



## GENERAL OPERATING SUPPORT PROGRAM

# Annual Grants Program

Funded by The City of Indianapolis

## 2023 Guidelines & Application Instructions

### Application Release

Monday, January 9, 2023, 9:00 am

### Application Deadline

Friday, February 24, 2023, 4:30 pm

### Application Portal

<https://indyarts.grantplatform.com/>

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# GENERAL OPERATING SUPPORT

## 2023 Guidelines and Application Instructions

### About General Operating Support

Each year, the City of Indianapolis through the City-County Council allocates funding to the Indy Arts Council to grant to Marion County arts organizations. The Indy Arts Council recognizes the importance of public financial support to support community access to a wide variety of artistic disciplines and experiences. City of Indianapolis grants administered by the Arts Council advances our mission to foster meaningful engagement in the arts by nurturing a culture where artists and arts organizations can thrive. Based on participant feedback, the program is regularly evaluated and evolves as needed to reflect the dynamic nature and needs of our arts partners and the residents and visitors we exist to serve.

Through the 2023 General Operating Support Program, the Annual Grants Program provides unrestricted investment in the general operations, administration, and programming of eligible arts and cultural organizations across three budget and eligibility levels (Level 1, Level 2, and Level 3) throughout Indianapolis/Marion County. Operating Support grant recipients demonstrably advance our commitment to sustaining a full creative life for all residents of our city. These investments are intended to supplement other revenue, both earned and contributed, generated by the organization.

Grant applications are adjudicated in a public process that is free from conflicts of interest and assures fairness and professionalism. The deadline for online submission is **Friday, February 24, 2023, by 4:30 PM EST**. Applications and final reports can be accessed and completed online at <https://indyarts.grantplatform.com/>. No paper applications will be accepted. Support and guidance from Arts Council staff is available throughout the application process. Incomplete applications and/or applications not submitted according to the instructions will be considered ineligible.

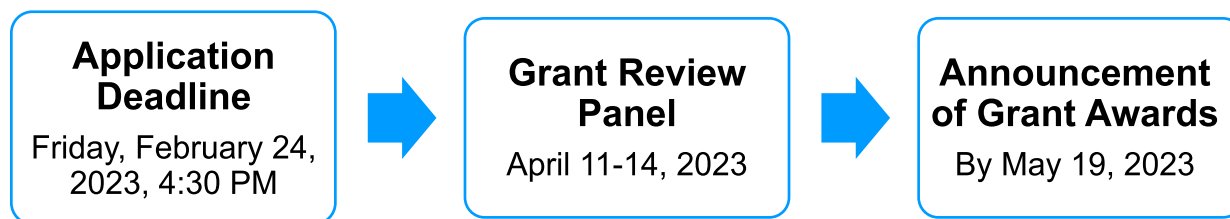
## Eligibility Requirements

At their December 2021 meeting, the Indy Arts Council' Grants Committee made the determination of each organization's eligibility for funding based on the following criteria. Only one application per 501(c)(3) organization is eligible for support. All organizations must meet the following eligibility requirements:

1. Organizations must have a minimum annual operating budget:
  - a. Level 1: of at least \$20,000.
  - b. Level 2: between \$250,000 and \$5 million.
  - c. Level 3: over \$5 million.
2. Organizations must be dedicated principally to the performance, exhibition, and/or presentation of arts and/or cultural programming. This focus on arts and cultural programming must be reflected in the organization's mission statement.
3. Organizations must be a nonprofit entity with a determination letter from the Internal Revenue Service declaring the organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (No Fiscal Agents).
4. Organizations must be Indiana-based and physically headquartered in Indianapolis/Marion County.
5. Organizations must have robust, ongoing year-round engagement, enrichment, and/or education that benefits Marion County youth, artists, and/or arts organizations.
6. Organizations must provide programs accessible to the general public, demonstrate consideration of the diversity of the county, and articulate strategies for diversity, equity, and inclusiveness in the organization's operations and arts programming.
7. Organizations' overall audience must include a majority representation of Marion County residents.
  - a. For Level 3, an organizations' funded arts activities and a majority of organizations' overall activities must occur in Indianapolis/Marion County.
8. For Level 2 and 3, an organization must employ at least one FT employee.
9. Organizations must demonstrate financial responsibility and use the majority of their budget for performing, presenting, or exhibiting the arts.

10. Organizations must comply with all applicable 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.

## Grant Timeline



Applications are due by Friday, February 24, 2023, 4:30 PM on <https://indyarts.grantplatform.com/>. **Late, partial, or incomplete applications will not be accepted.**

Date	Milestone
Friday, Feb. 3, 2023	Optional Draft Review Deadline* (4:30 PM)
Friday, Feb. 24, 2023	Full Proposal Deadline (4:30 PM) – application submitted via GoSmart
April 11-14, 2023	Grant Review Panel
By May 2023	Announcement of Grant Awards and delivery of agreements First Payment (pending submission of required materials and ACI's receipt of funds – will be communicated)
March 31, 2024	Final Report Due

*\*You are not required to submit a draft in order to submit a final, full proposal.*

## Application Instructions

Grant applications must be accessed and completed online at <https://indyarts.grantplatform.com/>. This section includes information on how to (1) create an account on the online grant portal, (2) apply online, and (3) submit the online application. To begin your application, you must first create an account for your organization. If you received funding in a previous round, you should already have an active account. Please contact [grants@indyarts.org](mailto:grants@indyarts.org) with questions about your login information.

### 1. [Creating an Account](#)

If your organization does not have an online account in our grants portal, you must first create an account for your organization. Follow the instructions below:

1. Visit <https://indyarts.grantplatform.com/> (Recommended web browsers: Google Chrome or Firefox).

2. Fill out your contact information in the “**Register**” column in the middle of the home page. *You may also register with Google, LinkedIn, or Facebook by clicking the links at the bottom of the page.*
3. Create an account for your organization by filling out the Contact and Organizational Information. Be sure to fill in all required information. Be sure to fill out all information noted that is required as an **Organization**.
4. Create a **password** for the organization to complete the application and final report. Be sure to write this information down. This is your login information.

If you have any issues creating an account, refer to these additional instructions:

<https://help.goodgrants.com/hc/en-gb/articles/4405817472271-Ultimate-guide-for-applicants>. You may also call Arts Council Community Impact staff at 317-631-3301 or email [grants@indyarts.org](mailto:grants@indyarts.org) if you need additional guidance.

## 2. [Applying Online](#)

Once you have registered an account on <https://indyarts.grantplatform.com/>, you will be able to access the online grant application. To access the application, first Sign In with your email and password. Next, scroll down to find the “Annual Grants Program” application. To apply for the grant, click “Start application” under the Annual Grants Program application. Click “Save and next” to move to the next part of the application.

Applications do not have to be completed in one sitting. You may save your application and return to the online system to continue working on an application that is already in progress. To return to an application that is already in progress, scroll down on your homepage to the “My applications” section, and click the application name you’d like to edit.

If you have any issues accessing your online application, refer to these additional instructions:

<https://help.goodgrants.com/hc/en-gb/articles/4405817472271-Ultimate-guide-for-applicants>

You may also call Arts Council Community Impact staff at 317-631-3301 or email [grants@indyarts.org](mailto:grants@indyarts.org) if you need additional guidance.

## 3. [Submitting the Online Application](#)

In this section of the guidelines and application instructions, you will find that the application is split into the following main parts:

- Eligibility Checklist
- Organizational Profile (instructions on pg. 6)
- Organizational Budget - Income and Expenses (instructions on pg. 7)

- Proposal Narrative (instructions on pg. 8)
- Demographic Info - Internal and External (instructions on pg. 10)
- Support Materials (instructions on pg. 13)

Each part below coincides with each part of the online application. Each part has a set of detailed instructions. Please read this section carefully before beginning your online application.

## Start Here Tab

Under the Start Here section, fields will be pre-populated. The only field to complete here is the “application name” - please **insert your organization’s name** in this section.

## Eligibility Check

Before filling out the application, you will need to complete the eligibility check to ensure you are eligible for the Annual Grants Program (*please refer to the eligibility requirements above*). After responding to the questions on the page, please click the green “Check Eligibility” button at the bottom of the page.

- *If you are eligible for the grant*, you will now be allowed to complete the remaining steps of the application.
- *If you are not eligible*, you will not be able to fill out the application. If you have any questions about your eligibility, please contact [grants@indyarts.org](mailto:grants@indyarts.org).

## Organizational Profile

Be sure to complete this section accurately and provide all the requested information. This information is used to update ACI’s database as well as ensure that all communications to your organization reach the intended party(ies). **If there are changes throughout the year, it is your responsibility to alert ACI as soon as possible with the corrected contact information.** This especially includes changes to grant contact personnel. The information provided will be transferred directly into databases, advocacy materials, and other public means of display. The Arts Council is often called upon to report on programs, projects, and other activities of the arts community to the public and elected officials. If your organization wishes for its programs and services to be highlighted and included in various publications, you must carefully and thoughtfully complete this application.

**Mission (2500-character limit):** Provide the current board-approved mission statement of your organization.

**Organization History (3000-character limit):** Provide a brief description of your organization’s history.



**Dun & Bradstreet Number (DUNS):** Dun & Bradstreet (D&B) is a company that provides business information for credit, marketing, and purchasing decisions. Its "data universal numbering system," known as DUNS, consists of unique 9-digit numbers that are used by businesses and the federal government to keep track of more than 70 million organizations worldwide. D&B numbers are the basis by which Americans for the Arts tracks nonprofits and for-profits for its important research reports on Creative Industries: Business & Employment in the Arts. The federal government (which includes the National Endowment for the Arts) requires organizations to provide a DUNS number as part of its grant applications.

All organizations receiving funds through the Arts Council's grant programs have the option of providing a DUNS number.

- A. If you have already registered, enter the number in the space provided.
- B. If you are unsure if your organization has a DUNS number, simply log onto <https://www.dnb.com/>.
- C. You can expedite the process by calling 1-866-705-5711. **Allow time for processing!**

**City Council Information:** Organizations must complete this information regarding City Council District and Councilor name. In order to find your district, follow these instructions:

- 1. Navigate to City's [Find Your City Council District](#)
- 2. Enter your address into the address bar (Follow their template)
- 3. Click the highlighted area around the marker to identify the appropriate district

### **Organization Contact Information**

Please provide up-to-date contact information for your CEO, Board Chair, Grant Contact, and Marketing Contact.

## **Organizational Budget**

The organizational budget (Income & Expenses) should correspond to the reporting cycle your organization uses. Include all unrestricted cash expenses associated with your organization's operations. Include in-kind income and expenses as a total amount. Any footnotes or annotations can be made in the Budget Notes section at the bottom of each Budget tab. Use the blank spaces for other, unlisted categories. Please type the proper heading for each added category.

The first column (Current Year) is for actual figures or estimated figures (if the current budget cycle is not completed) for the current budget cycle (either calendar year 2022 or FY23). The second column (Application Year) is for budget figures for the upcoming application year (either calendar year 2023 or FY24).

## **Other Important Budgetary Information**

- The final row, TOTAL INCOME or TOTAL EXPENSES will be calculated for you based on the numbers entered above.
- Lastly, remember that TOTAL INCOME should equal TOTAL EXPENSES in each column (Current Year and Application Year), *unless operating at a deficit - which should be explained in the budget notes.*

## **Calendar Year/Fiscal Year Information: Funding for the 2023 Operating Support**

**Program is for calendar year 2023 (or FY24).** Due to the number of arts organizations funded through this and the many differences of each organization, knowing when your 'year' begins is most helpful to the panelists. If you select Fiscal Year, indicate when in the year (both the month and date) the fiscal cycle begins and ends.

## **Budget Notes (2,500-character limit):**

In list format (either numbers or bullets), use the space below to provide clarity beyond the numbers in your budget. If there is a change in any line item from current year to the application year, take the opportunity to explain why. Be sure that the budget 'matches' the narrative. This means that the story that you tell in the narrative and the story that is presented in your budget should be the same. If the same person does not write both the narrative and the budget, be sure that you read through both carefully.

Additionally, include any details regarding how your organization has utilized COVID-19 related income and relief and how you are continuing scenario planning for 2023.

## **Proposal Narrative**

The narrative section is where you tell your organization's "story" in as much detail as possible. On the online application, each question will be answered in an individual text box. Avoid the use of acronyms or jargon. Review the narrative carefully and have someone else read through it prior to submission.

### **I. INTRODUCTION (500 characters)**

Briefly summarize your unique value in advancing the arts and cultural landscape of Indianapolis. Think of this as your "elevator pitch" to introduce and orient out-of-town grant panelists to your organization. Consider including significant milestones, awards, and recognitions in your response.

### **II. ARTISTIC MERIT (5,000 characters)**

Provide an overview of your organization's artistic vision and outline your artistic programming for the application year including season highlights; new and impactful projects, including those meant to address racial equity; and changes to programming. Describe the quality and experience of key artistic leaders

involved and their process for program selection. Lastly, describe the process your organization has implemented to assure quality.

### III. **COMMUNITY IMPACT**

Describe the reach and impact of your organization's programs and services on the City of Indianapolis by specifically addressing the Talent and Access **community impact** priorities:

- a. Talent\* (2,500 characters)
- b. Access\* (2,500 characters)
- c. Partnerships\* (2,500 characters)
- d. Education (2,500 characters)
- e. Reputation (2,500 characters)

*(\*indicates required response for all)*

- **Level 1 organizations are required to respond to Talent, Access, and Partnerships but may respond to all priorities as desired.** In each provided response, be sure to also incorporate your organization's focus on inclusion, diversity, and equity, with an emphasis on racial equity.
- **Level 2 organizations are required to respond to Talent, Access, and Partnerships, and at least one other priority but may respond to all priorities as desired.** In each provided response, be sure to also incorporate your organization's focus on inclusion, diversity, and equity, with an emphasis on racial equity.
- **Level 3 organizations are required to respond to all five community impact priorities.** In each provided response, be sure to also incorporate your organization's focus on inclusion, diversity, and equity, with an emphasis on racial equity.

### IV. **ORGANIZATIONAL CAPACITY (5,000 characters)**

Provide an overview of your organization's operations that includes a brief history; an explanation of both the governance and organizational structures, including strategies for increasing/maintaining the racial diversity of board and staff; an update on your strategic plan's progress or renewal; and an analysis of capacity as it relates to human, capital, and financial resources.

### V. **ADDITIONAL INFORMATION (1,500 characters)**

Is there anything else you would like for us to know?

### **Formatting Narrative Responses**

Each narrative question will be answered in its own individual text box and has a set limit of characters per question. We recommend that you first compose your responses in a word processing program and then copy and paste your text into the appropriate text box on the online application form. If you choose to copy and paste your responses

from Microsoft Word, do not bold, italicize, underline, bullet, number, indent, embed hyperlinks or use any other formatting options available in Microsoft Word. Formatting used in Microsoft Word will not transfer into the online grant system and will cause your text to become illegible.

## Demographic Information

In order to report demographic trends in arts participation in Indianapolis, and to compare with national data, the Arts Council requests demographic information on audiences, artists served, employees, and board members. If your organization uses alternative terms, please include that information in the Demographic Explanation sections.

### **Demographic Info – Audiences & Participants**

In this section, you are required to report on audiences and participants served by your programming in 2022 (do not include projections for 2023). These figures should be realistic based on ticket sales, registrations, and other documented forms of reporting (e.g. observation).

To distinguish between the two, those individuals interacting with your organization should be placed into two categories: active (participants) and passive (audiences). If individuals are solely attending programs (e.g. gallery opening, theatrical production, museum tour, etc.), including interactive programs (e.g. choral sing-a-long), they should be listed in the ‘Audience’ column. If they are actively engaged in the program (e.g. taking dance classes, singing in a choir ensemble, performing as a part of a competition, etc.), they should be listed in the ‘Participants’ column. **Participants should be individuals who are unpaid – there is an opportunity to provide demographic data on paid artists in the Artists/Employees section.**

You will be asked to input the *percentage* of your audience that aligns with the stated demographic. The first column should report only on participants served in Indianapolis. Similarly, the second column should report on your total audience served within Indianapolis/Marion County. The third column may report on your overall audience, including those outside of Indianapolis/Marion County.

	Total Participants Indianapolis (%)	Total Audience Indianapolis (%)	Total Audience Overall (%)
<b>Race/Ethnic Identity</b>			
African American or Black			
Asian or Asian American			
Hispanic or Latine or Chicane			

Middle Eastern or N. African, South Asian or Arab			
Native American or Indigenous			
Native Hawaiian			
White or Caucasian			
Multiracial			
Other			
<b>Age</b>			
Youth (19 & under)			
Adult (20-64)			
Older Adult (65 & older)			
<b>Gender Identity</b>			
Female			
Male			
Non-binary			
<b>Disability</b>			
Total Persons w/ Disability			
Total Persons w/o Disability			

**Demographic Info – Board & Volunteers**

In this section, you should similarly report on the demographics for your active board members and non-board volunteers based on the 2022 calendar year (as of December 31, 2022).

	Board Members (%)	Non-board Volunteers (%)
<b>Race/Ethnic Identity</b>		
African American or Black		
Asian or Asian American		
Hispanic or Latine or Chicane		
Middle Eastern or N. African, South Asian or Arab		
Native American or Indigenous		
Native Hawaiian		
White or Caucasian		
Multiracial		
Other		
<b>Age</b>		

Youth (19 & under)		
Adult (20-64)		
Older Adult (65 & older)		
<b>Gender Identity</b>		
Female		
Male		
Non-binary		
<b>Disability</b>		
Total Persons w/ Disability		
Total Persons w/o Disability		

**Demographic Info – Artists & Employees**

In this section, you should similarly report on the demographics for your paid artists (this includes paid ensemble members), all staff (FT, PT, and seasonal), and staff who make up the executive leadership team, as defined by your organization (as of December 31, 2022). The 'All Staff' column should include those employees who are also on the executive leadership team.

	Artists Paid (%)	All Staff (%)	Exec. Leadership Team (%)
<b>Race/Ethnic Identity</b>			
African American or Black			
Asian or Asian American			
Hispanic or Latine or Chicane			
Middle Eastern or N. African, South Asian or Arab			
Native American or Indigenous			
Native Hawaiian			
White or Caucasian			
Multiracial			
Other			
<b>Age</b>			
Youth (19 & under)			
Adult (20-64)			
Older Adult (65 & older)			

<b>Gender Identity</b>			
Female			
Male			
Non-binary			
<b>Disability</b>			
Total Persons w/ Disability			
Total Persons w/o Disability			

### ***Demographics Explanation***

The last question under each demographics tab is reserved for you to report on how you collect demographic information or clarify if you do not track within a specific category. Additionally, your organization also has the opportunity to outline strategies to increase diversity in any of the four categories and information on trainings that staff/board have attended on diversity, equity, and inclusion (DEI).

## **Support Materials**

In this section of the application, you will upload all supplemental information including the organization’s financial statement, artistic documentation (video/audio/or print material), artistic documentation description, board of directors list, and a long-range strategic plan.

### **FINANCIAL STATEMENTS (PDF)**

All applicants must submit a Form 990 and a board-approved financial statement according to the table below.

<b>Annual Operating Budget Size</b>	<b>Required Financial Statements</b>
Under \$500,000	IRS Form 990 <u>and</u> Board-Approved Financial Statement
\$500,000 - \$999,999	IRS Form 990 <u>and</u> Compilation (or higher)
\$1,000,000 - \$2,000,000	IRS Form 990 <u>and</u> Review (or higher)
Over \$2,000,000	IRS Form 990 <u>and</u> Audit

### **Time Period Requirement:**

If the organization’s fiscal year ended by 6/30/22, a financial statement in the required format for FY22 is required. If the organization’s fiscal year ends after 6/30/22, a statement for FY21 is required. For organizations operating on a calendar year, a statement for 2022 is required.

For more information about the financial statements, please refer to the [financial reporting requirements section](#).

### ARTISTIC DOCUMENTATION (Video, Audio, Print Material)

Demonstrate the artistic merit of your artistic offerings by uploading recent work samples that highlight your organization and provide a representation of the artistic product and the audience experience. Your artistic documentation should be a good sample of the type of work that your organization produces or presents.

You may upload one or more of the following: **video, audio, and/or print material**. Video and audio uploads may not exceed 5 minutes in total length (e.g. *if you upload a 2.5 minute audio file, please only upload up to 2.5 minutes in video*), and print materials may not exceed 5-pages in length. See more guidelines below.

We will accept the following:

Type	Video	Audio	Print & Image Material
Max # Allowed	1	2	1
Max Time Each Sample	5 minutes	2 minutes and 30 seconds each	5 pages
Max Size Each Sample*	500 MB	500 MB	500 MB
Allowable File Types	MP4, MOV, MPG, MPEG, WMV	MP3, WAV, AIF, WMA	PDF, JPEG, PNG

There are free ways to make any of the above file types. If you have trouble deciphering any of the above file types, please visit [www.fileinfo.com](http://www.fileinfo.com).

Please see the list below for examples of appropriate work samples:

- An audio recording of a performance presented or produced by your organization.
- A video recording of a performance or program produced by your organization.
- An overview video or brochure describing your organization's programming and reach.
- A catalog associated with a gallery show or exhibit.
- A brochure associated with a major or signature program.
- An example curriculum or program guide for an educational program.

*Please note that this is not an exhaustive list of options.*



Print materials may include a compilation of various related items (e.g. brochure, catalog, etc.), however, we advise all be included in a single PDF, and not to exceed 5-pages.

### **ARTISTIC DOCUMENTATION DESCRIPTION (PDF)**

Upload a one-page description of the artistic documentation that includes as much information as is available so that the panelists will understand what they are viewing, reading, and/or listening to in your artistic documentation. This document should be uploaded as a PDF.

### **SUPPLEMENTAL INFORMATION (PDFs)**

- Board of Directors List (provide affiliations and board officers)
- Most recently board-approved long range strategic plan

### **Support Material Submission Instructions**

Please read these instructions carefully before uploading your support materials. Below you will find information on how to upload files, how to title and describe your uploads, as well as what file types are acceptable.

#### **To attach support materials to your application:**

- Click on the [Select Attachments](#) or [Add link or video](#) buttons and select the desired items
- Click [Upload](#)
- Repeat for each media type
- Ensure that you see your media appears on the page

#### **Upload Titles**

You will not be able to change the file title after uploading, so please make sure your file name is clear as to what document is being shown. Please give each file a clearly defined title so that the review panel may understand your uploads. For example, title your strategic plan as "2020-2023 [Organization Name] Strategic Plan". *These are suggestions. Please title your files as you see fit.*

### **Grant Completion Instructions**

This section of the guidelines will help you complete your application. This offers general tips and suggestions.

#### **General Grant Writing Tips**

When you submit an application to the Indy Arts Council for the Annual Grants Program - General Operating Support, you are competing with other worthy arts organizations for

funding. Whether you are new to grant writing or a seasoned grant writer, please consider following a few basic grant-writing strategies that will help strengthen your application.

1. Review the guidelines and instructions carefully.
2. Plan ahead. Before developing the first draft of the application, gather the appropriate information:
  - a. 2022 (FY23) organizational calendar (admin activities, arts programs, etc.)
  - b. Demographic information
  - c. Strategic planning documents
  - d. Most recent Arts Council application (if applicable) and panel review notes
  - e. Budget information
3. Consult with Arts Council staff on any questions, interpretations, etc. We will answer questions related to the guidelines and eligibility, and even review draft applications.
4. **TEST** the online grant system. Make sure that the online system works with your computer. The best-suited web browsers for the online system are Google Chrome or Firefox. **If you have problems accessing the online system, contact the Arts Council AS SOON AS POSSIBLE.**
5. Be concise and **use only the space and/or characters provided**. Longer does not necessarily mean stronger. Concentrate on the basics – who, what, when, where, why, and how.
6. Remember that the information contained in your grant application will be the first contact the panelists have with your organization and that they are not from Indianapolis. Write for clarity assuming the reader has no knowledge of your organization and your unique contributions to our arts and cultural landscape.
7. **Allow yourself enough time to write, edit, and submit your grant application. Follow instructions carefully.** For example, answer questions in the space provided and do not upload or provide additional materials beyond what is requested. Also, be sure to allow yourself enough time to request and receive any letters of support/collaboration and acquire the necessary approvals.
8. Make certain the narrative program information and budget numbers match.
9. Double-check for spelling, math, and typing errors. These small details may negatively impact the panelists' perception of your organization.

10. **Most importantly, submit your application on time.** The Arts Council's online grant portal closes promptly at 4:30 PM EST and will not accept applications after the deadline.

## Review Criteria

Each application will be reviewed and scored by a conflict-free national panel. The scores will be included as part of a funding formula that determines grant awards. Information submitted in the application will be reviewed according to the following evaluation criteria:

### **Artistic Merit (25%)**

***Applicant provides evidence that their programming:***

1. Is in alignment with the organization's mission and responsive to its constituency
2. Is planned and executed by experienced and knowledgeable artistic leadership
3. Incorporates a process of evaluation to ensure programmatic goals are being met

### **Community Impact (50%)**

***Applicant provides evidence that they:***

1. Contribute to the City of Indianapolis by advancing all or some (depending on grant category) of the five adopted **community impact** priorities:
  - a. Talent
  - b. Access
  - c. Partnerships
  - d. Education
  - e. Reputation
2. Have implemented strategies that are relevant and responsive while utilizing best practices according to the **Community Impact Guidelines** (see pg. 19-21)
3. Provide equitable engagement opportunities for communities historically lacking access to arts and culture because of race, socioeconomic status, and/or disability.

### **Organizational Capacity (25%)**

***Applicant provides evidence that they are:***

1. Operating in solid financial health and implementing business practices that promote sustainability;
2. Pursuing clear, measurable, and feasible strategic goals and objectives, including long-range planning;
3. Recruiting and retaining an engaged and diverse (with a focus on racial diversity) board and staff with appropriate expertise and experience.

**Applicants should demonstrate their commitments to racial and socioeconomic equity within all three scoring criteria.**

## Community Impact Guidelines

### COMMUNITY IMPACT

Together with input from Indy arts and community partners, the Indy Arts Council has identified five community impact priorities that influence more equitable outcomes for historically disadvantaged communities and advance our shared commitment to **A Full Creative Life for All**. *Please incorporate your organization's focus on inclusion, diversity, and equity into all responses.*

### TALENT

#### Develop Indy's Artistic & Creative Workforce

Goal: To contribute to a culture and creative economy in which artists and creative professionals are thriving in Indianapolis.

*Things to consider in your response - the extent to which your organization:*

- Provides equitable engagement and employment opportunities for artists and creative professionals, especially local artists and artists of color.
- Builds capacity of artists and creatives, preparing them for rewarding careers locally and beyond.

### ACCESS

#### Integrate Arts into Daily Life Through Audience Development, Engagement, and Outreach

Goal: To increase equitable access to/participation in Indy arts among current and new audiences across all 25 Indianapolis/Marion County districts.

*Things to consider in your response - the extent to which your organization:*

- Employs strategies that strengthen relationships with current audiences.
- Employs strategies to build relationships and increase participation among new audiences, especially people of color; students and young professionals; individuals with low socioeconomic status; and people with disabilities.
- Provides offerings in accessible locations including neighborhoods and/or nontraditional arts spaces.
- Considers affordability in offerings.

- Makes information easily accessible and available to the public.

## **PARTNERSHIPS**

### **Build Stronger Connections to Our Community and Each Other Through Arts**

Goal: To deepen community engagement through two-way, ongoing, inclusive partnerships.

*Things to consider in your response - the extent to which your organization:*

- Develops community partnerships based on principles of mutuality, co-creation, and collaboration.
- Collaborates with arts and/or community partners to create experiences that build cultural understanding and connections that deepen relationships and engagement in the community.
- Develops partnerships that increase the variety and frequency of arts experiences in neighborhoods throughout Marion County and reflect priorities identified by the communities being served.

## **EDUCATION**

### **Fuel Creativity and Learning Through Arts Experiences for Every Child**

Goal: To promote the development of 21st century skills by ensuring that all children (PreK-12) in Indianapolis/Marion County, particularly those in underserved school districts, have access to multiple arts opportunities through exposure, educational, and instructional means.

*Things to consider in your response - the extent to which your organization:*

- Provides high quality arts, music, and cultural offerings in school, out-of-school, and/or with families and measures impact against programmatic goals.
- Supports student academic achievement and promotes 21<sup>st</sup>-century skills development (creativity, collaboration, communication, critical thinking).
- Provides equitable access to offerings for children from communities historically lacking access to arts and culture because of race, socioeconomic status, and/or disability.

## REPUTATION

### **Build Awareness of Indy as a Leading Arts & Culture City Among Residents & Visitors**

Goal: To contribute to Indy's arts scene in ways that build Indy's brand and help attract and retain talent, tourism, and business to Marion County.

*Things to consider in your response - the extent to which your organization:*

- Generates significant earned media coverage, industry recognition, etc.
- Contributes to and/or implements strategies designed to increase cultural tourism and attract visitors and businesses.
- Contributes to talent recruitment and retention through quality of life, increased community engagement, and civic pride.
- Attracts nationally/internationally-recognized arts professionals who contribute to the local community through residencies, commissioned work, professional development, or other opportunities.
- Executes programming and/or partnerships that help to establish Indianapolis as a leader in advancing cultural equity, racial diversity, and inclusive growth through the arts.

## Grant Award Determination

Grant awards vary. Currently, awards vary by application level. This is a 3-tier program; organizations in **Level 1** see awards up to \$10,000, with a minimum of \$2,000, however, the final award is conditional upon availability of funds appropriated and allotted to the Indy Arts Council from the City of Indianapolis. **Level 2** organizations typically receive funding with a minimum of \$5,000 and a maximum of \$40,000. **Level 3** organizations receive awards of \$75,000.

Levels are primarily determined by budget size and Indianapolis focus. *All new applicants will be reviewed in Level 1.* National organizations with headquarters and programming in Indianapolis will also be reviewed in Level 1.

**This is an open and competitive process, and prior funding through the Indy Arts Council does not guarantee funding for 2023.** Each application will be reviewed and scored by a conflict-free panel of national experts in arts and culture grantmaking. The total score from the panel informs the funding recommendations made by the local members of the Grants Committee of the Arts Council Board of Directors. The full Board of Directors will ultimately vote individually on each funding recommendation. Grantees will receive their award amount via email and contracts through DocuSign.



## Restrictions from Funding

**Funding through all Levels of Operating Support will NOT be awarded for the following:**

1. Applications submitted in paper or digital form outside of the online application.
2. Organizations that do not center on the performance, exhibition, and/or presentation of arts and/or cultural programming.
3. Programs or projects not available to the general public.
4. Cash reserves, deficit reduction or deficit elimination, penalties, or litigation costs.
5. Capital acquisitions or expenditures, restoration, or construction costs.
6. Instructional programs designed to benefit students enrolled in public or private schools, colleges, or universities.
7. Private functions, benefits, organizational fundraising, lobbying activities, or any non-public activities that are solely for the purpose of fundraising.
8. Parties, receptions, or costs for food and beverage.
9. Re-granting activities.
10. Scholarships or prize money.
11. Trusts or endowment funds.
12. Activities not associated with arts programs and services.
13. Religious ceremonies or events advancing a particular religious ideology.
14. Historic preservation.
15. Travel/activities taking place outside Marion County.

## Matching Requirements

All applicants must provide a one-to-one **cash** match of all grant funds awarded. In-kind contributions to the funded programs or projects are recommended and encouraged but not eligible for the match requirement. The cash match can constitute funds from any source in the applicant organization's budget: other grant income, cash reserves, earned income, contributions, etc. *Evidence of the match will be required in the final report documents.*

## Reporting Requirements

As part of our program administrator role, the Arts Council ensures and reports grant compliance and proper use of awarded funds to the City of Indianapolis and Capital Improvement Board. To help facilitate the necessary reporting and related advocacy required to secure these annually approved public funds for the arts, arts organizations receiving funds through the 2023 Annual Grants Program must submit a final report to the Arts Council by the required deadline, including data on how the funds were used and the impact the dollars received had on your organization and the citizens of Marion County.

### **Grant Award Documentation (due before first payment is disbursed)**

- o Grant agreements (signed by CEO and sent to board chair)
- o Budget modification information (if applicable)

### **Final Report (due by March 31, 2024)**

- o Budget actuals
- o District Impact Information

## Financial Reporting Requirements

Organizations must submit financial statements in the required format for the most recently completed financial year. Organizations may not submit the financial statement in draft form. **It must be a board-approved final document.** The organization's financial statement will be submitted in Support Materials of the online application.

### Budget Determination:

Annual Operating Budget Size	Required Financial Statements
Under \$500,000	IRS Form 990 <u>and</u> Board-Approved Financial Statement (or higher)
\$500,000 - \$999,999	IRS Form 990 <u>and</u> Compilation (or higher)
\$1,000,000 - \$2,000,000	IRS Form 990 <u>and</u> Review (or higher)
Over \$2,000,000	IRS Form 990 <u>and</u> Audit

At any budget size, an applicant may submit a financial statement that has a higher level of testing than what is required at their budget size. For example, if an organization with a budget of \$250,000 completes an annual audit, they may submit their audit instead of the required Board-Approved Financial Statement. Refer to the Financial Reporting Glossary below to understand the levels of financial review.

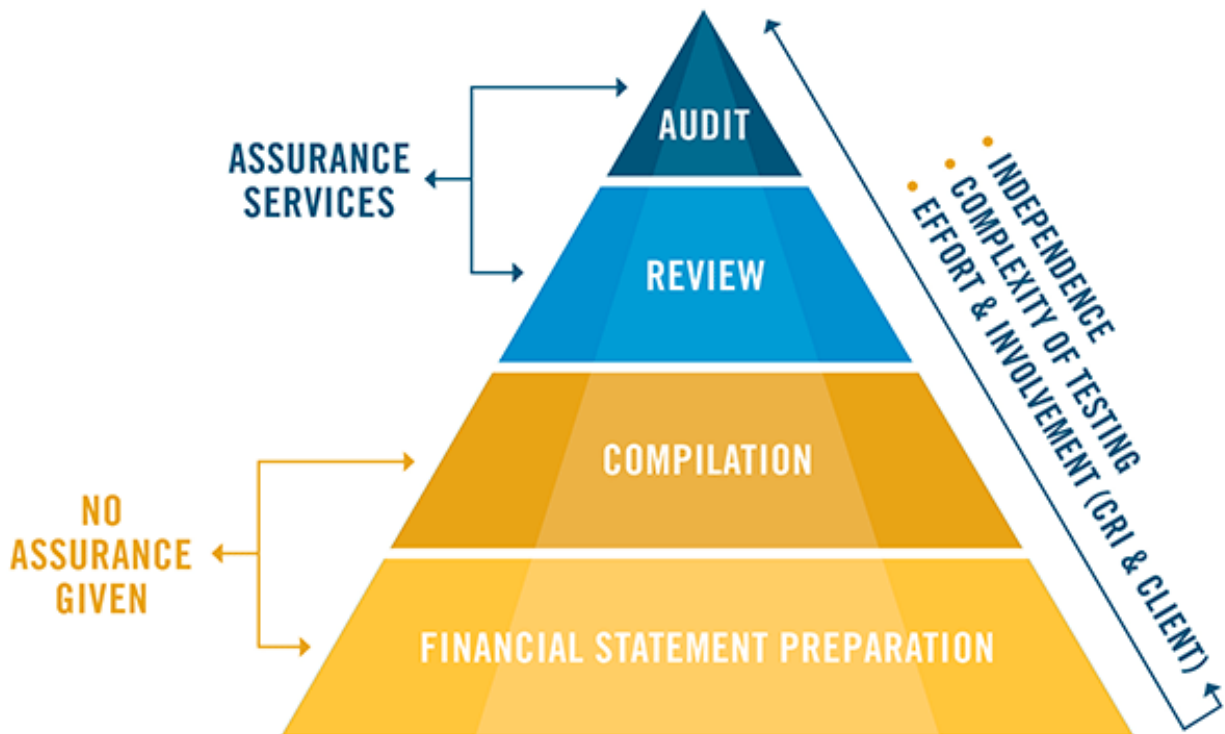
### [Financial Reporting Glossary](#)

**Audit:** Itemized statement of an organization's beginning and ending assets, liabilities, and fund balances for an entire financial year that has been prepared by a certified public accountant according to generally accepted accounting principles. It contains an examination, on a test basis, of the evidence to support the amounts of financial statements and is designated to provide reasonable assurances that the financial statements are free of material misstatement.

**Review:** Itemized statement of an organization's beginning and ending assets, liabilities, and fund balances for an entire financial year that has been prepared by a certified public accountant according to generally accepted accounting principles and involves inquiries of management and analytical procedures and reasonableness tests. (by an independent CPA)

**Compilation:** A compilation is usually part of an accounting firm's write-up service. With compilations, or compiled financial statements, the outside accountant converts the client's data into financial statements without providing any assurances or auditing services. (Source: Accounting Coach)

**Form 990:** Form 990 is the Internal Revenue Service (IRS) form entitled Return of Organization Exempt from Income Tax. This federal form must be filed annually by tax-exempt organizations. You can learn more about Form 990 and Form 990-EZ at IRS.gov (Source: Accounting Coach).



(Source: cricpa.com)

## Acknowledgement & Recognition Requirements

Grant recipients must credit BOTH the Indy Arts Council and the City of Indianapolis in printed materials associated with the funded organization. The Arts Council supplies each grant recipient with the instructions and graphics/logos necessary for compliance. Logo usage is mandatory and information can be found on the Arts Council's website: [indyarts.org/grants/grants-for-organizations/resources](http://indyarts.org/grants/grants-for-organizations/resources). **Failure to comply with this requirement, as outlined in the signed grant agreement, will jeopardize future funding through the Annual Grants Program.** The Arts Council monitors publications and communications throughout the year to ensure compliance.

### Proper credit logos:



## Payment Schedule

Grant awards will be made in two payments. The first payment of 50% of the grant award will be issued once an organization has complied with all requirements and pending the Arts Council's receipt of funds from the City of Indianapolis. To receive the first payment of the grant award, funded organizations must submit grant agreements (signed by the board chair and CEO/executive director of the organization), revised budget forms if applicable (signed by the board chair), and any other pertinent grant paperwork.

The second payment of 50% will be made within 30 days of the Arts Council's receipt and approval of a final report due in spring 2024. To receive the second payment of the grant award, funded organizations must submit a completed final report.

## Reconsideration Policy and Appeal Process

Applicants may request reconsideration of a funding decision if the applicant can demonstrate:

1. Panelists used criteria other than criteria published in the grant guidelines
2. There was influenced by a staff person or panelist having a conflict of interest
3. Required information submitted by the applicant was withheld from consideration

Applicants must send a formal letter to the CEO of the Indy Arts Council stating the reason for reconsideration, based on one or more of the three points above, and evidence of the grounds for the appeal. The letter must be received within 30 days of notification from the Arts Council of the grant award in question. The President will submit the appeal to the Grants Committee of the Arts Council's Board of Directors for evaluation. Once the President and Grants Committee of the Board of Directors have evaluated the appeal and made a decision, notification to the applicant will be made within 10 business days.

## Grant Workshops

All organizations applying for funding through the 2023 General Operating Support Program are encouraged, but not required, to attend a grant workshop offered by the Arts Council (dates listed below). In addition to reviewing the application materials at the workshop, Arts Council staff will walk through the online application process. Currently, all workshops are being offered via Zoom, and advance registration is required:

- **Wed., January 11, 2023, 11:00 AM** ([Zoom](#))
- **Wed., January 25, 2023, 5:00 PM** ([Zoom](#))
- **Tues., February 7, 2023, 9:30 AM** ([Zoom](#))
- **Thurs., February 23, 2023, 12:00 PM** ([Hybrid](#))

Please check online for Zoom links, any updates on date, time, and location:  
<https://indyarts.org/grants/grants-for-organizations/annual-grant-program>

## Arts Council Contact Information

If you have questions concerning the Indy Arts Council 2023 General Operating Support Program, grant writing, the guidelines, or application materials, contact:

**Community Impact & Investments Department**  
Indy Arts Council

924 N. Pennsylvania St.  
Indianapolis, IN 46204-1021  
Phone: 317-631-3301  
Email: [grants@indyarts.org](mailto:grants@indyarts.org)



## About the Indy Arts Council

The mission of the Indy Arts Council is to foster meaningful engagement in the arts by nurturing a culture where artists and arts organizations thrive.

The Arts Council is an organization that advocates for the need and importance of broad community funding and support for a thriving arts scene; innovates by constantly pursuing and promoting new ideas and programs that better serve the area, its artists, and arts organizations; and connects artists, audiences, businesses, foundations, and arts and cultural organizations with opportunities to explore and expand central Indiana's creative vitality. The Arts Council allocates public funding to arts and cultural organizations through a competitive grant program funded by the City of Indianapolis; offers fellowship opportunities supported by private philanthropy, including the [Creative Renewal Arts Fellowship](#), the [DeHaan Artists of Distinction Award](#), and the [Robert D. Beckmann, Jr. Emerging Artist Fellowship](#); provides programs, services, and technical assistance for artists and arts organizations; and manages the city's public art program, including Public Art for Neighborhoods. The Arts Council owns and operates two performance and exhibition spaces, the Indianapolis Artsgarden downtown and Gallery 924 at 924 N. Pennsylvania Street. And we manage IndyArtsGuide.org, a comprehensive arts calendar featuring thousands of events, performances, and exhibitions throughout central Indiana.

## Arts Council Equity Statement

The Indy Arts Council is committed to working with the arts and cultural community to cultivate a sector that serves, celebrates, and values every resident of Indianapolis. We envision a city where engagement in the arts is not pre-determined by socio-economic status, race, ethnicity, gender, sexual orientation, or disability. We see a robust and successful arts and cultural community as:

- A city where all artists, creative workers, audiences, and students have full access to the robust creative arts resources of our community and in which their varied histories, voices, and life experiences are honored.
- A city where equitable access to arts funding and programs for all arts organizations and artists is expected and delivered.
- A city where such funding and programs unite arts organizations and artists with diverse populations in our community to nurture a community where every resident sees themselves as belonging, learning, and participating in the arts sector.

We believe these closely held tenets will sustain a full creative life for all. *The Arts Council Equity Statement was adopted in the fall of 2017.*