



## Logging In

### For first time Panelists:

The IAC will provide you with an initial password to login using your email address.

### If you have an existing account in the online system:

- Enter your e-mail address in the e-mail address field
- Enter the password you were given by the IAC
- Press the "Log On" button to enter the system

### If you have forgotten your password:

- Click the Forgot Your Password link
- It will then ask for your email address. Type your email address and click Send Reminder.



## Logon Page

Email Address\*

Password\*

[Forgot your Password?](#)

**Welcome to the Indiana Art Commission's online grants system!**

*First time here?*

Please click on "Create New Account" to complete the registration process and create your logon credentials. Be sure to keep this login information for your records.

*Returning applicant?*

Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

*Not Sure?*

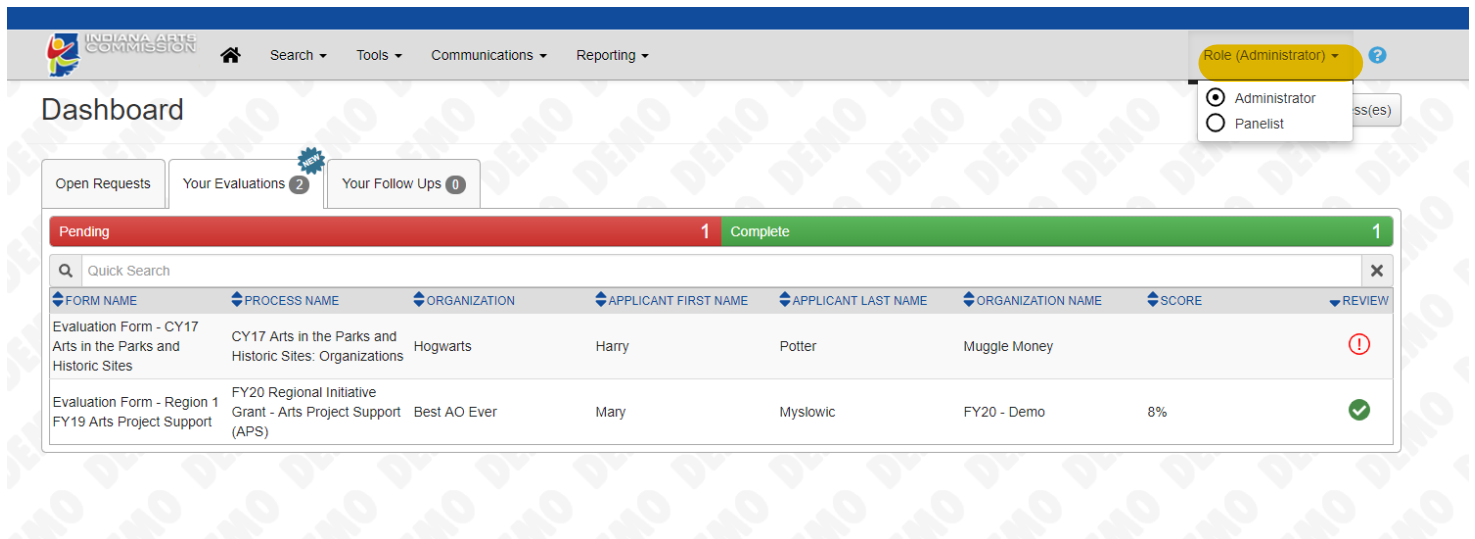
If you think that you or someone at your organization has already registered in the system, DO NOT create a new account. Please contact our Grants & Bookkeeping Assistant, Deanna Poelsma, at [dpoelsma@iac.in.gov](mailto:dpoelsma@iac.in.gov) for assistance.

Click [HERE](#) for other online system resources and tips.

## STEP 1: Dashboard

After logging into the system, you will be directed to your Evaluations Dashboard Page. This page displays all open applications that have been assigned to you, and allows you to easily access the application and view your evaluation progress.

\* If you have multiple user roles, ie applicant, board member or panelist, you may have to select your role in the top right corner.



Dashboard

Open Requests | Your Evaluations <sup>new</sup> 2 | Your Follow Ups 0

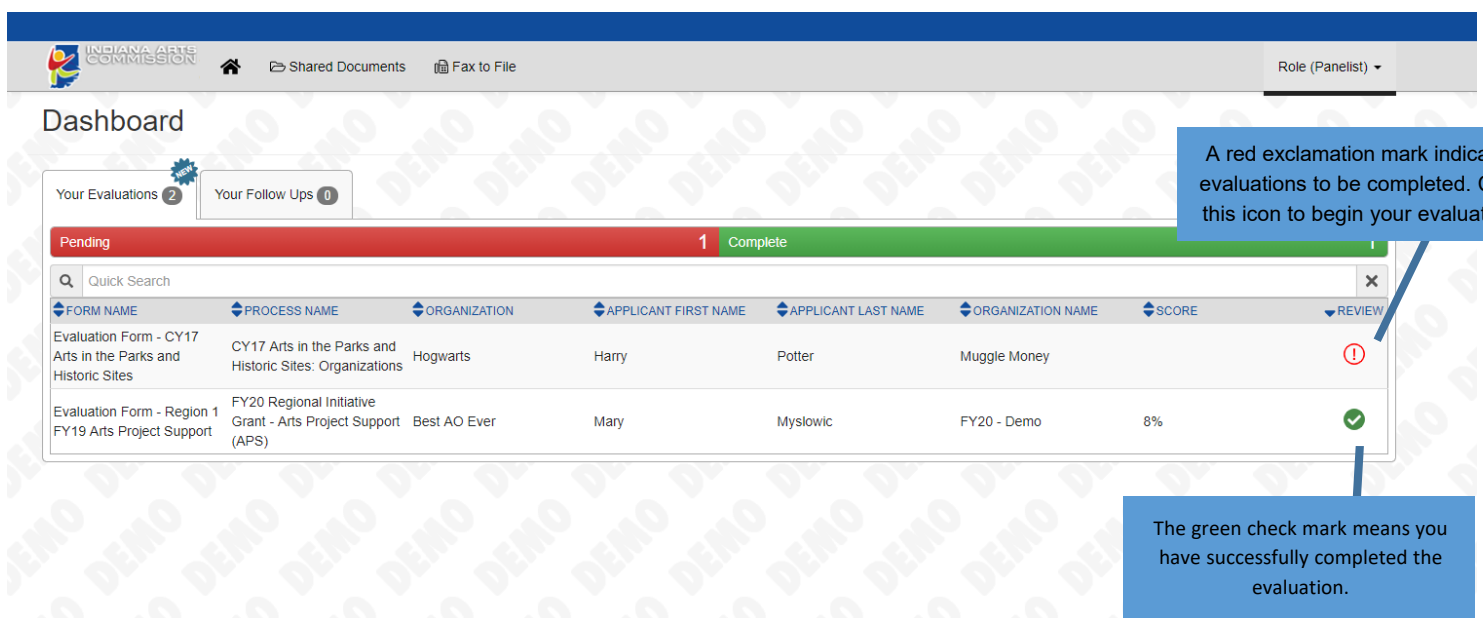
Pending 1 | Complete 1

FORM NAME	PROCESS NAME	ORGANIZATION	APPLICANT FIRST NAME	APPLICANT LAST NAME	ORGANIZATION NAME	SCORE	REVIEW
Evaluation Form - CY17 Arts in the Parks and Historic Sites	CY17 Arts in the Parks and Historic Sites: Organizations	Hogwarts	Harry	Potter	Muggle Money		⚠
Evaluation Form - Region 1 FY19 Arts Project Support	FY20 Regional Initiative Grant - Arts Project Support (APS)	Best AO Ever	Mary	Myslowic	FY20 - Demo	8%	✓

Role (Administrator) | Administrator | Panelist

## STEP 2: Evaluate Assigned Applications

Evaluate each assigned application by clicking on the “Review” icon



Dashboard

Your Evaluations <sup>new</sup> 2 | Your Follow Ups 0

Pending 1 | Complete 1

FORM NAME	PROCESS NAME	ORGANIZATION	APPLICANT FIRST NAME	APPLICANT LAST NAME	ORGANIZATION NAME	SCORE	REVIEW
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Role (Panelist)

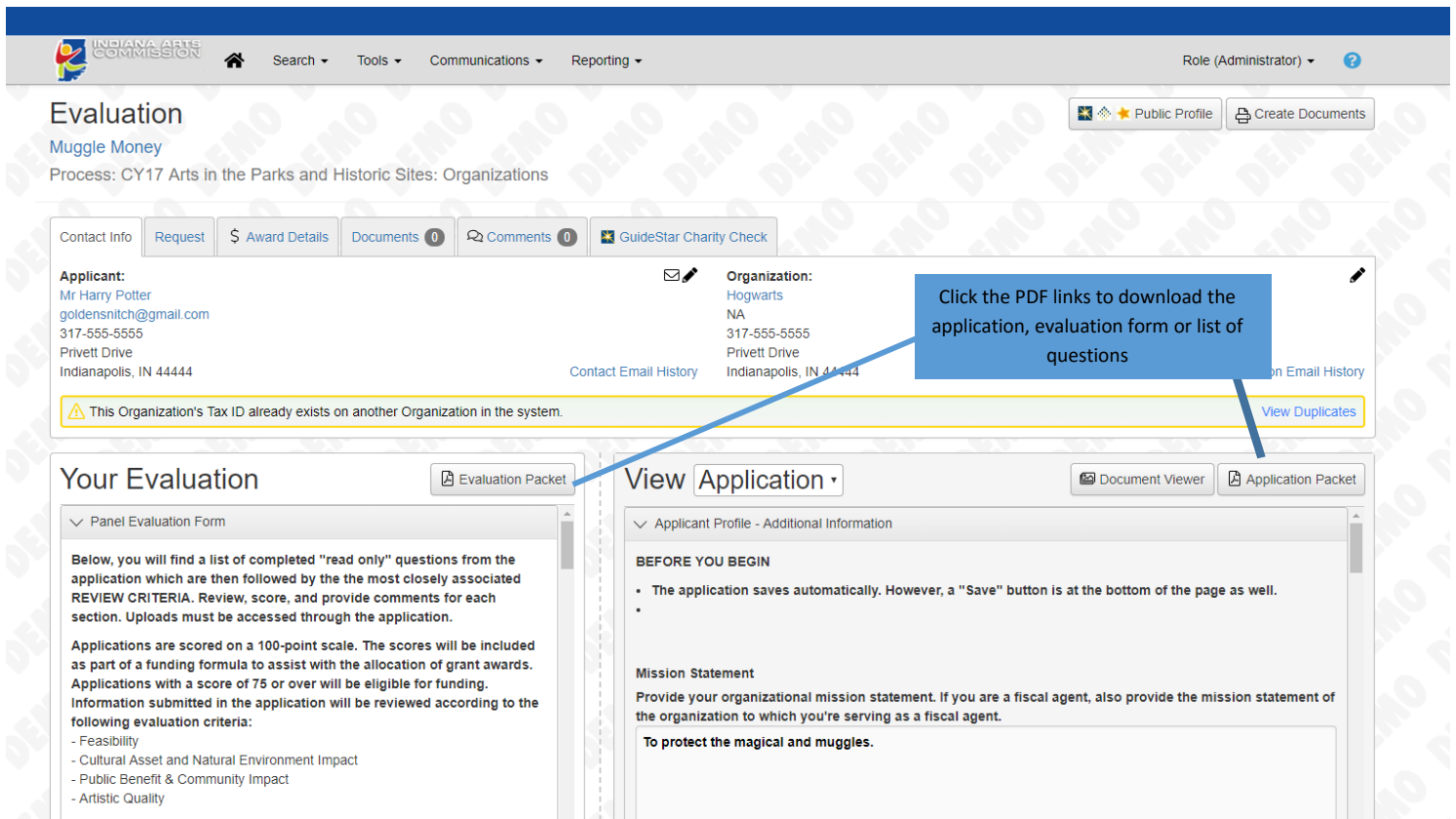
A red exclamation mark indicates evaluations to be completed. Click this icon to begin your evaluation.

The green check mark means you have successfully completed the evaluation.

### STEP 3: Evaluate the Application

The Evaluation page allows you to score each grant application according to the criteria set forth by the IAC. You are able to document comments and access details of the grant application in the evaluation form.

- Score each evaluation question using the instructions and scale provided
- Enter any comments applicable to this application evaluation
- After you have completed the ranking questions and enter comments, click on the "Save Evaluation" button.



**Evaluation**  
Muggle Money  
Process: CY17 Arts in the Parks and Historic Sites: Organizations

Contact Info | Request | Award Details | Documents (0) | Comments (0) | GuideStar Charity Check

**Applicant:**  
Mr Harry Potter  
goldensnitch@gmail.com  
317-555-5555  
Privett Drive  
Indianapolis, IN 44444

**Organization:**  
Hogwarts  
NA  
317-555-5555  
Privett Drive  
Indianapolis, IN 44444

This Organization's Tax ID already exists on another Organization in the system. [View Duplicates](#)

**Your Evaluation** | Evaluation Packet | **View Application** | Document Viewer | Application Packet

**Panel Evaluation Form**

Below, you will find a list of completed "read only" questions from the application which are then followed by the the most closely associated REVIEW CRITERIA. Review, score, and provide comments for each section. Uploads must be accessed through the application.

Applications are 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. Applications with a score of 75 or over will be eligible for funding. Information submitted in the application will be reviewed according to the following evaluation criteria:

- Feasibility
- Cultural Asset and Natural Environment Impact
- Public Benefit & Community Impact
- Artistic Quality

**Applicant Profile - Additional Information**

**BEFORE YOU BEGIN**






- The application saves automatically. However, a "Save" button is at the bottom of the page as well.

**Mission Statement**

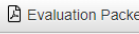
Provide your organizational mission statement. If you are a fiscal agent, also provide the mission statement of the organization to which you're serving as a fiscal agent.

To protect the magical and muggles.

(Diagram Continued On Next Page)

 Search
 Tools
 Communications
 Reporting
Role (Administrator) 

## Your Evaluation



**REVIEW CRITERIA: Feasibility\***

**UPLOAD:** For a complete review, access the budget upload from the application.

*Extent to which applicant demonstrates ability to successfully design and implement the project.*

- Demonstrates achievable goals and potential for project success with the celebration of the park/forest/historic site in mind and appropriate resources involved
- Demonstrates ability to successfully design and implement the project within the capacity of the historic site, park or forest property
- Includes budget of appropriate size to proposed project
- Explains direct relation of expense and income lines to the project
- Provides artist's resume that supports the ability to successfully implement the project

0	1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25		

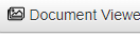

> Administrator Comments

**Feasibility: Panelist Comments**

Please provide constructive comments

3,300 characters left of 3,300

## View Application

Score the application based on the review criteria. Required questions are marked with an asterisk.

However, a "Save" button is at the bottom of the page as well.

**Mission Statement**

Provide your organizational mission statement. If you are a fiscal agent, also provide the mission statement of the organization to which you're serving as a fiscal agent.

**Organization's County**

Select the county in which your organization is located

Marion

**Region Number**

county located? Follow this [link](#) to determine your region number. Enter the Region

**Region Number**

In what IAC Region is your county located? Follow this [link](#) to determine your region number. Enter the Region Number below.

Drag the corner to expand the text box

Please enter comment related to the review criteria in the space provided

- Describes plans to promote the project within the size and scope of the project

0	1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25		

**Artistic Quality: Panelist Comments\***

Please provide constructive comments.

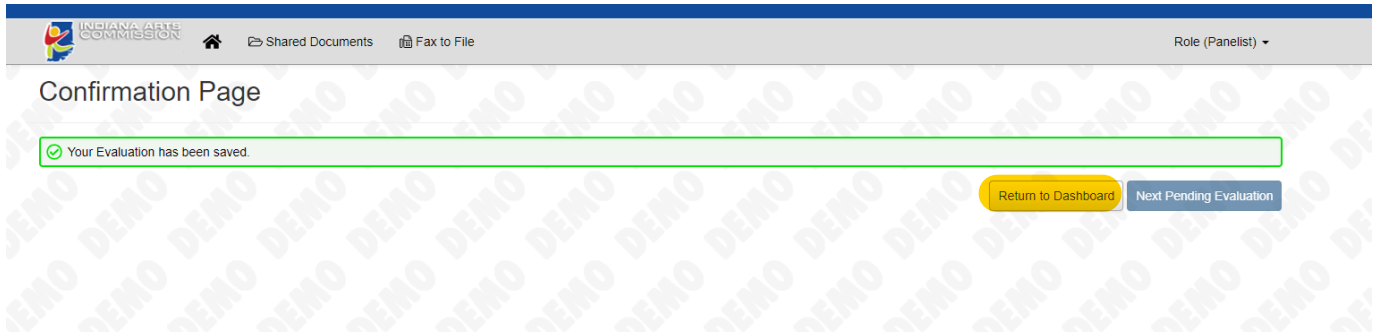
3,300 characters left of 3,300

Save

Click here to save your evaluation.

## STEP 4: Confirmation Page

Once you have completed the grant application evaluation, you will be taken to a Confirmation Page. Click "Return to Dashboard" to see any remaining grant applications that need evaluating.



## STEP 5: Review Scoring

- Your score will appear for each evaluation that you have completed
- A green check mark will appear when you have answered all of the required questions
- Continue until all assigned applications have been evaluated
- You can edit saved evaluations by simply clicking the green check mark and resaving the evaluation form

