



# INDIANA ARTS COMMISSION

**FY2016 Region 7**

**Regional Initiative Grants  
Workshop**

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# WORKSHOP AGENDA

- Category explanations and requirements
- Application preparation
- Evaluation criteria & review process
- Online application tips



# About the Regional Initiative Grant

## Arts Operating Support I & II

### **AOS I**

Operating support  
for arts organizations  
Annual application

### **AOS II**

Operating support  
for arts organizations  
2-year application

## Arts Project Support

### **APS**

Arts Project  
Support  
Annual  
application

# Arts Operating Support I (AOS I)



# AOS I ELIGIBILITY

- Arts organizations - arts as primary purpose, mission and focus
- Cash operating average over a three-year period of **\$50,000 – \$249,999**
- Private-nonprofit with IRS 501(c)3 status
- Incorporated in Indiana as of application deadline
- Indiana-based with Indiana address



# AOS I ELIGIBILITY

- Operate year-round and provide public art services
- Provide an educational arts component
- Two year history as an arts organization
- Annual program planning and evaluation must have community input
- Governing body represents the organization's community





# AOS I DOLLAR REQUEST

- No dollar request amount.
- Grant amount is determined by budget size and based on a three-year period.
- Minimum score to qualify is 75.

## Budget range / Award breakdown

\$175,000–249,999	\$7,289 grant
\$100,000–174,999	\$6,304 grant
\$50,000–99,999	\$5,319 grant

# Arts Operating Support II (AOS II)





# AOS II ELIGIBILITY

## Meet all AOS I requirements PLUS:

- Cash operating average more than \$250,000 over a three year period\*
- Have more than one year history of providing similar services
- Operated for at least one year according to strategic/long-range plan approved by board
- Have paid administrative staff who reports to the board





## AOS II DOLLAR REQUEST

- No dollar request amount
- Grant amount is determined by budget size and based on a three-year period
- Minimum score to qualify is 80

### Budget range / Award breakdown

\$1 million+	\$18,715
\$750,000 – 999,999	\$15,760
\$500,000 – 749,999	\$12,805
\$250,000 – 499,999	\$ 9,850



# AOS I AND AOS II MATCH REQUIREMENT

Dollar for dollar match.

- Organization's match may be 50% donated goods and services (in-kind)



# Arts Project Support (APS)





# APS ELIGIBILITY

- Private nonprofit, tax-exempt agency, 501(c)(3) or Indiana public entity
  - Can apply under a fiscal agent with the above if not currently a 501(c)3
- Does NOT have to have arts in mission, but project must be arts-centric



# APS ELIGIBILITY

- Incorporated in State of Indiana with an Indiana address
- Governing body that is representative of organization's service area
- Up to \$5,000 or 50 percent of allowable project expenses, whichever is less
- Final amount will be determined regionally





# APS MATCH REQUIREMENT

Dollar for dollar match.

- Organization's match may be 50% donated goods and services (in-kind)





# APPLICATION DEADLINE

**MARCH 4, 2015 4:30 PM**

Deadlines for all categories are the same.



# Eligible Expenses



# ACCEPTABLE PROGRAM EXPENSES (For AOS and APS)

- Salaries
- Administrative/artistic fees
- Staff training
- Space rental
- Promotional costs
- Production costs
- Supplies



# UNACCEPTABLE PROGRAM EXPENSES (For AOS and APS)

- Deficit reduction/elimination
- Capital acquisitions
- Cost of food/receptions
- Travel outside of Indiana/United States
- Religious services
- Fundraising activities
- Private functions
- Lobbying activities
- Indirect costs of colleges/universities
- Events in private dwellings



# Preparing the Application





# GETTING STARTED

Application questions and uploads may have changed slightly from last year so please read carefully.

## **For questions contact:**

- ▶ Becca Hopson (program/application questions)
- ▶ Adrian Starnes (online application questions)





# TECHNOLOGY REQUIREMENTS

- Grant application will need to be completed through our online system
- Must provide current email address
- Must update contact information in the online IAC grants system
- Cannot request advanced technical assistance for personal computer or software problems





# YOUR APPLICATION

Start early to allow yourself enough time to write, edit, rewrite, assemble and submit.

## Tips for Editing

- ▶ Cut & Paste issues may cause formatting errors
- ▶ PDF copy to review for typos/clarity
- ▶ Another set of eyes for review





# YOUR APPLICATION

- Develop a well thought out project timeline (APS) (who, what, when, where, why and how)
- Budget and Narrative **must** support each other
- Income and Expenses must match
- Demographics are projections



# APS NARRATIVE QUESTIONS

- Narrative for APS
  - Outreach/Community Impact
    - What community needs does this project address
    - Community involvement in the project planning
    - Targeted participants – including underserved – and what are your marketing/promotional plans to reach them
    - How will the project be evaluated and how have the past evaluative measures contributed to the development of this project



# AOS NARRATIVE QUESTIONS

- Narrative Questions for AOS
  - Administration
    - Provide your organizational history and purpose
    - Organization planning and budgeting process
    - Key staff roles, responsibilities, and qualifications
    - Board committee structure, responsibilities, and how board represents community
    - Financial situation and plans to address any deficit/shortfalls
    - (AOS II) Where your organization is with the strategic plan



# AOS NARRATIVE QUESTIONS

- Narrative for AOS
  - **Arts Programming and Artistic Quality**
    - Provide an overview of your programming
    - What percentage of your programming is arts-based
    - Explain your organization's program evaluation plan and how you will measure success.
  - **Arts Education/Community Outreach**
    - FY2016 arts educational and outreach activities
    - Target audiences and how will you reach them
    - Number of FY16 arts education activities
    - Number of project participants for FY16



# AOS NARRATIVE QUESTIONS

- Narrative for AOS
  - Audience/Community and Visibility Efforts
    - Overview of your community and describe your understanding of their need for your programming
    - Marketing plan overview and evaluation strategies to reach target audiences
    - How are your activities made accessible to underserved populations





# YOUR APPLICATION

- Projected Audience
  - Audience Directly engaged in “in-person” arts experiences - Do not count individuals reached through TV, radio or cable broadcast, the Internet, or other media
  - Audience Directly engaged electronically





# APPLICATION ATTACHMENTS

- For the Board Member spreadsheet upload a template is available on IAC website (link also listed in application).
  - Promotional materials should be combined into one PDF
  - Unaudited financial statement for most recently completed FY
- **No Regional Specific Upload or Artistic Support documentation Required!**



# SUBMITTING YOUR APPLICATION

- Make all appropriate revisions BEFORE the established deadline.
- All deadlines and submissions are final.
- You will receive an email after the application has been successfully submitted.



# Criteria and Review Process





# ADVISORY PANEL

- Advisory panels appointed by the IAC will be composed of Indiana residents
- Panelists will have a range of experience in arts administration, nonprofit or community managers, or financial knowledge
- Panels change from year to year





# ADVISORY PANEL REVIEW

Region 7 Panel Reviews:

APS – May 4

AOS I – May 7

AOS II will be on May 6

Details will be available on the IAC website.





## ADVISORY PANEL REVIEW

- Meetings are open to the public for observation and may be recorded  
→ IAC cannot guarantee quality of recording
- Applicants are encouraged to attend
- Applicants cannot “lobby” panelists on behalf of their applications before, during, or after the panel meeting





# AOS EVALUATION CRITERIA

25 points possible in each category:

- Administration and organizational excellence
- Arts Programming and artistic quality
- Arts Education/Community Outreach
- Audience/Community and Visibility Efforts





# APS EVALUATION CRITERIA

- Project Quality (30 possible points)
- Administration (30 possible points)
- Outreach/Community Impact (40 possible points)





# PROPOSAL APPROVAL

Applications with the highest eligible scores will be considered for funding

- ▶ AOSII score cut off 80
- ▶ AOSI score cut off 75
- ▶ APS score cut off 75

Funding is currently based on a per capita allocation for the region.

The Commission will review and ratify funding recommendations made by the panel during the June 2015 business meeting.



# Managing Your Grant





# NOTIFICATIONS

- All applicants will be notified of grant decisions after the June 2015 Commission meeting.
- Grantees will receive an award letter, grant agreement, and instructions for completing other necessary forms.
- State Forms check





# NOTIFICATIONS

Payment will not be started through the state until all required paperwork is received.

It usually takes at least 90 days after we have all the paperwork for the first partial payment to be deposited into your account.





# PAYMENT

- 1st payment will include 75% of awarded amount
- Proceed with established project timeline regardless of payment status
- Remaining 25% will be disbursed after submission and approval of final grant report



# CREATING AN ONLINE APPLICATION



# ACCESSING THE ONLINE APPLICATION

Direct link: [www.indiana.cgweb.org](http://www.indiana.cgweb.org)

Or go to [www.IN.gov/arts](http://www.IN.gov/arts)

- ▶ Select "Access Online Application & Reports"
- ▶ Click link under "accessing the IAC's online grant system"

Add to favorites/bookmarks





### Indiana Arts Commission

Database Status: Connected  
January 9th, 2012

Home

Submitting Artistic Documentation

Project/Grant Modification

Help

Login

Adjust font size:  
A A A A



#### Welcome to the Indiana Arts Commission's Online Grant System!

Before starting the application or reporting process, be sure to visit [www.in.gov/arts](http://www.in.gov/arts) for complete program eligibility requirements and guidelines.

If you are new to the IAC's Online Grant System, you will need to create a profile to access applications.

#### The following tips will assist you in navigating the grants system:

- Select "Current Programs and Applications" to access an application.
- If your application requires artistic documentation, go to "Manage Work Samples" and upload your files. These files will then be selected as part of your application.
- To preview your application, you will need the most recent version of Adobe Acrobat Reader. This is a free application available at the Adobe website - [www.adobe.com](http://www.adobe.com).

#### Questions?

Questions regarding the program or application content should be directed to the program manager. If you need technical assistance with an application or artistic documentation, contact the grants manager at [grantsadmin@iac.in.gov](mailto:grantsadmin@iac.in.gov) or 317-232-1278.

New to the site?  
[Click Here to create a new profile.](#)

# ONLINE APPLICATION

- Red text is always a link.
- If you already have a profile, click Login button on left.
- If this is the first time your organization has applied, click red text at bottom of information screen.
- Fill out all profile information.



# ONLINE APPLICATION

Once logged in, you can make changes to your profile by clicking “edit profile” button.





Indiana Arts Commission

Laura Frank - Laura Katherine Frank

Database Status: Connected

January 9th, 2012

Home

Edit Profile

Current Programs & Applications

Manage Work Samples

Submitting Artistic Documentation

Project/Grant Modification

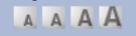
Help

Logout

Invitational Password:

OK

Adjust font size:



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# ONLINE APPLICATION

- If creating profile for the first time, make sure you select “organization”.
- Email address is important; make sure it is correct. This is where all correspondence regarding the grant is sent.





Home

Edit Profile

Current Programs & Applications

Manage Work Samples

Submitting Artistic Documentation

Project/Grant Modification

Help

Logout

Invitational Password: [input] OK

Adjust font size: [input] [input] [input] [input]

\* Please choose the type of profile you are creating:

Individual  
 Organization

Primary Contact Information

Salutation

\* First Name

Middle Initial

\* Last Name

Title

\* Phone

\* Email

\* Confirm Email

\* Username

\* Password

\* Confirm Password

Applicant Information

\* Legal Name   
*(Organization or Individual)*

Date of 501(c)3 incorporation   
*(if applicable)*

\* FEIN/TAX ID

\* Address

Address (line 2)

\* City

\* Country

# ONLINE APPLICATION

- Click on “Current Programs & Applications” button to access the grant application.
  - Make sure to choose FY2016 Region 7, either AOS or APS.
  - NOTE: Click “preview application” to open a PDF of application.
- Click “start application” to begin.



# ONLINE APPLICATION

- Each section of the application is a red link at the top.
- Save work and save often.
- Note “Did I complete this page” link.



Home

Edit Profile

Current Programs &  
ApplicationsManage  
Work SamplesSubmitting Artistic  
DocumentationProject/Grant  
Modification

Help

Logout

Invitational Password:

OK

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**FY2014 Regional Initiative Grant - REGION 7 - Arts Operating Support (AOS) #140001****Application Pages**

- **Before You Begin**
- Business Information
- Applicant Summary
- Narrative - Administration
- Narrative - Projected FY2014 General Arts Programming
- Narrative - Projected FY2014 Educational Priorities
- FY2014 Organizational Budget - Income
- FY2014 Organizational Budget - Expenses
- FY2014 Budget Explanation
- AOSII ONLY: Projected FY2015 General Arts Programming
- AOSII ONLY: Projected FY2015 Organizational Budget - Income
- AOSII ONLY: Projected FY2015 Organizational Budget - Expenses
- AOSII ONLY: FY2015 Budget Explanation
- Projected FY2014 Demographics
- Artistic Documentation (Applicable Regions Only)
- Accessibility Statement
- Attachments/Support Documents
- Region Specific Upload (Applicable regions only)
- Application Checklist & Signature
- Submit Application

**Before You Begin**

1. Before you begin your application, please **review your region's guidelines and expectations for this program to ensure eligibility**. If you are not sure in what region your organization is located, go to <http://www.in.gov/arts/2482.htm>.

2. When completing your online application, **save often**. It is especially important to remember to save frequently when completing lengthy narrative areas, walking away from your computer, logging out of the system, or moving to a new page. Once you have saved your data, you can log back into the system to continue at any time.

3. When you complete your profile within the online system, remember that all communication through the IAC's Online Grant System is sent to the email address you provide for your account. This information can be changed by selecting the "Edit Profile" button on the left navigation. You will receive a notification email when you start the application and when you submit it. If you do not receive these emails, please contact your regional partner immediately.

4. Narrative questions within the application have limitations on character count. Exceeding this limit will result in your text being cut off. Applicants should also note that copying and pasting text from other applications can cause issues with character count and typos. If you do copy and paste, make sure you proof your content for errors using the PDF preview.

5. The IAC recommends starting and submitting your application prior to the deadline date as it cannot be extended for computer problems, personal issues, etc.

6. If you have questions regarding any areas of the content within the application, please contact your regional partner for assistance. Any

# ONLINE APPLICATION

- As you type into the narrative box, the system counts characters for you.
- DO NOT COPY AND PASTE FROM WORD. It messes up the count and enters unseen HTML characters.
- Only copy/paste plain text (in Microsoft, save as .txt file).



Home

Edit Profile

Current Programs & Applications

Manage Work Samples

Submitting Artistic Documentation

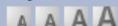
Project/Grant Modification

Help

Logout

Invitational Password:

Adjust font size:



### FY2014 Regional Initiative Grant - REGION 7 - Arts Operating Support (AOS) #140001

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#### Narrative - Administration

You must save your work on every page. Use the "Save Work" button at the bottom of each page.

**\*1. Provide a brief organizational history.**

Character Count: 0 out of 1500

**\*2. Explain your organizational planning and budgeting process.**

# ONLINE APPLICATION

- No spell check.
- Use Chrome or Firefox as browser; or
- Type directly into application; make suggested changes directly to application.



# ONLINE APPLICATION

- Please note file format requirements for each upload, i.e. “.doc” (NOT “.docx”) or “.pdf”
- If you need help consolidating three marketing pieces into one PDF, please email Adrian at [astarnes@iac.in.gov](mailto:astarnes@iac.in.gov)

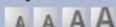


- Edit Profile
- Current Programs & Applications
- Manage Work Samples
- Submitting Artistic Documentation
- Project/Grant Modification
- Help
- Logout

Invitational Password:

OK

Adjust font size:



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#### Attachments/Support Documents

If you need technical assistance on how to prepare documents for upload, contact your regional partner. Consult your regional guidelines to make sure you attach the correct documents for your region and grant Category.

You must save your work on every page. Use the "Save Work" button at the bottom of each page.

**\*1. Upload your organization's IRS Determination Letter of Tax Exempt Status. If you are a Public Entity, please upload a document stating that information here. The file should be named with your organization's name or acronym and the applicable title, e.g. IAC\_TaxExemptLetter.pdf.** No file uploaded. [upload file](#)  
*(Documents must be formatted in Word 97-2003 (.DOC) or PDF format for upload.)*

**\*2. Upload a financial statement for the most recently completed fiscal year. The file should be named with your organization's name or acronym and the applicable title, e.g. IAC\_FinancialStatement.pdf.** No file uploaded. [upload file](#)  
*(Document must be formatted as a PDF for upload.)*  
**help!**

**\*3. Has the most recently completed financial statement attached to this application been approved by your Board of Directors?**

**\*4. Upload promotional materials (up to 3 pieces consolidated into one electronic PDF). The file should be named with your organization's name or acronym and the applicable title, e.g. IAC\_PromotionalMaterials.pdf.** No file uploaded. [upload file](#)  
*(Document must be formatted as a PDF for upload.)*

# ONLINE APPLICATION

- When finished with application, type name in field provided to serve as signature.
- Submit application page will flag everything you did not finish.



Edit Profile

Current Programs & Applications

Manage Work Samples

Submitting Artistic Documentation

Project/Grant Modification

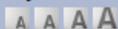
Help

Logout

Invitational Password:

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- Accessibility Statement
- Attachments/Support Documents
- Region Specific Upload (Applicable regions only)
- Application Checklist & Signature
- **Submit Application**

You have not yet answered some required questions. Below is a list of questions that need to be completed prior to submission:

**Required Question: 1. To what level of operating support are you applying? on the Business Information page.**  
Click here to answer this question.

**Required Question: 2. Organization home county: on the Business Information page.**  
Click here to answer this question.

**Required Question: 3. 9-Digit organization zip code: on the Business Information page.**  
Click here to answer this question.

**Required Question: 4. Organization web address: on the Business Information page.**  
Click here to answer this question.

**Required Question: 5. Authorizing official first name: on the Business Information page.**  
Click here to answer this question.

**Required Question: 6. Authorizing official last name: on the Business Information page.**  
Click here to answer this question.

**Required Question: 7. Authorizing official title: on the Business Information page.**  
Click here to answer this question.

# ONLINE APPLICATION

Please check and double check everything; your application will not be able to be re-opened after the application closes.



QUESTIONS...?



# CONTACT INFORMATION



**INDIANA ARTS  
COMMISSION**  
MAKING THE ARTS HAPPEN

## Guidelines/Application Content

Becca Hopson

(317) 232-1283

[rhopson@iac.IN.gov](mailto:rhopson@iac.IN.gov)

## Contracts/Technology

Adrian Starnes

(317) 232-1278

[astarnes@iac.IN.gov](mailto:astarnes@iac.IN.gov)