

Individual Artist Program FY2017

Information and Grant Writing Tips

Indiana Arts Commission
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ABOUT THE INDIANA ARTS COMMISSION (IAC)

- ✦ The IAC is a State Government Agency, governed by 15 state appointed Commissioners.
- ✦ The IAC advocates for:
 - ✦ Engagement with the arts to **enrich the quality of individual and community life**
 - ✦ Arts development and **service for all citizens and state regions**
 - ✦ Enhancing **public awareness** of the arts, life-long learning **opportunities**, and **arts education** programs
 - ✦ Effective **use of public and private resources** for the arts
 - ✦ Indiana's diverse arts **resources and cultural heritage**

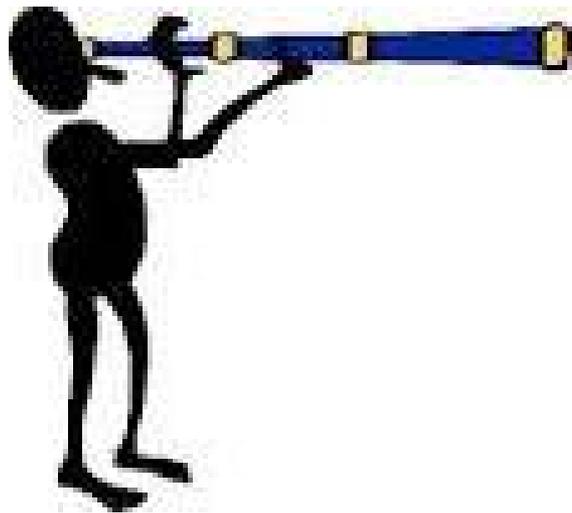
✦ **MISSION:** To positively impact the cultural, economic and educational climate of Indiana by providing responsible leadership for and public stewardship of artistic resources for all of our State's citizens and communities.

✦ **VISION:**
The arts
everywhere,
everyday, for
everyone in Indiana

IAP WORKSHOP TOPICS

- ✚ About the IAP grant program
- ✚ Eligibility and budget
- ✚ Criteria and the review process
- ✚ Application completion and submission
- ✚ Receiving a grant award
- ✚ The online application process

About the Individual Artist Grant Program (IAP)



See guidelines at
http://www.in.gov/arts/files/IAP_FY2017_Guidelines_Final.pdf

About the Program...

- ✚ The IAP grant is intended to support individual artists in defined disciplines for specific project-related costs. The focus of the IAP is **positive impact on the artist's career**.
- ✚ IAP projects are individual and not community projects!
- ✚ Artists may request up to \$2,000, and there is no match required!
- ✚ Eligible project ideas are flexible to reflect the artists' ideas, needs, and direction.
- ✚ Applicants must plan a project, or phase of the project which can feasibly be realized within the requested budget and completed within the grant period.
- ✚ The grant period is **July 1, 2016 – June 30, 2017**.
No activities outside these dates can be funded!.

Who can Apply...

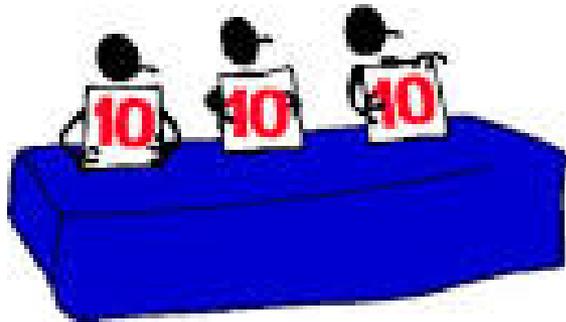
- ✚ Anyone 18 years or older
- ✚ Indiana residents for at least 1 year prior to the date of the application. Grantees must remain Indiana residents during the entire grant period.

Who is NOT Eligible...

- ✚ Students enrolled in a degree seeking program as of February 5, 2016
- ✚ 2 or more artists applying as part of a collaboration to pool funds for the same project
- ✚ A current year IAP grantee

Available Disciplines for FY2017

- ✦ **Crafts** (clay, fiber, glass, leather, metal, paper, wood, mixed media)
 - ✦ **Design** (fashion, graphic, interior)
 - ✦ **Media Arts** (film, audio, video, technology/experimental)
 - ✦ **Photography**
 - ✦ **Visual Arts** (painting, drawing, printmaking, sculpture, book arts)
-
- ✦ **Folk artists may apply in any of the above disciplines**
 - ✦ **Access artists may apply in any of the above disciplines**



Criteria and Panel Review Process

Scoring Criteria

✚ Each application will receive a score **up to 100 points based on 4 criteria categories**. The possible number of points in each reflects their relative importance in the application process.

✚ **35 points: Impact** of the project on the artist's growth and career development. This is the most important criteria, regardless of the artist's level of experience or stage in their career.

✚ **30 points: Feasibility** of completion of the project within the grant period, timeline and projected budget.

✚ **25 points: Quality** of the artist's work from documentation.

✚ **10 points: Public Benefit**. Though worth the fewest points, active benefit of the project for the public should be evident.

✚ Note: It is the responsibility of the applicant to become familiar with the scoring criteria and make their case accordingly in the application.

How Proposals are Evaluated

- ✚ Applications are reviewed by a panel selected from community volunteers, artists, and Indiana arts professionals in the applicants' discipline.
- ✚ Panelists review each application online and assign a total score before the panel meeting. Scores are based on the 4 criteria categories.
- ✚ Panels meet in the April 2016 to discuss reviews and individually determine final scores.
- ✚ Meetings are open to the public for observation and are recorded. The audio is available on the IAC website following the panel meeting. Panel meeting dates and times are announced on the IAC website.
- ✚ Applicants are invited and encouraged to attend panel meetings **as observers only**.

Preparing a Successful Application



Getting Started

- ✚ Read all instructional material **thoroughly** before beginning the application. This includes the *FY2017 Guidelines and Definitions and Tips* found at <http://www.in.gov/arts/individualartistprogram.htm#Resources>
- ✚ Read through the **entire** application before beginning!
- ✚ Ask questions – that is preferable to making assumptions that may require changes!
- ✚ For artists with a disability applying in the Access category, contact staff concerning possible accommodations for more specific needs. Also, consider/investigate how a grant might affect any assistance you receive.

Application Development

✚ Successful applications contain **clear, concise and complete** descriptions of your project, demonstrating how it meets all guidelines and evaluation criteria. Write as if the reader does not know anything about you or your project – tell your story!

- 1) Describe the project and how it will impact your career development.
- 2) Explain how you will accomplish your project within the grant period...
- 3) What are the anticipated outcomes and overall objectives of your project? How will you evaluate its success?
- 4) Describe the public benefits...

(You are accountable for all of these in your final grant report!)

✚ Be sure you are answering the question being asked, using clearly expressed facts and statements.

✚ Express yourself with confidence, using terms such as can and will, rather than would or could. Use phrasing that gets the reader excited about your project!

✚ Avoid jargon and/or abbreviations. Clarify any acronyms the first time they occur.

Remember!!!

- ✚ The narrative, timeline and budget **must** reflect one another and be **realistic**.
- ✚ Income and expense **totals must match!**
 - ✓ **Cash income** must match **cash expenses**.
 - ✓ **In-kind income** must match expenses covered by **in-kind support**
- ✚ In-kind contributions are goods and services that are donated to the project by individuals or organizations other than the applicant. An artist's personal cash contribution must always be listed in the cash income column.
- ✚ **All parts of the application must be completed.**
- ✚ You are competing against the defined criteria – not the other applicants.
- ✚ Have someone not closely associated with the project read a draft of your application to be sure it clearly communicates what is intended. This can also serve to fulfill the important need for proof reading.

Artistic Documentation

- ✚ Each application **must** be accompanied by artistic documentation (digital images, written samples, etc.) so the panel may judge artistic quality. Read the guidelines **carefully** to identify the limitations of quantity and format.
- ✚ Work submitted as documentation must have been produced within the past 3 years (after February 5, 2013).
- ✚ Submit documentation that best supports the project for which you are requesting funding.
- ✚ Documentation is used to determine the quality of your work.
- ✚ If you have a website listed on the profile page of the application, panelists frequently view it individually to get a more comprehensive view of the applicant's work. Artist websites are not accessed during the actual panel meeting.

Note: IAP final grant reports now also require documentation as evidence of project completion!

Application Review, Revision and Submission

- ✚ Re-read the guidelines to be certain you have addressed all components.
- ✚ Draft reviews by IAC staff are available to first time applicants for general feedback and suggestions. Such requests must be received no later than **Friday, January 15, 2016**, and reviews will be done on a first come, first served basis. Earlier submission for a draft review can be as soon as the applicant feels their application is complete, thus allowing more time for the staff review and potential applicant revisions. On the final page of the application, first time applicants may select Draft Review Submission or Final Submission.
- ✚ When all your application information is complete, you will see a checkbox to "Submit." When you click Submit, you will no longer be able to edit your application. You will receive an **email confirmation** that your submission has been received, and you should contact the IAC if you do not receive the confirmation.
- ✚ The **February 5, 2016, 4:30 PM EST** submission deadline is final, so any revisions to the application should be considered well before then.





Accessing the IAP Application and Submitting Your Online Application

<http://www.in.gov/arts/>

IAC HOME

- About the Commission
- Accessibility Resources & Opportunities
- Advocacy
- Arts Education
- Arts Trust & License Plate
- Contact Us
- Media Room
- Photo Gallery
- Workshops

GRANTS

Access Online Applications & Reports

- Deadlines & Panel Meetings
- FAQs
- For Applicants
- For Current Grantees
- Grants Awarded
- Serve as a Grant Panelist

PARTNERSHIPS

- ArtsMidwest
- ArtsWork Indiana
- Bicentennial Celebration
- Governor's Arts Awards
- Indiana Cultural Districts
- Poet Laureate
- Poetry Out Loud
- Regional Arts Partners
- Additional Arts Indiana

ACCESS ONLINE APPLICATIONS & REPORTS

How to Use the IAC Online Grants System

Applicants and Grantees can access applications and reports by clicking on the link below the "Accessing the IAC Online Grants System" header.

Applicants

- Read the [program guidelines](#) before beginning an application
- All new applicants must create a username and password to access the online grants system. If you are a returning user, sign in with your existing username and password. If you do not know your logins, contact grantsadmin@iac.in.gov
- Contact the IAC or your regional partners if you have questions.

Grantees

- All reports are to be submitted online unless otherwise noted in the guidelines. Reports will be located under the PDF of your application for the corresponding year.
- Grantees should sign in using their existing username and password information to complete reports. If you are new to an organization and do not have the login information, contact grantsadmin@iac.in.gov

For more information, read the [FAQs](#) section.

Accessing the IAC Online Grants System

Click [here](#) to access the IAC's Online Grant System

- Once you've logged into the system, click on "Current Programs and Applications" to review the active programs and scroll down to the appropriate program/region/fiscal year header.

Technical Assistance and Questions

Online Services

- [Forms.IN.gov](#)
- [MORE ONLINE SERVICES >>](#)
- [SUBSCRIBER CENTER >>](#)

IAP Spotlight



Amanda G. Joyner, LaPorte County Milliner
Amanda Joyner will be using the IAC

grant to purchase a variety of hat blocks and millinery supplies in order to expand her technical knowledge. With this grant, Amanda intends to explore a wide variety of hats and styles, thereby allowing her to create and showcase 15 creative and custom designed hats.

Organizational Spotlight



Young Audiences of Indiana

Young Audiences of Indiana (YA) empowers children to achieve their creative and intellectual potential through arts education. Last year YA provided more than 3,000 programs to nearly 150,000 students across the state. YA staff and teaching artists collaborate with teachers and administrators to ensure its programs not only expose children to high-quality arts experiences, but also connect to core curriculum areas and life skills.

Upcoming Deadlines & Events

Welcome to <http://indiana.cgweb.org/> , the IAC Online Grants System!

- ✚ If you have applied for an IAC grant before, you may click the Login box and use the same User Name and Password. If not, click at the bottom of the page to create a new profile.

- ✚ You will receive a message from admin@cgweb.org that your profile was received and you may log in at <http://indiana.cgweb.org/> .

- ✚ Log in and select the box "Current Programs & Applications". Scroll down to **FY2017 Individual Artist Program**.
 - ✚ Program information includes a reminder of these important dates:
 - ✚ **Application Available:** November 2, 2015 12:00AM EST
 - ✚ **Draft Review Deadline:** January 15, 2016 4:30 PM EST
 - ✚ **Final Submission Deadline:** February 5, 2016 4:30 PM EST
 - ✚ **START Application**
 - ✚ **Preview Application**

Remember: **Save your work often!!!** Once you begin your application, you may return at another time to continue or edit.



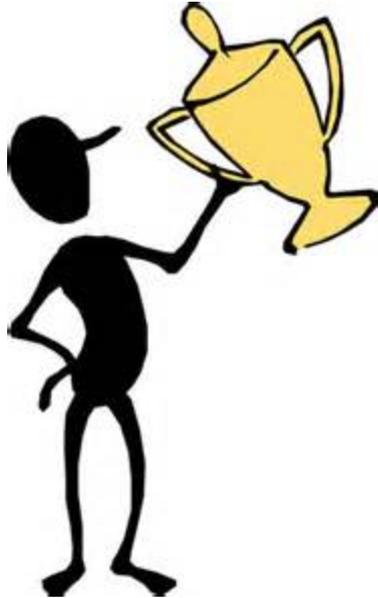
Read Everything Carefully!!!

Application Pages

Before You Begin
Applicant Profile
Artist Access
Applicant Information
Narrative
Task Timeline
Projected Project Budget - Income
Narrative for Project Income
Projected Project Budget - Expenses
Narrative for Project Expenses
Projected Demographics
Projected Public Benefit Activities & Participation
Artist Resume and Project Synopsis
Artistic Documentation
Artistic Documentation - Video
Application Checklist Submit Application

Please note:

All of the application pages are seen in the online system as hyperlinks so that you can easily go directly to one particular page.



**Funding
Recommendations
Award Notifications
Initial Payments
and
Grant Modifications**

Funding Recommendations and Notifications

- ✚ Applications with the highest final scores will be considered for funding. (At least one applicant from each discipline will be funded, determined by the highest score in that discipline.)
- ✚ Recommended applications are shared with and approved by the Program Grants and Services Committee early in June.
- ✚ The Commission will review and ratify funding recommendations made by the Program Committee during the June 2016 business meeting.
- ✚ All applicants will be notified of grant decisions immediately after the scores have been ratified by the Commission.
- ✚ Grantees will receive an electronic award letter, grant agreement, and instructions for completing the necessary forms to be returned within 30 days of award notification. This includes a copy of the **first** of two required public official letters. The first is to a local/state legislator (see guidelines).

Initial Payments

- ✚ The first payment will not be processed until all required paperwork is completed and returned. Grantees will be contacted by the grants manager if any documents have not been correctly completed.
- ✚ The initial payment is 75% of the grant award. Funds will be transferred to the grantee's bank account after all documents have been approved by three state agencies. The state payment process makes all payments **35 days in arrears**.
- ✚ It typically takes at least **60 – 90 days** after submission of all required paperwork for the **first payment to be deposited, and may take even longer in some cases**. Since the grant period begins July 1, 2016, **grantees should be prepared to cover an expenses before the first deposit is received. Be sure you have adequate funds to cover this period so that you can go ahead and begin your project as described in your timeline.**
- ✚ Grantees are responsible for all tax obligations under federal, state, and local laws (see guidelines). Grant monies cannot be used to pay taxes.

Grant Modifications

- ✚ Any significant changes in the grant awarded regarding personnel, timeline, scope of activities, or budget **MUST** be submitted as soon as known to the IAC program manager. Budget changes to be reported are any that create a total budget variance of **20%** or more.
- ✚ Contact the program manager for any questions concerning the necessity or process of submitting a grant modification.
- ✚ The grant modification form can be found at on the IAC website at <http://www.in.gov/arts/2694.htm>.



Some Final Reminders and Information

✚ Summary of important dates:

- ✚ Application Available: November 2, 2015 12:00AM EST
- ✚ Draft Review Deadline: January 15, 2016 4:30 PM EST
- ✚ Final Submission Deadline: February 5, 2016 4:30 PM EST
- ✚ Grant Period: July 1, 2016 – June 30, 2017
- ✚ Grant Modification: Any time during the grant period but well before the final report deadline
- ✚ Final Report Due: July 1, 2017

✚ We welcome questions at any time! Contact:

- ✚ Sarah Fronczek—Program Manager
sfronczek@iac.in.gov or 317-232-1274, or
- ✚ Adrian Starnes—Grants, Research and Information Technology Manager
astarnes@iac.in.gov or 317-232-1278