAC) in the form of grants, subsidies or contributions, are required to file an [Entity Annual Report \(Form E-1\)](#) with the State Board of Accounts.
- **DUNS Number:** All applicants must have a DUNS number to complete an application. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of businesses. DUNS numbers are the basis by which Americans for the Arts tracks nonprofits and for-profits for its important research report on Creative Industries: Business & Employment in the Arts. The federal government (which includes the National Endowment for the Arts) requires organizations to provide a DUNS number as part of its grant applications. Go to <http://fedgov.dnb.com/webform> to apply for a DUNS number. Please note that it can take several weeks to receive your DUNS number. If you do not have your DUNS number to complete the application by the deadline date, please contact the program or grants/technology manager for further instructions.
- **Four Public Official Letters:** Partners are required to write at least four letters to their [local, state legislators](#) and the Governor to thank them for making these funds available each year. Grantees will mail one letter to each of four recipients, one to the Governor and the other three to state legislators from counties served by the organization. The letter should raise awareness of the project that was funded in their community. The first two letter copies are due with the signed grant agreement (sometime in July/August depending on your submission of the agreement); the third and fourth copies are due with the final report in May of each year.  
**\*NOTE: For those Partners receiving AOSI or APS in additional to Partner AFS and RBG funding, please combine both acknowledgements into the letters.**
- **[Project modification \(if change is necessary\)](#):** The submitted and excepted proposal will serve as "Exhibit B" of the professional service or grant agreement contract. If there are any substantial changes to the proposal, please submit a project modification form before the change is made.
- **Final reports:** All grantees must submit completed Final Grant Reports (FGR) and copies of the third and fourth letters sent to the legislator by the Final Grant Report deadline of each year. Samples of grantsmaking and information and referral materials will be required with FGR report. The final reports are accessible through the [IAC online grant system](#).  
*Partner Final Report Deadlines: July 29, 2016 (1<sup>st</sup> year) , July 31, 2017 (2<sup>nd</sup> year) , July 31, 2018 (3<sup>rd</sup> year), July 31, 2019 (4<sup>th</sup> year)*
- **Acknowledgement and credit of public funding:** [Requirements](#) are documented on the IAC website for credit on any and all printed documents related to the funded project. Examples of credit usage will be required in the Final Grant Report.
- **Monitoring/records retention and tax responsibilities:** Grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate financial and program information reported to the IAC for a period of no fewer than three years. Grantees are responsible for all tax obligations under [federal, state, and](#)

[local laws](#). Consult a tax accountant or local Internal Revenue Service office. Grant monies cannot be used to pay taxes.

- **Public manifestation, fair labor, drug free, and civil rights:** *The electronically-signed Grant Agreement indicates that the organization and its representative understand the detailed information provided at this [link](#) and are in compliance with these laws.*

#### **Additional information**

[Appeal of Removal or Denial of Designation](#)

[Designation of Regional Service Area](#)

[Change in Partner Designation: Conditions](#)

#### **Need Additional Help?**

*Proposal Content and Program Questions:*

Paige Sharp

Director of Programs

317-232-1279

[psharp@iac.in.gov](mailto:psharp@iac.in.gov)

*Online Grants and Payment Info:*

Grants Manager

317-232-1278

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