FY2025
Arts Project Support Guidelines
Important: Items in "Red" and Bolded are New from Last Year's Cycle

ABOUT THE PROGRAM

Arts Project Support (APS), a core grant program of the Indiana Arts Commission (IAC), provides funding to 501c3 nonprofits, units of government, and schools to support arts projects that occur during the grant period: July 1, 2024 – June 30, 2025. Some examples of eligible projects include a one-time art event, a single performance, an exhibition, an educational workshop, or series of related arts activities such as art classes or training sessions that are open to the public whether free or for a fee.

The purpose of the program is to provide broad access to arts opportunities throughout the state. Applicants may **request up to $4,000 (new)** to support their project, and there is no match requirement. These guidelines provide programmatic details for prospective applicants.

TIMELINE

Grant Period	July 1, 2024 – June 30, 2025
Application Opens	January 4, 2024
Program Information Webinars for Returning Applicants • [Register to attend Returning Applicant Webinar](#)	January 18, 2024, 4:00 pm ET
Program Information Webinars for New Applicants • [Register to attend New Applicant Webinar](#)	January 24, 2024, 4:00 pm ET
Draft Review Deadline (for new applicants)	February 23, 2024
Application Deadline	March 7, 2024
Applicants Notified of Status	No later than June 24, 2024
Grant Agreements are Processed	July – October 2024
Final Report Deadline	July 11, 2025

CONTACTS

- Application, Eligibility, and Guidelines Questions? Contact your [Regional Arts Partner](#)
- Help or Technical Assistance with the Online Grant System? Contact grants@iac.in.gov
- Need Accessibility Accommodations? Contact Stephanie Haines, shaines@iac.in.gov or 317-450-9973.

APPLY

Only applications submitted online will be accepted except in the case of ADA accessibility accommodations.

- **To apply, you must be logged into the online grant system.**
- To **preview** the application in the online system, visit [in.gov/arts/apply](#). (Remember to login to apply.)

- To set up an account (if one doesn't already exist) and apply visit, https://www.grantinterface.com/Home/Logon?urlkey=indianaarts

ABOUT US

APS is a program of the Indiana Arts Commission (IAC) and its Regional Arts Partners (RAP) across the state. These 11 regionally-based organizations are the contact for the program. They provide guidance for answering application questions, understanding the process and requirements, and sharing information about upcoming deadlines and opportunities.

The IAC is 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 supports engagement with the arts to enrich community life and works to ensure equitable access to the arts so that all Indiana residents can benefit.

GRANT PROGRAM OBJECTIVES

This grant program has the following objectives: (1) provide **public access** to quality arts activities, with special attention to **underserved communities**, and to (2) support Indiana artists who are a vital part of Indiana's economy and community life.

- **"Public Access"** means the project must result in a product or activity available to the public. "Available" means activities must be accessible to persons with disabilities and open to the audience, participants, or public, either free or by reasonable admission or service charge.
- **"Underserved Communities"** are defined as people lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ethnicity, cultural differences, disability, or other circumstances as substantiated by the applicant.

MAKING THE PROJECT ACCESSIBLE TO ALL

Recipients of public funding are required to make reasonable efforts for projects to be accessible to the public. Applicants should consider physical and programmatic accessibility as an integral part of the planning and budgeting process. Accessibility involves both the location (the facility) and the content (the activity or product). Thinking about accessibility in the early design and planning stages of a project (e.g., accessible websites, sign language interpreters, recordings of printed materials, audio-description describers, or large-print labeling) is key to ensuring that persons with disabilities will be able to participate.

ELIGIBLE NONPROFIT & PUBLIC ENTITIES

Indiana-based arts organizations, non-arts organizations, and public entities are all eligible to apply for this grant. Arts organizations are 501c3 nonprofits whose mission and primary work are arts related. The IAC defines non-arts organizations as 501c3 nonprofits that do not have the arts as their primary mission. Eligible non-arts organizations and public entities include (but are not limited to) pre-K, elementary, and secondary schools, and, in some cases colleges and universities; senior centers; parks and recreation departments; civic and community service organizations; Main Street and other community development organizations; professional associations; public libraries; public broadcast stations; health and human service agencies;

public agencies such as municipal and county governments; and private 501c(3) nonprofit community-based organizations.

FUNDING
Request Amount (NEW)
APS applicants may request up to **$4,000** to support their arts project. Grant funds must be used for allowable expenses only (detailed below). There is no match requirement for the Arts Project Support program. **All grantees funded through this program will receive their full request amount in one payment at the beginning of the grant cycle.**

Funding Priorities (NEW)
While the Indiana Arts Commission would like to fund all eligible applications, the amount of available funding is limited, therefore not all eligible applications will be funded. Funding priorities for FY25 are as follows:
1. **Ensuring geographic access to arts opportunities** by funding the highest scoring eligible application from each county in each of the 11 regions; and,
2. **Benefiting local or Indiana artists** by supporting applications that will directly financially benefit and/or support the work of Indiana artists; and,
3. **Increasing access to arts opportunities for Marion County residents with the least access.**

BEFORE YOU APPLY

PRIVACY CONSIDERATIONS
All documents submitted to the IAC are public and subject to a public information request. All grant applications are considered public documents and are reviewed and discussed in a public meeting. Applicants should therefore not include any information in the content of their application they would not want shared during the panel discussion.

PAYMENT SCHEDULES
The grant award payment will be paid in full (100% of the total award) at the beginning of the grant cycle. However, it is critical to understand that:
1. **It takes approximately three and a half months from the time of funding notification until the recipient receives the payment.** Funds will be transferred to the grantee's bank account after the grant agreement and supporting documents have been approved by (all) applicable state agencies.
2. Grantees are required to follow the grant agreement and guidelines including submission of a final grant report by the programmatic deadline. Failure to follow this requirement may result in rescindment of the grant award or being designated not in good standing with the Indiana Arts Commission making the organization ineligible for future grant opportunities.

REQUIREMENTS FOR GRANT RECIPIENTS
To receive an IAC award, applicants will be expected to:

- Certify and comply with civil rights statutes that govern nondiscrimination in federally and state assisted programs (view the NEA's civil rights FAQs)
- Complete the electronic contracting process
- Follow the IAC process for modifying a grant proposal (as needed)
- Follow funding acknowledgement requirements
- Submit two public official thank you letters with the final grant report
- Submit the final grant report by the due date and provide detail (including documentations as required) on how funds were used.
- Comply with all State of Indiana Contracting Requirements

See full details and learn More About Grantee Requirements bit.ly/IACgrantees

GRANT AGREEMENT AND COMPLIANCE

Recipients must sign a grant agreement. Grant agreements will be issued following Commission approval at its June 14, 2024 Quarterly Business meeting. To be considered an active grant recipient and receive funding, recipients must sign a grant agreement and meet the requirements therein.

MAINTAINING GOOD STANDING

To receive IAC funds, a grant recipient must maintain its good standing with IAC during the grant period. A grant recipient is in good standing if it:

- Fully and completely meets all requirements as stated in the grant agreement for the duration of the grant period;
- Accurately represents its organization and its activities in all documents submitted to IAC. This includes, but is not limited to, the eligibility check, application, final report and all other reports and forms;
- Continues to meet the eligibility criteria;
- Submits required documents and forms on time
- Complies with any requests for documentation on use of grant funds

A grant recipient not in good standing with IAC will be officially informed of this status in writing.

IN ORDER TO CONTRACT WITH THE STATE OF INDIANA, THERE IS SOME FINE PRINT YOU MUST AGREE TO

- Follow the Americans with Disability Acts (ADA) requirements.
- Be aware of state contracting requirements.
- Be aware of federal contracting requirements.
- Follow public manifestation, fair labor, drug free workplace, and civil rights standards.
- Monitoring/records retention and tax responsibilities requirements.

Learn more here: bit.ly/IACgrantees

ELIGIBILITY REQUIREMENTS

APPLICANT ELIGIBILITY

The Applicant Must Meet All of the Following Eligibility Requirements:

1. Must be an Indiana-based 501c3 nonprofit organization, a unit of state or local government, an institution of higher education, or a federally recognized tribal government;
   a. A 501c3 organization may act as a fiscal sponsor/agent for an organization that has not secured their federal tax-exempt status. Please contact your Regional Arts Partner representative (the contact in these guidelines) if you wish to apply using a fiscal sponsor/agent. Learn more at https://www.in.gov/arts/files/IAC_FY25-Fiscal-Sponsor-Guidelines.pdf
2. Must be incorporated in the State of Indiana at the time of application and for the duration of the grant period;
3. Must be physically located in Indiana, have an address in the region to which the organization is applying, with the majority of its arts programming, services, or activities taking place in Indiana, and must primarily serve and engage Indiana audiences and participants;
4. Must not have any overdue and/or unresolved Final Grant Reports with the Indiana Arts Commission or the Regional Arts Partner;
5. Must comply with all federal, state, and local laws and ordinances, including but not limited to those that prohibit discrimination on the basis of race, color, national origin, gender, sexual orientation, age, or disability;
6. APS funding may not be used for projects already supported by the Indiana Arts Commission (for example, more than one organization receiving APS funding for the same project is not allowable).

PROJECT ELIGIBILITY (NEW)
Applications that do not adhere to the following requirements are ineligible for funding consideration.

- **FOR MARION COUNTY-BASED APPLICANTS ONLY.** To be eligible for funding, applicant organizations in Marion County are required to direct their projects to these individuals *inclusive of, but not limited to* veterans, individuals in high poverty areas, persons of color, individuals with disabilities, those living in institutions (retirement/healthcare facilities, incarcerated populations, etc).
- Projects that do not meet program objectives.
- Applications for projects that primarily present political, denominational, religious, or sectarian
  ideas or projects that enhance the property of religious institutions.
- Applications for projects whose primary purpose is to purchase capital equipment (this includes technology equipment and uniforms, instrument purchase, etc)
- Applications for projects that supplant the role of a professional educator and/or that which should be provided by the school.
- Applications by schools, disability service organizations, and similar service agencies with specific communities served that do not have an event/activity that is open to the public.
- Multiple applications from the same organization or department (if higher education institution)
- Applications from higher education organizations for projects that do not clearly serve the needs of surrounding communities and involve community input during planning and implementation. Activities that are credit-producing or oriented primarily to university students and the academic community are not eligible.

EXPENSE ELIGIBILITY
The allowability of expenses is based on IAC policy, National Endowment for the Arts Legislation, and 2CFR 200.

Allowable Expenses, By Category
Personnel
- Salaries and fees
- Contractors
- Artist contracts, honorariums, stipends
- Staff or contractor training, conferences

Operations
- Rent or mortgage payments
- Utilities
- Space rental
- Promotion and marketing
- Printing
- Security
- Insurance
- Personal Protective Equipment (PPE)
- Cleaning services
- Information Technology (e.g. software, captioning, streaming- including increased bandwidth, hardware, specialized audio-visual equipment, etc.)
  Fee subsidies for presenting services

Capital Expenditures (ineligible if accounts for entirely of grant expenses)
- Equipment (purchase or rental) provided it plays an integral part of the project (for project support grants) or the organization's operations (e.g. theatre rigging, exhibition pedestals)
- Construction and renovation-type projects that are integral to an organization's mission or that facilitate accessibility (e.g., accessibility-related construction and renovation, substantial exhibition design, the installation of climate control systems for a museum, etc.,) are allowable.
- Construction and renovation: Project Support – must be integral to the project as in the project goal(s) could not occur without it.

Programming
- Production or commissioning costs
- Consumable supplies
- Costs associated with the creation of a temporary or permanent piece of public art

Non-Allowable Project Expenses, By Category
Operations
- Cash reserves, endowment accounts, deficit reduction or elimination
- Taxes and interest
- Compensation to foreign nationals
- Visa costs
- Travel outside the United States

- Indirect costs or underwriting for programming, activities, and/or services by degree-granting colleges and universities outside of what is explicitly allowable for project-based grants.
- **Compensation for staff salaries already supported by state funds (e.g. public school educators)**
- Cost of goods for resale
- Alcoholic beverages
- Donations and contributions
- Entertainment costs (such as receptions, parties, galas, dinners, community gatherings, etc.)
- Fundraising and Investment costs
- Lobbying
- Home office workspace
- Prohibited telecommunications and video surveillance services and equipment
- Regranting to individuals or other organizations

Capital Expenditures

- Capital improvements, facility construction, structural renovations, and restorations not integral to an organization's mission or that facilitate accessibility
- Purchase of artwork
- The purchase of vehicles

Programming

- **Cash awards or prizes**
- Events not open to the public. (Project Support for schools, disability service organizations, and similar service agents with specific communities served, must include an event/activity that is open to the public).
- Projects or programs to be delivered outside the State of Indiana
- Activities and expenses outside the grant period
- Activities that are solely for the purpose of fundraising

PANEL REVIEW PROCESS

All applications receive an initial review by the Regional Arts Partner to ensure that all required information was submitted and that the application is eligible for panel review. If any discrepancies are found (such as incomplete answers or uploads), the application may be deemed ineligible to move forward to panel review. Each eligible application will be reviewed and scored by a conflict-free panel of field professionals. **The panel review will take place online and will be available for observation through a zoom registration process.** Applicants may observe the panel reviews online but cannot lobby or address the panel on behalf of their application before, during or after the panel meeting. **Panels will not be recorded; however comments will be available to the applicant.**

Under no conditions should an applicant contact a panelist or ask anyone to contact a panelist on their behalf (inclusive of letters of support) before, during, or following panel review. Doing so will result in disqualification of the application.

Panel dates, time, and registration information will be posted on the Regional Arts Partner website and/or IAC website at www.in.gov/arts/programs-and-services/funding/arts-project-support/ by April 15.

GRANT REVIEW CRITERIA

Applications will be scored on a 100-point scale. The scores will be utilized as part of a funding formula that determines the allocation of grant awards. Applications must receive a total score of 75 or higher to be eligible for funding. Note: Due to funding constraints, not all eligible applications will be funded. Information submitted in the application will be reviewed according to the following evaluation criteria:

- ARTISTIC QUALITY (20 POINTS): Relative to the budget size of the organization, the extent to which the applicant demonstrates a committed effort to provide its audience a meaningful, impactful, and quality artistic experience(s).
- ARTIST(S) BENEFIT (10 POINTS): Extent to which the project will financially benefit and/or support the work of Indiana artists (e.g. budget includes artist stipend/honoraria and/or the extent to which the project will benefit artist(s).
- COMMUNITY ENGAGEMENT (20 POINTS): Extent to which there is an active, two-way, ongoing relationship between the applicant and community in the planning, participation and evaluation of the proposed activity(ies),
- INCLUSION, DIVERSITY, EQUITY, AND ACCESS (20 POINTS): Extent to which the project includes intentional strategies for inclusion, diversity, equity, and/or access (IDEA) for underserved communities. (Underserved communities are defined as people lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ ethnicity, cultural differences, disability, or other circumstances as substantiated by the applicant.)
- PROJECT MANAGEMENT (30 POINTS): The extent to which the applicant organization can demonstrate the ability to successfully design and implement the project through effective planning, financial management, staffing and evaluation.

GRANT AWARD DETERMINATION

Following the panel meeting, a Commission-approved funding formula will be applied that takes into consideration the panel score, the number of eligible applicants, IAC funding priorities and the amount of available funds to determine specific grant award recommendations.   Reminder: Funded applications will be funded at the full amount of the request (not to exceed $4,000.)

The Indiana Arts Commission will review and ratify the grant awards at its June Quarterly Business Meeting. Commission meetings are open to the public for observation and may be recorded. All applicants will be notified after the Commission meeting.

RECONSIDERATION AND APPEALS PROCESS

The reconsideration process is designed to review the method and fairness of an IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/ judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal.
Applicants may request reconsideration of a funding decision if the applicant can demonstrate:

- The panel or review team used incorrect review criteria; and/or
- There was influence by an IAC staff person or IAC volunteer panelist having a conflict of interest; and/or
- Required information submitted by the applicant was withheld from consideration.

To file an appeal, the applicant must send a formal letter via email to the IAC Executive Director
1. Stating the reason for reconsideration of the IAC funding decision based on at least one of the three points above.
2. The letter must be received within 30 days of notification of the IAC funding decision in question.
3. If deemed viable, an appeals committee appointed by the IAC Chair will review all appeal requests and make recommendations to the full Commission at its next business meeting.
4. All decisions of the Commission are final and may not be appealed further.

READY TO APPLY?
Only applications submitted online will be accepted, except in the case of ADA accessibility accommodations. To view the application in the online system, in.gov/arts/apply.

To set up an account (if one doesn't already exist) and apply visit, https://www.grantinterface.com/Home/Logon?urlkey=indianaarts

CONTACT INFORMATION
- Application, Eligibility, and Guidelines Questions? Contact your Regional Arts Partner
- Help or Technical Assistance with the Online Grant System? Contact grantsadmin@iac.in.gov
- Need Accessibility Accommodations? Contact Stephanie Haines, shaines@iac.in.gov or 317-450-9973

REGIONAL ARTS PARTNERS

Questions about the program itself, application, and panel process should be directed to the applicant's Regional Arts Partner.

1. **Dave Mika and Laura Camacho, South Shore Arts**
   david@southshoreartsonline.org; laura@southshoreartsonline.org
   Serves: Lake, La Porte, Porter

2. **Kayla Myers, Community Foundation of St. Joseph County**
   kayla@cfsjc.org
   Serves: Elkhart, Fulton, Kosciusko, Marshall, Starke, St. Joseph

3. **Heather Closson, Arts United of Greater Fort Wayne**
   hclosson@artsunited.org
   Serves: Adams, Allen, Dekalb, Huntington, Lagrange, Miami, Noble. Steuben, Wabash, Wells, Whitley

4. **Tetia Lee, The Arts Federation**
   tetia@theartsfederation.org
   Serves: Benton, Carroll, Cass, Clinton, Fountain, Howard, Jasper, Montgomery, Newton, Pulaski, Tippecanoe, Tipton, Warren, White

5. **Braydee Euliss, Community Foundation of Randolph County**
   beuliss@randolphcountyfoundation.org
   Serves: Blackford, Delaware, Fayette, Grant, Henry, Jay, Madison, Randolph, Rush, Union, Wayne

6. **Sherri Wright, Arts Illiana**
   sherri@artsilliana.org
   Serves: Clay, Parke, Putnam, Sullivan, Vermillion, Vigo

7. **Ryan Shelton, Nickel Plate Arts**
   grants@ nickelplatearts.org
   Serves: Boone, Hamilton, Hancock, Hendricks, Johnson, Marion, Shelby

8. **Sean Hildreth, Brown County Community Foundation**
   sean@bccfin.org
   Serves: Brown, Greene, Lawrence, Martin, Monroe, Morgan, Orange, Owen

9. **Kim Wadholm, Columbus Area Arts Council**
   kwadholm@artsincolumbus.org
   Serves: Bartholomew, Dearborn, Decatur, Franklin, Jackson, Jennings, Ohio, Ripley, Switzerland

10. **Anne McKim, Arts Council of Southwestern Indiana**
    anne.mckim@artswin.org
    Serves: Daviess, Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh, Warrick

12. **Randy Lakeman and Aubre Carter, Madison Area Arts Alliance**
    artsherenow@gmail.com
    Serves: Clark, Crawford, Floyd, Harrison, Jefferson, Scott, Washington