

**FISCAL YEARS 2024 & 2025 | GUIDELINES**

# ARTS ORGANIZATION SUPPORT

**APPLICATION DUE MARCH 9, 2023 BY 11:59 PM EST  
INDIANA ARTS COMMISSION**

# WELCOME!

Whether you're a returning grantee or coming to us for the first time – welcome! Arts Organization Support (AOS) is a program of the Indiana Arts Commission (IAC) and administered by its Regional Arts Partners (RAPs) across the state. The IAC seeks to enrich community life by ensuring equitable access to the arts for the benefit of all Indiana residents. We and our Regional Arts Partners are excited to work with you!

These guidelines provide both general and detailed information about the program. **They're also a great reference guide for completing the application.** Since guidelines can't possibly answer all your questions – rest assured – IAC and our Regional Arts Partners are just a quick email or phone call away. We want you to be successful! Be in the know about workshop opportunities, grant alerts, and other valuable information by: (1) signing up for our newsletter [in.gov/arts/about/news](https://www.in.gov/arts/about/news) and, (2) making sure you're on your Regional Arts Partner email list.

## Contacts

**Application, Eligibility, and Guidelines Questions?**  
[Contact your Regional Arts Partner](#)

**Help or Technical Assistance with the Online Grant System?**  
Contact [grantsadmin@iac.in.gov](mailto:grantsadmin@iac.in.gov)

**Need Accessibility Accommodations?**  
Contact Stephanie Haines, [shaines@iac.in.gov](mailto:shaines@iac.in.gov) or 317-450-9973

## Ready to apply?

Only applications submitted online will be accepted, except in the case of ADA accessibility accommodations. To access the application in the online system, visit [in.gov/arts/apply](https://www.in.gov/arts/apply).

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# PROGRAM TIMELINE

## Grant Cycle Dates

Fiscal Year 2024 Grant Cycle (Year 1): July 1, 2023 through June 30, 2024

Fiscal Year 2025 Grant Cycle (Year 2): July 1, 2024 through June 30, 2025

## Pre-Application

\*AOS Workshop for New Applicants: **Jan. 19, 2023 4:00 PM EST**

\*AOS Workshop for Returning Applicants: **Jan. 24, 2023 4:00PM EST**

Draft Review for New Applicants Due: **Feb. 23, 2023**

*\*Workshops are optional, but highly recommended via online attendance or watching the recording. The recording will be available in the application, once complete.*

**Application Due: March 9, 2023 11:59 PM (EST)**

## After Application Submission

Public Panel Review: **April 20-May 4, 2023**

Commission Approves Grants: **June 9, 2023**

Applicants Notified of Status: **June 12, 2023**

## If Funded

Next Steps Form Assigned: **July 2023**

Grant Agreements are Processed: **July 2023-Sept. 2023**

First Payment: **Oct. 2023**

Year 1 Final Grant Report Due: **July 13, 2024**

Year 2 Final Grant Report Due: **July 13, 2025**

# GRANT PROGRAM OVERVIEW

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The purpose of the Arts Organization Support (AOS) grant program is to support the operations of eligible year-round arts organizations that align with program priorities. Applicants that are funded in this program will be funded for two years (FY24 and FY25). Those that are not funded in FY24 are welcome to apply to Arts Project Support the following year. The AOS program will be open every other year.

## AOS PROGRAM PRIORITIES

### 1. Support arts organizations that:

- Have the capacity to carry out their work
- Provide quality arts and educational activities to the public
- Include community input in program development and delivery
- Demonstrate commitment to IDEA (inclusion, diversity, equity, access) ([Appendix 2](#))
- Demonstrate service to those that traditionally lack access (low income, individuals with disabilities, persons of color, etc.) ([Appendix 3](#))

### 2. Ensure equitable access to AOS funding by prioritizing awards to organizations:

- With the least access to other funding opportunities due to geographic location
- Historically excluded or marginalized defined as organizations led by and primarily serving communities that include: Black/African American, Latino (a/e), Asian and Asian American, Arab, Native American, Pacific Islander, Middle Eastern, North African; as well as LGBTQIA+, and people with disabilities ([Appendix 3](#)).

## PROGRAM FAST FACTS

- If awarded, the organization will be funded in both FY24 and FY25.
- A funding amount is not requested in the application.
- Funding is based on:
  1. the organization's budget size
  2. the application score
- The applicant's most recently completed fiscal year total cash revenue must be at least \$20,000 to be eligible for this program.
- A match is required for organizations with a budget over \$50,000. The match must equal the total award (\$1,000 grant award would mean a \$1,000 match). Half of the match can be goods and services donated "in-kind" (like advertising in a magazine at a free or reduced rate) ([Appendix 3](#)).

# ABOUT US

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## WE'RE A PUBLIC FUNDER

[The Indiana Arts Commission's](#) funding comes from the Indiana General Assembly and the National Endowment for the Arts (NEA). We're honored to serve our state. As a public funder, our charge is to bring public dollars for the arts back to the public and we do so as broadly, equitably ([Appendix 2](#)), impactfully, and transparently as possible.

## OUR CULTURAL EQUITY STATEMENT

**To create equitable access to the arts for all Indiana residents, the Indiana Arts Commission is committed to intentional and ongoing engagement with all communities in our state.** We will listen, engage, and incorporate diverse people and perspectives into all policies, programs, and services. Being consistently mindful and inclusive of the needs, ideas, and cultural history of the people who call Indiana home, we value and embrace their artistic expression and support them as they advance the arts that reflect their values and traditions. We believe in embracing diversity, championing inclusion, practicing equity, and embodying both the geographic and cultural variety that form the fabric of Indiana.

## YOUR REGIONAL ARTS PARTNER = YOUR CONTACT

[Regional Arts Partners \(RAPs\)](#) are an extension of IAC and work alongside us to promote and expand participation in the arts in Indiana. They provide broad local access to arts services and manage our Arts Organization Support and Arts Project Support funding opportunities. Your RAP is here to help you and is able to provide you with the feedback and information you need. Not sure who your partner or contact person is? Check out [Appendix 1- Regional Arts Partners](#).

### **Our Core Programs offered through our Regional Arts Partners**

- Arts Organization Support (AOS): Two-year support for eligible organizations with arts as their core mission, purpose, and programming focus.
- Arts Project Support (APS): Annual grants of up to \$5,000 for arts projects. Applicants can be nonprofit organizations, units of state or local government, institutions of higher education, or a federally recognized Indian tribal government.

# SNAPSHOT FROM BEGINNING TO END

## PRE-APPLICATION

### 1 Get connected!

- Haven't met your Regional Arts Partner (RAP)? Email them ([Appendix 1](#)).
- Concerned about eligibility? Wonder if Arts Project Support is a better route? Even more great reasons to contact your RAP.

c. Join the IAC's online newsletter.  
[bit.ly/iacupdates](https://bit.ly/iacupdates)



d. Create a profile or update your contact information in the IAC online grant system. [bit.ly/IACgrant](https://bit.ly/IACgrant)



2 **Make Sure You're Eligible** - Take the eligibility quiz ([Appendix 5](#)).

### 3 Get Ready to Apply:

- Attend a virtual application workshop.
- New to AOS? Complete your application early for a draft review – staff wants to help you! When you're done just email your RAP on or before February 23, 2023
- Ensure your organization is eligible to apply ([Appendix 5](#)).

## APPLICATION

### 4 Complete and Submit Your Application by March 9, 2023 11:59 PM EST

- Be prepared with the following information:
- Most recently completed fiscal year Profit and Loss statement
  - Organizational Overview
  - Funding Criteria Narrative Responses
  - Public Accessibility Assurance

## POST APPLICATION

- 5 **Staff reviews each application to make sure it's eligible.** If it's not, unfortunately, it won't be considered for funding.
- 6 **Public review of application** by panelists with field experience.
- 7 **Grantees and grant amounts approved** at the Commission's Quarterly Business Meeting on June 9, 2023.
- 8 **Notifications are emailed to all applicants** through the online grant system.
- 9 **Those funded will receive a "Next Steps" form** assigned through the online system (This is the first step toward a contract and subsequent first payment).

## GRANTEE PHASE

- 10 **Staff will review each grantee for state requirements** (if there's something missing they'll contact you). Heads up – we do our very best to make this simple – but some of the requirements can be difficult to navigate.
- 11 **Contracting and payments**
  - 75% of the grant award = 1st payment (around Oct. 2023; it's a slow process)
  - 25% of award = 2nd payment (after final report's approved; around Sept. 2024)
  - The above is the same for each year
- 12 **End of the fiscal year Final Report and Year 2 Contract**
  - July 2024, you'll submit a final grant report through the online system
  - Also in July 2024, you'll complete a "Next Steps" form to start the contract process for Year 2 (July 1, 2024- June 30, 2025)
  - July 2025, you'll submit the second final grant report

# ELIGIBILITY

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## ORGANIZATION ELIGIBILITY IN BRIEF

### Is Your Organization Eligible for Arts Organization Support?

Applicants must meet ALL eligibility requirements listed below, but in short, the applicant organization must:

- Be a 501c3 arts organization for at least three consecutive years (by the application deadline)
- Operate in, and serve Indiana, year-round
- Regularly offer publicly accessible activities ([Appendix 3](#)), and
- Have a cash budget revenue total of at least \$20,000

## New Applicants and Applicants with a Budget of Less Than \$50,000:


We want to make sure you're eligible before you crack open that application. Take the eligibility quiz ([Appendix 5](#)) – if you can say “yes” to all of the questions with absolute certainty then you're welcome to apply. If you have any hesitation, we strongly encourage you to talk with your Regional Arts Partner ([Appendix 1](#)). Arts Project Support may be a better option for you. Applications that are submitted by organizations that are not eligible will not be considered for funding. Heads up: eligibility is determined *after* the deadline which means — if not eligible— it will be too late to apply for Arts Project Support.

## AN APPLICANT MUST MEET **ALL** OF THE FOLLOWING ELIGIBILITY REQUIREMENTS:

- 1. Must be an arts organization as defined by the following:**
  - Arts are the core purpose, mission, and focus (also reflected in its legal documents);
  - The organization can demonstrate that it is viewed as an arts organization by its community ([Appendix 3](#));
  - Facility space (indoor and/or outdoor) is utilized predominantly as an arts production or arts activity space;
  - Its operating budget includes substantial direct arts programs and service expenditures;
  - It provides arts education-focused programming;
  - The majority of public programs and activities are arts.
- 2. Operate year-round as an Indiana-based and serving organization (the organizations' public programs occur in Indiana with regular, scheduled frequency throughout the year);**




3. **Has been active for the past three consecutive years (by March 9, 2023) under 501c3 tax-exempt status from the Internal Revenue Service (IRS) OR as an Indiana public entity (part of city or county);**
4. **Has an annual cash revenue of \$20,000 or more as supported by the most recently completed, board-approved, fiscal year profit and loss statement;**
5. **Can meet the match requirement. All grant recipients with a budget over 50,000 must provide a match ([Appendix 3](#)) for every dollar provided by the Indiana Arts Commission with one dollar of the organization’s own funds:**
  - 50% of the match must be cash
  - The remaining 50% of the match can be cash and/or goods and services donated in-kind ([Appendix 3](#))
6. **Is in good standing with the Indiana Arts Commission or Regional Arts Partner. Must not have any overdue and/or unresolved Final Grant Reports or defaulted on a grant;**
7. **If awarded funding, organizations will be required to obtain a Unique Entity Identifier (UEI) prior to payment.**



More information on how to obtain a UEI  
[bit.ly/UEIInfo](https://bit.ly/UEIInfo)
8. **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; and,**
9. **An organization may apply for either APS or AOS in the same fiscal year. This includes an organization’s “friends of” or “foundation,” even if it’s a separate 501c3.**

## **ORGANIZATIONS THAT ARE NOT ELIGIBLE**

- Organizations whose **primary purpose is educational or instructional e.g., schools, universities, colleges, etc.**
  - » This includes entities/branches operating under the same 501c3. (These entities are eligible to apply to Arts Project Support.)
- Any organization whose sole or **primary purpose is to fundraise** (e.g., “friends of” groups, foundations, etc.) and,
- **Entities that receive direct state-level operating support (cash or in-kind) directly from the Indiana General Assembly.** This includes entities/branches operating under the same 501c3. These entities are eligible for Arts Project Support.



Learn more about the APS program  
[bit.ly/iacproject](https://bit.ly/iacproject)

# EXPENSE ELIGIBILITY

AOS grant funds can be used to pay most traditional organization expenses. The allowability of expenses is based on IAC policy, National Endowment for the Arts Legislation, and [2CFR 200](#).

## ALLOWABLE EXPENSES

- Salaries, stipends, and/or contracted labor
- Administrative support, contracted expertise, honoraria
- Marketing
- Facility rent, utilities, accesibility needs, mortgage

## EXPENSES THAT ARE NOT ALLOWABLE, BY CATEGORY

### Programming

- Events closed 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

### Operations

- Capital equipment greater than \$5,000
- 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 ongoing residencies or curricular programs in degree-granting colleges and universities
- 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 (this does not include general internet service)
- Regranting to individuals or other organizations
- Applications for projects that primarily present political, denominational,religious, or sectarian ideas or projects that enhance the property of religious institutions.

### Capital Expenditures

- Capital improvements, facility constructions, structural renovations, and restorations not integral to an organization's mission or that facilitates accessibility (e.g. kitchen appliances).
- Purchase of artwork

# THINGS TO CONSIDER BEFORE YOU APPLY

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Before you apply, it's important to know what you're getting into as state grants have a lot of moving parts. For example, the State of Indiana requires payment to be made by direct deposit. This means we require forms to ensure that happens. Review the following to see what this is all about. Here's the good news – hundreds have gotten through it OK! And, once you've done it for the first time, it's much easier moving forward.

## 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

All payments are contingent upon adherence to all grant guidelines and reporting requirements. The first grant payment will be for 75% of the total award. Funds will be transferred to the grantee's bank account after the grant agreement and required documents have been approved by (all) applicable state agencies. The second and final fiscal year grant payment will be for 25% of the total award. Funds will be approved for transfer to the grantee's bank account after the final grant report and any additional requirements have been submitted and approved. **It takes approximately three months from the time the correctly completed forms are submitted until the recipient receives the payments (first and second).**

## REQUIREMENTS FOR GRANT RECIPIENTS

To receive an IAC award, you'll be expected to:

- Certify and comply with civil rights statutes that govern nondiscrimination in federally 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 public official thank you with the final grant report
- Submit your final grant report by the due date and provide detail (including documentations as required) on how funds were used.



Learn More  
About Grantee  
Requirements  
[bit.ly/IACgrantees](https://bit.ly/IACgrantees)

## MAINTAIN 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; and,
- Continues to meet the eligibility requirements.

***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'S SOME FINE PRINT YOU MUST AGREE TO

- Follow the Americans with Disability Act (ADA) requirements
- Follow Federal Civil Rights 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
- Ensure grant funds are used for eligible expenses only.



More Information on  
ADA Requirements  
<https://bit.ly/IACADA>

## GRANT AGREEMENT AND COMPLIANCE

Recipients must sign a grant agreement contract each year of the two-year grant period. Grant agreement contracts will be issued following Commission approval at the 2023 and 2024 June Quarterly Business Meeting. To be considered an active grant recipient and receive funding, recipients must sign a grant agreement contract and meet the requirements therein.

# GETTING TO THE APPLICATION

Applicants apply to the AOS program through the IAC's online grant system at [in.gov/arts/apply](https://in.gov/arts/apply). If you're new to the system, you'll need to create a profile which requests general information about the organization. To start an application, click on the blue "Apply" button where you see the "Arts Organization Support" header. If you have trouble just give us a call – we can help.

## APPLICATION QUESTIONS

Application questions directly align with the IAC application review criteria detailed in the next section:

- Organizational Excellence
- Artistic Quality
- Community Engagement
- Inclusion, Diversity, Equity, and Access (IDEA) ([Appendix 2](#))

### The application will require the following:

- Financial Upload - the organization's most recently completed fiscal year Profit and Loss statement
- Information about the organization
- A narrative response for each of the four criteria listed above
- Confirmation the organization's public programs and facility are accessible or the organization is able to make reasonable accommodations.

## DRAFT APPLICATION REVIEW | *SUBMIT BY FEBRUARY 23, 2023*

**Draft reviews by Regional Arts Partners are available to first-time applicants and organizations who are not currently receiving funds from the IAC.** Reviews are for completeness, clarity, and feedback on the overall application (not copy editing). To request a review:

1. Complete the application in the online system, but **do not hit submit**; and,
2. Email your Regional Arts Partner (Appendix 1) and let them know you're ready for a draft review. They have access to review your online application (do not send a PDF).

## APPLICATION SUBMISSION | *SUBMIT BY MARCH 9, 2023 11:59 PM EST*

Applications are submitted through the online system only, except in the case of ADA accessibility accommodations which must be approved by IAC accessibility coordinator, Stephanie Haines ([shaines@iac.in.gov](mailto:shaines@iac.in.gov)). Unfortunately, due to the significant volume of applications we receive, **late applications are not accepted**. Please note, no changes can be made to the application following the deadline. All applications receive an initial review by the Regional Arts Partner to ensure that all required information was submitted and both the applicant and application are eligible for panel review. If discrepancies are found (such as incomplete answers or uploads), the application may be deemed ineligible to move forward to panel review.

# REVIEW CRITERIA & PANEL REVIEW

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Each eligible application will be reviewed by a conflict-free panel of field professionals using the review criteria. Panels consist of 4 panelists with field-related professional experience. Panels are designed to be diverse demographically, geographically, and artistically. Panelists review (read, score and comment upon) applications individually before coming together for a virtual discussion.

The virtual public panel review sessions will take place online in April and May, and will be open to applicants and the public for observation only; they will be recorded. Applicants are invited as observers only and cannot lobby or address the panel on behalf of their applications before, during, or after the panel meeting.



[bit.ly/iacpanel](https://bit.ly/iacpanel)

Panel dates, time, and registration information will be posted on the RAP website and/or IAC website by April 11.

## GRANT REVIEW CRITERIA

Information submitted in the application will be reviewed according to the following evaluation criteria.

### **ORGANIZATIONAL EXCELLENCE**

Relative to the size of the organization, the extent the applicant understands its mission, demonstrates its value and purpose and the capacity to carry out programs and services

### **COMMUNITY ENGAGEMENT**

The organization demonstrates a commitment to including community input in planning, participation, and evaluation of its activities.

### **ARTISTIC QUALITY**

Relevant to its size, the organization demonstrates a committed effort to providing quality, arts and educational experiences.

### **INCLUSION, DIVERSITY, EQUITY, AND ACCESS**

Demonstrates an authentic commitment to deepening IDEA in its administrative and programmatic efforts.

# HOW THE GRANT AWARD IS DETERMINED

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## EQUITY FOCUS

IAC has been deepening its advancement of inclusion, diversity, equity & access since 2017, and recently reevaluated the AOS program. As a result, and in response to field input, funding will be distributed more equitably with an increased focus on smaller, emerging, rural, and organizations operated by, or serving, individuals of color or disabilities. Following the panel meeting, a Commission-approved funding strategy will be applied that takes into consideration:

## FUNDING FACTORS

- available funds
- the number of eligible applicants
- the application score
- the organization's budget size based upon the organization's most recently completed fiscal year, board approved, profit and loss statement total cash revenue figure (minus capital income)
- equity funding priorities, and
- award size policy: the award cannot exceed 20% of the applicant's cash income figure

## BUDGET TIERS

There will be five budget tiers determined by the IAC's funding tier calculator.

The breakdowns will be approximately:

- A. \$20,000k-\$75,000k
- B. >\$75,000k-207,000k
- C. >\$207,000-\$641,000
- D. >\$641,000-\$1,490,000
- E. >\$1,490,000

The Indiana Arts Commission will review and approve 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 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.



# APPENDIX 1- REGIONAL ARTS PARTNERS

Regional Arts Partners work with the IAC to provide direct service in all regions of our state. They're your primary contact for the AOS and Arts Project Support programs.

## CONTACT INFORMATION

1. **Dave Mika**, South Shore Arts,  
david@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. **Philip Slane**, Arts United of Greater Fort Wayne, pslane@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. **Alex Helton**, Madison Area Arts Alliance, alex.artsherenow@gmail.com  
*Serves: Clark, Crawford, Floyd, Harrison, Jefferson, Scott, Washington*

# APPENDIX 2 - WHAT IS IDEA?

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IDEA is an acronym for Inclusion, Diversity, Equity, and Access. IDEA highlights efforts toward meaningfully including underserved communities by addressing structural inequities. Organizations that embrace IDEA are able to foster cultures that minimize bias and recognize and address systemic inequities, which, if unaddressed, create disadvantage for certain individuals or groups. IDEA work is a long-term process.

Video Resource:  
“IDEA and community  
Engagement for  
Organizations”  
[bit.ly/IDEAresource](https://bit.ly/IDEAresource)



## **Inclusion: All feel welcomed and valued**

Inclusion is the act of creating environments in which any individual or group can be and feel welcomed, respected, represented, supported, and valued to fully participate.

**Example:** *The organization learned from a survey it wasn't welcoming to older adults. As a result, it hosted a focus group of older individuals who provided feedback on what the organization could do to make it more welcoming. Not every suggestion could be done all at once, some things were costly, but many things could. Making \*small changes, and showing commitment by gathering feedback, goes a long way. (\*Making labels in large print, creating an accessibility committee, reviewing program participation by demographics.)*

## **Diversity: All the ways we differ**

Diversity includes all of the ways in which people differ, encompassing the different characteristics that make one individual or group different from another. While diversity is often used in reference to race, ethnicity, and gender, we embrace a broader definition that also includes: age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language, physical appearance, geography, and any other identifiers that make one individual or group different from another.

**Example:** *An organization was asked to describe the diversity of its community. They described only the racial diversity in their community. The organization learned that even in a group of people who are mostly from a similar racial/ethnic background, diversity can refer to different economic backgrounds, different ages, and physical abilities.*

## **Equity: All having the opportunity to fully participate**

Equity encompasses the policies and practices used to ensure the fair treatment, access, opportunity, and advancement for all people, while at the same time trying to identify and eliminate barriers that have historically prevented the full participation of some individuals or groups.

**Example:** *Equity is not equality. With equality, everyone gets the same piece of pie. But some people aren't hungry and some people are really hungry. Sharing equally doesn't make sense. How could the pie be shared equitably? Give pieces of pie to those that need it most.*

*Applied to the arts, let's consider an exhibition that's open to the public - everyone is welcome to attend. Free is a great start. Equity means creating a policy or policies that ensure greater, meaningful participation by recognizing not everyone comes from the same access point (they may need free access, large print labels, a ramp to get into the exhibition, transportation, or translated materials).*

## **Access: Of any and all abilities**

Access refers to the commitment to include everyone in all programs and activities. Creating access means intentionally creating pathways that encourage involvement and communication, and providing opportunities for a variety of people to participate in organizational activities.

**Example:** *An organization offers arts classes for youth, but classes aren't full and the same students from the same demographics participate. To create more access to a broader youth audience, the organization develops a relationship with a youth-serving organization. Together, they identify barriers (\$ and transportation) to participation, hatch and execute a plan to address those barriers, and as a result, more students from varied backgrounds participate. Why? Because the organization developed a pathway (access) for them to participate by getting input from those that know them, the youth service organization.*

# APPENDIX 3 - ADDITIONAL DEFINITIONS

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## **Accessibility**

The design of environments, products, or services, for people with disabilities. Accessibility can be linked to the process of developing products and environments that can be utilized by the widest possible range of ability groups, operating within the widest possible range of situations.

## **Capacity and Capacity Building**

The capacity of an organization refers to its ability to perform work or the enabling factors that allow it to perform its functions and achieve its goals. When we say “capacity building” it means ways in which the organization’s ability to perform work can be strengthened. A workshop to train staff in fundraising, for example, is considered a capacity building workshop.

## **Community**

A collection of people, places and organizations that are connected through some external factor, such as geographic location or cultural affinity.

## **Community Engagement**

Community engagement means working “with” a community (so you know what they want) not “for” a community (where you assume you know what they want). It’s an active, two-way and long-term relationship in which one party motivates another to get involved or take action—and both parties experience change.

## **Folk and Traditional Arts**

The folk and traditional arts are rooted in and reflective of the cultural life of a community. Community members may share a common ethnic heritage, culture, language, religion, occupation, or geographic region. These vital artistic traditions are shaped by values and standards of excellence that are passed from generation to generation, most often within family and community, through demonstration, conversation, and practice.

## **In-Kind**

In-kind contributions are goods and services that are donated to the project by individuals or organizations other than the applicant. The dollar value of these non-cash donations should be calculated at their verifiable fair-market value.

## **In-Kind Matching**

Some Indiana Arts Commission grant programs allow applicants to use in-kind support for up to 50% of their match requirement. If you use donated space, supplies, and/or volunteer services (i.e., in-kind contributions) as part of your match, you need to keep documentation (like a completed template or a letter) of the donation. You may want to speak to your accountant or bookkeeper regarding recognition of in-kind support for the purposes of your financial statements.

To project and record in-kind support, here is a template that may help.

[in.gov/arts/files/orginkindreport.pdf](https://www.in.gov/arts/files/orginkindreport.pdf)



## **Persons with Disabilities**

The Americans with Disabilities Act defines a person with a disability as one who: Has a physical or mental impairment that substantially limits one or more major life activities; Has a record of such an impairment; or is regarded as having such an impairment.

## **Underserved Communities**

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.

# APPENDIX 4 - FINAL GRANT REPORT REQUIREMENTS

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**Grantees are required to complete and submit a final report each July at the conclusion of the fiscal year. The report requests the following information:**

The IAC final grant report will require only one narrative question. The rest of the information is required by our federal partner, the National Endowment for the Arts (NEA). The information IAC requests is to help us understand where our funded activities are reaching.

## Requirements of the National Endowment for the Arts

### Participant Information

- Total Number Served
  - Total Adults
  - Total Youth
  - Total artists participating (including living artists represented in gallery)
- Groups where 25% or more that participated. Use your best estimate.
  - Race/Ethnicity
  - Age
  - Distinct Groups

### Financial Information - For the \*grant cycle\* (July 1-June 30)

- Total cash revenue
- Total cash expenses
- Total in-kind support

## Requirements of the Indiana Arts Commission

- Total Number Served
- Select counties in which an arts activity was presented
- Required “thank you” to an Indiana state legislator or the Governor. This can be a letter, video, or some other clever idea that says thank you in a meaningful way.
- One narrative question about the progress of your IDEA work.

Reporting Tip: We recommend, throughout the year, collecting attendance at each event. You'll be reporting on who participated. Be sure to count individuals that participate, in person, more than once only one time. In other words, for a class of 30 participants that meet 6 times, you'll count 30 (not 180).

# APPENDIX 5 - ELIGIBILITY QUIZ

*If your organization has been informed it is not eligible for this program (this includes in consultation with IAC staff or through a past eligibility “LOI” process), but you would like reconsideration, contact Paige Sharp, IAC Deputy Director of Programs at [psharp@iac.in.gov](mailto:psharp@iac.in.gov) before applying.*

*IAC recommends organizations contact their Regional Arts Partner to confirm eligibility if they have not been funded through the program before.*

## **I certify my organization can say “yes” to all of the following:**

1. Is your organization an “arts organization” defined as: arts are core to your organization’s mission, purpose, and programming and is recognized as such, without question, by the community?
2. Does your organization operate year-round by providing public programs which occur with regular, scheduled frequency throughout the year?
3. Is your organization located in and primarily serving Indiana?
4. Has your organization been operating as an active 501c3 for 3 full years (by the March 9, 2023 application deadline)?
5. Is your organization’s most recently completed fiscal year cash revenue \$20,000 or higher? (Note: This information will be confirmed by staff in the application. Applicants will submit their latest fiscal year Profit & Loss statement.)
6. Does your organization provide opportunities that serve individuals from 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, or disability.
7. Does your organization offer programs and services that are open to the public?
8. Is your organization accessible and/or does it provide reasonable accommodations for individuals with disabilities to all programs and activities? Not sure what we mean? Check out our “Making Arts Accessible to All” webpage: <https://www.in.gov/arts/programs-and-services/resources/accessibility/>
9. This organization is **not**
  - a. a college or university (educational institution)
  - b. a friends group or foundation whose primary purpose is to fundraise

I understand that if IAC finds the organization does not meet the above requirements, the application will not be eligible for funding. Not sure? Ask! We’d love to make sure you’re eligible before applying!