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FY 2010 American Recovery and Reinvestment Act Program



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Grant Period:
July 1, 2009 –
June 30, 2010

Deadlines:
Application Due:
May 22, 2009
by 4:30 p.m. EDT

Quarterly Grant Reports:
Due dates to be
determined

The American Recovery and Reinvestment Act application must be completed in the [IAC's online grant system](#). Internet links in this document provide further clarification and instruction. Please read linked information thoroughly. These guidelines will be made available upon request to meet special needs.



The National Endowment for the Arts fund this program. Inform your communities and elected officials about the importance of public arts support for the arts and your activities.

The Indiana Arts Commission

On behalf of the people of Indiana, the [Indiana Arts Commission](#) (IAC) advocates engagement with the arts to enrich the quality of individual and community life. The IAC encourages the presence of the arts in communities of all sizes while promoting artistic quality and expression. The IAC advocates arts development opportunities across the state, and stewards effective use of public and private resources for the arts. It stimulates public interest in, and participation with, Indiana's diverse arts resources and cultural heritage. [The IAC works to enhance public awareness of the arts, life-long learning opportunities, and arts education programs](#). Governed by a [15-member board of gubernatorial appointees](#), the IAC serves all citizens and regions of the state.

Program Grant Description

The American Recovery and Reinvestment Act of 2009, Public Law 111-5 ("Recovery Act") recognizes that the nonprofit arts industry is an important sector of the economy. The Indiana Arts Commission (IAC) is uniquely positioned to provide funds that preserve jobs in the nonprofit arts sector threatened by declines in philanthropic and other support during the current economic downturn. IAC Recovery Act Grants will range from \$15,000 to \$25,000 awards and no match is required. Applications are due to the IAC by May 22, 2009 by 4:30 p.m. EDT.

This one-time opportunity is open to all [direct or indirect grantees of the IAC consecutively funded with operational dollars in FY08 and FY09](#); this includes Statewide Arts Service Organizations, Major Arts Organizations, Capacity Building grantees, and Regional Arts Partner grantees and their AOSI and AOSII (or equivalent) subgrantees. The IAC's support may start on or after July 1, 2009. Generally, a grant period of up to June 30, 2010 is allowed. No pre-award costs are allowable in the Budget.

Organization's Eligibility for Application

Prior to submission of application, it is essential to **understand** ALL of the following requirements. Organizations must be able and willing to fulfill every requirement listed to receive a grant for its application. Failure to do so is a breach of contract with the State of Indiana and may result in application rejection, delay in payment, and/or fund rescindment.

- Technology requirements and restrictions
 - Must provide current, primary contact's email address;
 - Must update contact information in the [online IAC grants system](#);
 - Must **electronically** submit all required documents to be eligible;
 - Must register with Central Contract Registration (CCR.gov). Information about the registration will be requested in the application; and
 - IAC staff cannot provide advanced technical assistance for personal computer or software-related problems. Click [here](#) for a list of frequently asked questions.

Organization's Eligibility for Application Continued...

- Applicant requirements and restrictions
 - Only one grant from the "Recovery Act" funds is permitted per organization. If an organization is eligible to apply directly to the National Endowment for the Arts and/or its local arts councils as well as the IAC/Arts Midwest, it may apply to each separately. However, the organization may only accept one grant award.
 - Coordination among the IAC/Arts Midwest, NEA, and local arts councils will occur before awards are granted. If an Indiana organization is selected to receive more than one award, the organization will be contacted to determine which grant they wish to accept.
 - Must be either an Indiana public agency (part of city, county, or state government) OR a private, nonprofit, tax-exempt agency, 501 (c)(3);
 - Must be incorporated in the State of Indiana at the time of application;
 - Must be Indiana-based and have an Indiana address. Nonprofit corporations that are based in another state must be registered in Indiana as a Foreign Corporation, have an Indiana address, and provide all IAC-funded arts activities in Indiana;
 - Must be in good standing with the IAC and in compliance with all IAC requirements;
- **Acceptable** program expenses ONLY include:
 - Salary support, full or partial, for one or more positions that are critical to an organization's artistic mission and that are in jeopardy or have been eliminated as a result of the current economic climate. **And/or**
 - Fees for previously engaged artists and/or contractual personnel to maintain or expand the period during which such persons would be engaged.
- Match requirements: None
- Documentation requirements and restrictions (**for ALL new applicants AND previous recipients**)
 - Provide a DUNS number (www.dnb.com) and an Employer/Taxpayer Number (EIN/TIN);
 - Upload the current IRS 501(c)(3) status letter or the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe; and
 - Position description (s) for the proposed funding must be uploaded with the application.
- Financial/Official form requirements
 - Grant recipients are required to sign and complete a grant agreement, Vendor Information Form and Form E-1 before payment is issued.
 - The grant agreement is the official contract with the IAC and must be [procedurally signed and approved](#) by multiple state entities after receipt from the grantee. Read this document carefully as each grantee will be responsible for meeting all the terms and conditions it contains – including its references to these guidelines.
 - The [Vendor Information Form](#) and [Entity Annual Report \(Form E-1\)](#) are required by the State of Indiana for payment to a grantee. Inaccurate or incomplete forms are shredded by the Auditor of the State and may hold up or forfeit grant payments.

Organization's Eligibility for Application Continued...

- IAC Reporting requirements
 - **Quarterly Reports:** Report on the use of [NEA American Recovery and Reinvestment Act funds](#) as outlined in Section 1512 (c) of the American Recovery and Reinvestment Act of 2009, Public Law 111-5 ("Recovery Act"). This will include quarterly reports to the IAC in a pre-determined format that will be provided upon receipt of award.
 - **Personnel Activity forms:** Maintain and submit personnel activity ("Time & Effort") reports for any employee whose salary is charged, in whole or in part, to the award. [See an example.](#)
 - For grants for projects that engage artists and/or contractual personnel to whom you propose to pay fees, maintain **written contracts** that outline the employment terms.
 - **Form E-1:** Nongovernmental organizations (entities and individuals) receiving financial assistance from governmental sources in the form of grants, subsidies or contributions, are required to file an [Entity Annual Report \(Form E-1\)](#) with the State Board of Accounts. Receipt of the funding referred to above subjects you to state audit requirements discussed in IC 5-11-1-9. The information you report on the Entity Annual Report enables us to assist you in correctly determining your auditing and reporting requirements. E-1 Forms should be submitted to the IAC with your signed grant agreement. The IAC will then forward the form to the State Board of Accounts.
 - **Project modification (if change is necessary):** During the grant period and PRIOR TO MAKING A CHANGE TO THE PROJECT, grantees must notify the IAC of any changes that may affect the funded project via the Project Modification form in the [IAC online grants system](#). A change would include a budget variance of 10 percent or more in any line item, or 10 percent overall, or any changes from your original proposal regarding personnel, project dates (timeline), or scope of activities, etc. IAC staff will review the changes before giving written approval. Grantees may be required to return all or a portion of the grant money to the IAC if this procedure is not followed.
- Acknowledgement and credit of public funding requirements
 - Grantees must credit the IAC in all educational materials distributed in association with any IAC-funded program or exhibition;
 - The Grantee must use the [IAC logo](#) on their websites with a hyperlink to www.in.gov/arts. It must be listed in a place appropriate to the website's mapping, i.e. sponsorship page, listed as additional resources, etc.;
 - On television and radio appearances by the Grantee's representative(s), verbally acknowledge, at least once during a broadcast, the support the organization received from the IAC toward the funded project or overall operation;
 - Grantees should acknowledge the IAC support in any newspaper, magazine, or online interviews about the program(s);
 - All publicity, news releases, or programs must contain the prominently positioned IAC logo and a credit line. The credit line requirement is pending release and will be provided to all grantees once more information is available from the NEA.

Organization's Eligibility for Application Continued...

- Acknowledgement and credit of public funding requirements continued...
 - Grantees must credit the IAC in printed materials, films and videotapes, electronic transmissions, and verbal announcements about all activities for which IAC funds are used; and
 - Grantees must list the IAC in the donor category appropriate to its level of financial support.
 - The NEA and ARRA must be credited according to the guidance provided by the NEA. The requirement for this is pending release and will be provided to all grantees once more information is available from the NEA.
- Monitoring/records retention and tax responsibility
 - Grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate financial and program information reported to the IAC for a period of no fewer than three years.
 - Grantees are responsible for all tax obligations under [federal, state, and local laws](#). Consult a tax accountant or local Internal Revenue Service office. Grant monies cannot be used to pay taxes.
- Payments
 - All payments are contingent upon adherence to all grant guidelines and reporting requirements.
 - A system of payment is still pending NEA and State of Indiana approval and will be announced as soon as the IAC receives this information. However, when available, the “to be determined” percentage of funds will be electronically transferred to the grantee’s bank account after the grant agreement and aforementioned documents have been approved by all three state agencies. **It takes approximately three months from the time the correctly completed forms are submitted until the recipient receives the first payment.**
- Public manifestation, fair labor, drug free, and civil rights
 - ***The signed IAC American Recovery and Reinvestment Act program application form and signed Grant Agreement indicate that the organization and its representative understand the detailed information provided at this [link](#) and are in compliance with these laws.***

The Grant Application

The applications for the American Recovery and Reinvestment Act program are due in [IAC's online grant system](#) by 4:30 p.m. EDT on May 22, 2009. The submission of the application is the organization's indication that its representatives have read, understand, and will complete and comply with the requirements listed for this grant program – from application to final reporting if applicable.

How to apply:

- Navigate to IAC's online grant system
 - Click "For Applicants" then click "Grants Programs & Guidelines"
 - Click the "American Recovery and Reinvestment Act" program link
 - Scroll down to the "How to Apply" header
 - Click the "IAC Online Grants System" link
 - If this is the first time for an application to the IAC, an online profile will need to be completed. If not, then you will enter in your username and password and proceed to the application. If you have a question regarding the online system or your login information contact the Grants Manager at 317-232-1278.
- Answer each section clearly and completely. Include as much information as possible, checking for typos, math and grammatical errors. Type directly into the text boxes provided. DO NOT copy and paste narrative text from another program into the spaces provided. This can create formatting problems with your text and may create unnecessary typos.
- Upload any documentation noted in the requirements.
- It is strongly recommended that you begin your online application before the due date to handle any unforeseen technical problems that may prevent a timely application. Late applications will NOT be accepted.
- Once you have submitted your application you WILL receive an email to that effect. If you do not receive an email, your application was NOT submitted.
- **Only submit the electronic copy, a "physical" copy is no longer required. Your online submission indicates your agreement with, and adherence to, this entire document, including its embedded website links.**

Application Review Process

- After receipt of completed application, IAC staff will review your materials to ensure that all required information was submitted. If any discrepancies are found, your application will be ineligible for review.
- Eligible applications will be reviewed by the Program Evaluation Committee (PEC) and IAC staff prior to the public meeting. The meeting on June 2, 2009 from 9 a.m. – 1 p.m. EDT will be hosted at the IAC office and is open to the public for observation, and may be recorded. A list of applications that will be reviewed at this public meeting will be available on the [IAC website](#), June 1, 2009. PEC will then make a recommendation of grants to the Indiana Arts Commission at its June quarterly business meeting.
- **Applicants are encouraged to attend.** Applicants cannot lobby the panel on behalf of their applications before, during, or after the panel meetings.
- **Criteria that will be considered includes, but is not limited to the following:**
 - The **artistic excellence** and **artistic merit** of the request, which includes the:
 - Quality and stability of the organization.
 - Potential to have a significant and immediate impact on the arts work force.
 - Significance of the position(s) to the mission and core work of the organization.
 - Likelihood to achieve the identified outcome(s) and the feasibility of the proposed performance measurements.
 - Appropriateness of the budget, the quality and clarity of goals and design, the resources involved, and the qualifications of the personnel.
- Following the panel meeting, IAC staff will use a Commission-approved funding formula that takes into consideration the panel's ratings and available funds to determine specific funding recommendations. The Commission will review and ratify the funding recommendations at its June business meeting.
 - **Reconsideration Policy and Appeal Process:** The reconsideration process is designed to review the method and fairness of the 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. [Click here for more information.](#)

After the Paneling Process

All applicants will be notified by email of grant decisions after the Commission meets in June and approves the grants. If funded, the organization will receive electronic copies of its award letter, grant agreement, [vendor form](#), and other pertinent materials. These materials will need to be thoroughly reviewed, printed out, signed, and returned to the Indiana Arts Commission within **ten business days**. **Once the IAC receives the completed and signed forms, the state contract process will start. It can take up to 90 days to receive payment after the IAC begins this process.** For more information about required forms, please visit our [website](#).

[Contact the IAC if you have any questions.](#)