

**REGIONAL ARTS PARTNERSHIP/
THE INDIANA ARTS COMMISSION
AND ARTS PLACE, INC.**

**Grant Program for Mini-Grants Support
Guidelines and Application Form**

FISCAL YEAR 2011: JULY 1, 2010 - JUNE 30, 2011

Application Deadline: April 7, 2010, 5:00 P.M. received in the offices of Arts Place, Inc.

**Arts Place, Inc.
131 East Walnut Street
P.O. Box 804
Portland, IN 47371**

**TOTAL NUMBER OF COPIES TO SUBMIT: 10 PLUS ORIGINAL
*Total of 11***

**CONTACT: Sue Burk, Regional Grants and Development Director
260-726-4809, 260-726-2081 (FAX)
sburk@artsland.org**

MISSION OF THE REGIONAL ARTS PARTNERSHIP

In collaboration with the Indiana Arts Commission, the Regional Arts Partnership exists to promote participation in and advocacy for the arts in Indiana. The goals of the Regional Arts Partnership are to provide broad local access to services and funding opportunities for the arts throughout the State of Indiana. Services include, but are not limited to, information and referral, technical assistance, cultural planning, and re-granting of state and federal funds.



All materials, including grant program guidelines, will be made available upon request in large print, Braille, audiocassette, or other forms to meet special needs

**Regional Arts Partnership
Region Five-Arts Place, Inc. and
the Indiana Arts Commission
FY11 Mini-Grants Program Guidelines**

Questions regarding this or other Regional Arts Partnership grant programs may be directed to:

Sue Burk, Regional Grants and Development Director

Arts Place, Inc.

131 East Walnut Street, P.O. Box 804, Portland, IN 47371

Telephone: 260-726-4809 FAX: 260-726-2081 E-mail: sburk@artsland.org

Web site: www.artsland.org

Disclosure Statement

All information provided on this application is disclosable under the Access to Public Records act, IC 5-14-3. Some information provided will be listed on the Web page, www.IndianaArts.org.

Introduction

Through the Mini-Grants program Arts Place, Inc. offers support for new and existing arts activities produced or presented by non-profit organizations in the counties of Adams, Blackford, Delaware, Fayette, Grant, Henry, Jay, Madison, Randolph, Rush, Union and Wayne. This program awards matching funds up to \$2,000.

Mini-Grant Program Timeline

April 7, 2010:	Applications must be received in the office of Arts Place by 5:00 P.M. on the deadline date. Applications submitted via e-mail or fax will not be accepted.
July 1, 2010 - June 30, 2011:	Activity period
May:	Panelists meet to review and rate applications
June:	Arts Place board awards grants Notice of awards and mailing of grant agreements
September-October	Initial 75 % payment disbursed, after grant agreements are returned.

Project Period: Projects must start July 1, 2010 or later and end by June 30, 2011.

Eligibility

To be considered for a grant through this program an organization must:

1. Be classified as a nonprofit organization.
2. Be able to demonstrate nonprofit and/or tax exempt status in Indiana at the time of application. In some cases, an eligible tax-exempt organization may act as a fiscal sponsor for an organization that has not yet secured federal tax-exempt status. (See Appendix C for more information about fiscal sponsorship and its responsibilities.)
3. Be able to match grant request on a dollar for dollar basis. The match may consist of cash and in-kind contributions. The cash portion must be at least 50% of the match.
4. Reside and present project in the counties specified above.
5. Comply with all applicable federal, state and local laws and ordinances including but not limited to those which prohibit discrimination on the basis of race, color, national origin, sex, age or disability.
6. Not be receiving funding through any of the other Regional Arts Partnership grant programs.
7. One application per organization unless it is acting as a fiscal sponsor.

Amount of Mini-Grant Awards

A nonprofit may request up to \$2,000, provided it can match its request on a dollar-for-dollar basis with a combination of cash (at least 50%) and in-kind contributions. Minimum request in this grant program is \$500.00

Evaluation Criteria and Process

Citizen panels representing Region Five apply the following criteria in evaluating Mini-Grant applications:

- A. Project Quality-The proposed activities, project, or service will be of the highest quality possible in relation to the community. (30% of score)
- B. Community Impact-The proposed activities, project, or service will have a significant impact on the organization and /or the community the organization serves. (40% of score)
- C. Quality of Management-The organization delivering the proposed activities, project, or service will be well managed. (30% of score)

The panel meetings are open to the public. Panel recommendations are forwarded to the Arts Place Board of Directors for final approval.

Payment Schedule and Release of Funds

Grant recipients will receive their award in two payments. The first payment (75% of the award) will be released after the signed grant agreements have been received and processed by the Regional Arts Partner (RAP). The second payment is made after the receipt of the Final Grant Report, which is due March 31, 2011.

Grant Recipient Obligations

The following are required to insure the receipt of the full amount of the grant award:

Submission of a signed Grant Agreement: organizations receiving a grant enter into a contractual agreement with the RAP stating the obligations of the two parties. This agreement must be signed and returned to the RAP before the first payment may be disbursed.

Acknowledgement of Support: organizations receiving a grant must acknowledge that their activity is supported in part by Arts Place, Inc., the Indiana Arts Commission and the National Endowment for the Arts. Logos and credit requirements are provided with the grant agreement packets.

Submission of a Final Grant Report: The Final Grant Report form will be included in the grant agreement packet and is due March 31, 2011. Final payments will not be made until this report is received and approved by the RAP.

**Region Five-Arts Place, Inc./Regional Arts Partner
FY11 Mini-Grants Program Application
Application Deadline: April 7, 2010**

Please respond in the space provided unless instructed otherwise.

1. **Organizational Name:**
2. **Mailing Address (Street, City, State, Zip -Plus Four Extension), County:**
3. **Telephone:**
4. **Fax:**
5. **E-mail Address** **Web Site:**
6. **Federal I.D. Number:**
7. **DUNS Number:** Data Universal Numbering System (DUNS) Call Dun & Bradstreet at 866/705-5711 or 610/882-7000 Website: D&B.com
8. **Date of Incorporation or Enablement:**
9. **Name of Person Preparing Application:**
10. **Telephone Number:**
11. **E-mail Address: (if different than above)**
12. **Name of Activity:**
13. **Beginning and Ending Activity Dates :**
14. **State House District#:** 15. **State Senate District#:** 16. **U.S. Congress District#:**
15. **Grant Request (not to exceed \$2,000):**
16. **Is the Applicant serving as a Fiscal Sponsor:** No Yes
If "Yes", for whom: Include Name, Address, Telephone, FAX #, County

17. Compliance Statement

The undersigned certifies that s/he (1) is a principal officer of the Applicant with authority to obligate it, and (2) has read the guidelines incorporated herein by reference, and (3) will comply with all guidelines, including federal and state statutes prohibiting discrimination against any person on the basis of race, color, national origin, gender, age, religion, or physical or mental disability.

Signature, Authorizing Official

Date Signed

(In the case of an application with a fiscal sponsor, the authorizing official should be a representative of the fiscal sponsor organization.)

18. Briefly describe your proposed project/activity:

Please indicate if this is a one-time activity, an annual activity or part of a series. What is the purpose and value of this project?

19. Use of funds and contingency plan:

How will these funds be used? How will the project be affected if you do not receive the total amount of the funding requested in this application? Describe how the project might be changed to accommodate a lower funding level.

20. Personnel

Describe the qualifications of the people involved in the completion of this project, their roles, and why they were selected for the job.

21. Audience

Who will benefit from this activity? How many people will be involved?

22. Marketing

How will you let people know about this activity? Describe your publicity plan.

23. Outcomes and Evaluations

What are the expectations for the outcomes of the project? How will you evaluate the project?

24. Describe past programming (brief history of organization).

25. Complete Appendix E - Current Governing Board Roster

DEMOGRAPHIC INFORMATION

The following data about your project/activities is required of Arts Place, Inc. by the Indiana Arts Commission and the National Endowment for the Arts. *Estimates are acceptable.* You will report actual figures on the final grant report.

1. NUMBER AND CHARACTERISTICS OF PEOPLE TO BE SERVED BY THIS GRANT

CHARACTERISTICS	PERSONS SERVED	ARTISTS SERVED	GOVERNING BODY	STAFF & VOLUNTEERS
	Number	Number	Number	Number
<u>RACE /ETHNICITY</u>				
a. American Indian/Alaska Native				
b. Asian				
c. Black/African American				
d. Hispanic/Latino				
e. White/Not Hispanic				
f. Native Hawaiian/Pacific Islander				
g. TOTAL (Add lines a - f)				
<u>AGE</u>				
h. Total Children (under 18)				
i. Total Seniors (65 and above)				
<u>DISABILITY</u>				
j. Total Persons with Disabilities	_____	_____	_____	_____

2. WHAT COUNTY OR COUNTIES WILL THIS PROPOSAL SERVE?

2. ARTS EDUCATION INFORMATION-

PLEASE CHOOSE ONLY ONE

- Less than 50%*** of this project's activities are arts education, an organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes.

Please indicate to whom the outcomes are directed (select all that apply):

- K-12 Students
 Higher Education Students
 Pre-Kindergarten Children
 Adult Learners) including teachers and artists)

- More than 50%*** of this project's activities are arts education, an organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes.

Please indicate to whom the outcomes are directed (select all that apply):

- K-12 Students
 Higher Education Students
 Pre-Kindergarten Children
 Adult Learners (including teachers and artists)

- Project does not involve Arts Education.

23. Budget Summary

ESTIMATED EXPENSES	Column A CASH	Column B IN-KIND	Column C TOTAL
1. Personnel-Administrative	\$	\$	\$
2. Personnel-Artistic			
3. Personnel-Technical/Production			
4. Outside Artistic Fees and Services			
5. Outside Other Fees and Services			
6. Space Rental			
7. Travel/Transportation			
8. Marketing/Publicity/Promotion			
9. Remaining Operating Expenses			
*10. TOTAL Cash Expenses	\$		
11. TOTAL In-kind		\$	
+12. Total Activity Expenses (add lines 10 and 11)			\$
ESTIMATED INCOME			\$
15. Admissions			
16. Contracted Services Revenue			
17. Other Revenue			
18. Corporate Support			
19. Foundation Support			
20. Other Private Support			
21. Government Support-Federal			
22. Government Support-Regional/State			
23. Government Support-Local			
24. Other Applicant Cash			
25. Total Non-RAP Cash Income (add lines 15 through 24)			
26. RPI REQUEST			
*27. Total Cash Income (add lines 25 and 26)			
28. Total In-kind (from line 11)			
+29. Total Activity Income (add lines 27 and 28)			\$

* **Line 27 (Cash Income) MUST EQUAL Line 10 (Cash Expenses)**
 + **Line 29 (Total Income) MUST EQUAL Line 12 (Total Expenses)**

26. Budget Line Item Detail
(for accuracy create an excel spreadsheet)

Provide a detailed line-by-line explanation of the budget, identifying what expenses and income (by source) are included in each segment of the budget. Provide sufficient detail so that reader can easily identify how the amount listed for each line item was derived. Follow the same sequence as in **Proposed Budget Summary** for line items and descriptions. See Appendix B - Sample Budget with required line item detail.

Mini-Grant Application

ACCESSIBILITY STATEMENT

All applicants must complete this form.

THE APPLICANT, (insert name of applicant organization or fiscal sponsor here):

- **ASSURES** that all *arts programs, services, and activities* made possible with Regional Arts Partnership funding and all *facilities* in which such programs, services, and activities are held (whether owned, leased, or donated to the Applicant) will be accessible to people with special needs, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 OR will provide readily achievable reasonable accommodation as warranted.

- **ASSURES** that this warranty is based on: (check all applicable)
 - Independent accessibility assessment, completed by:
(name, title, date)

 - Applicant self-assessment, completed by:
(name, title, date)

 - Recommendations from a citizen advisory committee,
composed of persons with disabilities.

 - Other (specify):

- **ASSURES** that materials supporting this statement are maintained on file and are available for review.

Signature, Authorizing Official

Date Signed

Title of Authorizing Official

Telephone Number

WHAT TO SUBMIT

CHECKLIST

Applicants must provide complete information on all forms, authorized signatures where indicated, assurances that the application is legally binding, and supporting materials (as requested) to allow for a uniform review.

Submit ALL requested materials ONLY. Please DO NOT submit additional materials that have not been requested. Submitting additional information can make your application INELIGIBLE.

All applicants must provide the following items for your permanent file:

- ____ 1. Articles of Incorporation - 1 copy
(This item must be submitted by a first time applicant, or if it has been revised since last submitted to your RAP) This item does NOT pertain to public entities.
- ____ 2. IRS Determination Letter of Tax Exempt Status - 1 copy
(This item must be submitted by a first time applicant, or if it has been revised since last submitted to your RAP.) This item does NOT pertain to public entities.
- ____ 3. Public Entities
If the applicant is a public agency (including public schools and units of federal, state, and local government only) check here. No additional support documentation is required for support documents.

All applicants must provide: (Submit a copy with each application):

- ____ 4. All organizations in any category with a budget of \$500,000 or over must submit an audited statement
- ____ 5. Completed Application--numbered and in order
- ____ 6. Financial Statement for organization's *most recently completed fiscal year*
- ____ 7. Annual Compliance Audit - **1 copy, if applicable**
(This item must be submitted by applicants receiving \$500,000 or more in federal funds annually.)
- ____ 8. Current Governing Board Roster-Appendix E
- ____ 9. Executive Director or Project Manager Resume (*limit to 1 page*)
- ____ 10. Accessibility Statement
- ____ 11. Printed Promotional Materials -- limit of 3 items - **11 copies** (Optional)
- ____ 12. One form of the following artistic documentation: DVD, compact disc, cassette tapes, videotapes, or slides. **One non-returnable copy only.** (Optional)
- ____ 13. All organizations that received \$100,000 or more in all public (governmental) funding in the past fiscal year and the public funds disbursed by the organization were equal to or greater than 50% of the organization's total disbursements for that same period must submit an audited financial statement for the past fiscal year.

If applicable Mini-Grant applicants should also submit

- ____ 14. Fiscal Sponsor Agreement -- (Appendix D)

Arts Place, Inc.
Mini-Grants Program
PROPOSED BUDGET SUMMARY

Instructions:

Please read this information prior to completing the Budget Summary of the Mini-Grants Application Form.

- Round all figures to the nearest dollar; no decimals. Enter a zero (0) in line(s) where no expense or income is estimated.
- These lines must be equal:
Line 10. must = Line 27.
Line 11. must = Line 28.
Line 12. must = Line 29.
- In some cases, applicants may include in-kind income - “the value of donated materials and services” for a portion of their required local match.

ESTIMATED EXPENSES

For each estimated expense category in line 1. through line 9., indicate the amount that will be provided by each source:

Column (A) -- Cash from all sources (including the IAC grant).

Column (B) -- In-kind Contributions (the value of donated goods and services needed for the project).

For each line item in Column (C), enter the sum of the two corresponding expense columns: Column (C) = Column (A) + Column (B).

Expense Line Items:

1. Personnel-Administrative
Salaries and benefits paid to regular employees (full and part time) as well as temporary personnel who will provide administrative services for the project. Do not include payments to outside administrative personnel engaged on a contract basis (see line 5).
2. Personnel-Artistic
Salaries and benefits paid to regular employees (full and part time) as well as temporary personnel who will provide artistic services for the project. Do not include payments to outside artistic personnel engaged on a contract basis (see line 4).
3. Personnel-Technical/Production
Salaries and benefits paid to regular employees (full and part time) as well as temporary personnel who will provide technical/production services for the project. Do not include payments to outside personnel engaged on a contract basis (see line 5).
4. Outside Artistic Fees and Services
Costs of the artistic services of individuals or organizations who are not employees of the applicant, but who are engaged on a contract basis.
5. Outside Other Fees and Services
Costs of the non-artistic services of individuals or organizations who are not employees of the applicant, but who are engaged on a contract basis.

6. **Space Rental**
Costs of the rental of any space needed for the project.
 7. **Travel/Transportation**
All costs for individuals or organizations working with the project, including mileage allowance, local bus and cab fares, applicant-owned or leased vehicles, lodging, meals, etc.
 8. **Marketing/Promotional**
Costs for all marketing/publicity/promotion for the project. **DO NOT** include costs of individuals or firms that belong under "Personnel" (lines 1-3) or "Outside Other Fees and Services" (line 5). **DO** include costs for newspaper, radio, and television advertising; and printing and mailing of brochures, flyers, and posters when directly connected to marketing/publicity/promotion.
 9. **Remaining Operating Expenses**
All project expenses not entered in other categories, such as scripts, scores, electricity, telephone, storage, postage, sets, props, equipment rental, trucking, shipping and hauling expenses, fund raising expenses, printing, and insurance.
DO NOT include expenses that belong under "Marketing" (line 8).
 10. **Total Cash Expenses**
Add the amounts listed on lines 1 through 9 in Column (A) "Cash".
 11. **Total In-Kind Contributions**
Add the amounts listed on lines 1 through 9 in Column (B) "In-Kind".
 12. **TOTAL Expenses**
The sum of line 10 + line 11
- PROJECTED INCOME**
13. **Admissions**
Income from the sale of admissions, tickets, subscriptions, memberships, etc., for events associated with the project.
 14. **Contracted Services Revenue**
Income from the sales of services including performance or residency fees, tuition, etc., for events associated with the project.
 15. **Other Revenue**
Cash revenue from sources other than those listed previously, including income from catalog sales, advertising space, gift shops, parking, investments, etc.
 16. **Corporate Support**
Cash support for the project from local businesses. (Do not include income from corporate foundations here; list that amount in line 20.)
 17. **Foundation Support**
Cash support for the project from a nonprofit organization whose primary purpose is to distribute money from an endowment.

18. **Other Private Support**
Direct public support such as contributions made directly to the project by individuals, sustaining memberships, net proceeds from special fund raising events, etc. Include income from corporate foundations, United Arts and United Way organizations here.
19. **Government Support - Federal**
Cash support for the project from the federal government. Do not include Regional Arts Partnership funds.
20. **Government Support - Regional/State**
Cash support for the project from state agencies or consortia of state agencies such as Arts Midwest. Do not include Regional Arts Partnership funds.
21. **Government Support - Local**
Cash support for the project from city or county government agencies. Do not include Regional Arts Partnership funds.
22. **Other Applicant Cash**
Cash from current or anticipated resources NOT listed above that you plan to use for this project.
23. **Total Non-Regional Arts Partnership Cash Income**
The sum of lines 15 through 24.
24. **REGIONAL ARTS PARTNER REQUEST**
The amount of funding requested from the Regional Partner Organization.
25. **Total Cash Income**
This is the estimated cash only income from all sources, including Regional Arts Partnership requested funds. Add line 25. + line 26.
26. **Total In-Kind Income**
This is the value of donated materials and services. This number should equal the amount in line 11.
27. **TOTAL Income**
This is the estimated income from all sources, including in-kind.
Add line 27. + line 28.

Appendix B

**SAMPLE BUDGET WITH REQUIRED
LINE ITEM DETAIL**

In order to evaluate your request for support, the staff and advisory panelists need complete information about projected costs and revenue sources.

BUDGET LINE ITEM DETAIL

Proposed Expenses	Cash	In-Kind	Total:
1. Personnel Administrative			
Full-time staff (6)	\$ 225,000		\$ 225,000
Part-time staff (1)	\$ 25,000		\$ 25,000
1/2 of Artistic Director & Production Manager	\$ 38,000		\$ 38,000
FICA and Unemployment	\$ 22,000		\$ 22,000
Health Insurance	\$ 35,000		\$ 35,000
Total:	\$ 345,000		\$ 345,000
2. Personnel Artistic			
1/2 of Artistic Director	\$ 23,000		\$ 23,000
Conductors	\$ 28,500		\$ 28,500
Five resident artists	\$ 50,000		\$ 50,000
Cover artists/other singers	\$ 7,000		\$ 7,000
FICA, Unemployment, Insurance	\$ 9,000		\$ 9,000
Total:	\$ 117,500		\$ 117,500
3. Personnel Technical/Production			
1/2 of Production Manager	\$ 15,000		\$ 15,000
FICA	\$ 1,200		\$ 1,200
Health Insurance	\$ 12,000		\$ 12,000
Total:	\$ 28,200		\$ 28,200
4. Outside Artistic Fees and Services			
Soloists	\$ 130,000		\$ 130,000
Chorus	\$ 26,000		\$ 26,000
Dancers	\$ 10,000		\$ 10,000
Stage Directors, Chorus Master, Set Costume and Lighting Designers	\$ 78,000		\$ 78,000
Orchestra	\$ 140,000	\$ 60,000	\$ 200,000
FICA	\$ 10,000		\$ 10,000
Total:	\$ 394,000	\$ 60,000	\$ 454,000
5. Outside Other Fees and Services			
Stage Managers, Technical Directors, Accompanists, Assistants	\$ 50,400		\$ 50,400
Stagehands	\$ 143,300		\$ 143,300
Wardrobe Personnel	\$ 37,000		\$ 37,000
FICA (\$62,000 x .0765) (some paid as contractors)	\$ 5,000		\$ 5,000
Total:	\$ 235,700		\$ 235,700
6. Space Rental			
Performance Hall Rental	\$ 107,650	\$ 120,000	\$ 227,650

Rehearsal Hall Rental	\$ 6,000		\$ 6,000
Housing for visiting artists	\$ 30,450		\$ 30,450
Office Space, utilities	\$ 25,000		\$ 25,000

Total:	\$ 169,100	\$ 120,000	\$ 289,100
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7. Travel/Transportation

Travel for Visiting Artists	\$ 30,000	\$ 10,000	\$ 40,000
Staff local travel @\$.25	\$ 5,000		\$ 5,000
Production local travel	\$ 3,000		\$ 3,000
Ensemble Travel	\$ 9,000		\$ 9,000
Member Organization Travel	\$ 5,000		\$ 5,000
Shipping of sets and costumes	\$ 30,000		\$ 30,000

Total:	\$ 82,000	\$ 10,000	\$ 92,000
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8. Marketing/Promotional

Promotion 98-99 Season	\$ 45,000	\$ 25,000	\$ 70,000
Season Program	\$ 30,000		\$ 30,000
Advertising	\$ 60,000	\$ 10,000	\$ 70,000
Public Relations	\$ 7,500		\$ 7,500
Newsletters	\$ 6,000		\$ 6,000
Merchandise for resale	\$ 5,000		\$ 5,000
Ticket, box office fees	\$ 22,000		\$ 22,000

Total:	\$ 175,500	\$ 35,000	\$ 210,500
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9. Remaining Operating Expenses

Non-personnel expenses for productions, including design elements and surtitles	\$ 273,975		\$ 273,975
Operating Expenses including insurance, audit, postage, supplies, telephone, depreciation, interest, etc.	\$ 159,525		\$ 159,525
Fundraising expenses	\$ 25,000		\$ 25,000
Co-production investments	\$ 130,000		\$ 130,000

Total:	\$ 588,500		\$ 588,500
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10. Capital Expenditures-Acquisitions

\$ -

11. Capital Expenditures-Other

\$ -

12. Total Cash Expenses

\$ 2,135,500

13. Total in-kind

\$ 225,000

14. Total Project/Operation Expenses

\$2,360,500

Cash

Projected Income

15. Admissions

Season Tickets (2,000 x \$140avg.)	
Single Tickets/Group Sales	\$ 280,000
Production #1	\$ 30,000
Production #2	\$ 60,000
Production #3	\$ 22,000
Production #4	\$ 26,000

Total:	\$ 418,000
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16. Contracted Services Revenue

Ensemble School/Community performances	\$ 75,000
Dress Rehearsal fees	\$ 20,000

Total: \$ 95,000

17. Other Revenue

Program advertising \$ 32,500
Set/costume rentals \$ 10,000
Merchandise sales \$ 8,500
Interest income \$ 14,000
Investment income \$ 150,000

Total: \$ 215,000

18. Corporate Support

Underwriting/Contributions \$ 310,000
Corporate match \$ 40,000

Total: \$ 350,000

19. Foundation Support

John Doe Endowment \$ 257,500
The Smith Fund, Inc. \$ 30,000
Some City Foundation \$ 45,000
Other \$ 50,000

Total: \$ 382,500

20. Other Private Support

Contributions from individuals \$ 375,000
Organization's guild \$ 25,000
Special Events \$ 50,000

Total: \$ 450,000

21. Government Support-Federal \$ -

22. Government Support-Regional/State \$ -

23. Government Support-Local

Local Arts Council \$ 25,000

24. Other Applicant Cash \$ -

25. Total Non-IAC Cash Income \$ 1,935,500

26. IAC Request \$ 200,000

27. Total Cash Income \$ 2,135,500

28. Total in-kind \$ 225,000

29. Total Project/Operation Income \$ 2,360,500

IN-KIND INCOME AND EXPENSE GUIDELINES

Contact your accountant or Regional Arts Partner with questions regarding budgeting for in-kind expenses and income.

Because not-for-profit organizations often receive donated materials and services (“in-kind” contributions), special accounting guidelines have been established to deal with these items. **These guidelines should be followed when the applicant includes any in-kind match in the proposed budget. (*)**

- Donated MATERIALS of significance should be reported at their fair market value if the recipient organization has an objective, measurable basis for assigning value. (Value is usually assigned by the donor.)
- Donated SERVICES of significance should be reported if:
 - 1) They are a normal part of a project and would be otherwise performed by paid personnel;
 - 2) The organization exercises control over the employment and duties of the donor; and
 - 3) There is a measurable basis for assigning a value to the service being donated.
- The following **CANNOT** be claimed as in-kind service:
 - services that are designed to be provided by volunteers;
 - periodic volunteer services for fund raising;
 - professional personnel engaged in research or training activities without pay or with a nominal allowance; and
 - value of time donated by the organization's board of directors and board committee members in carrying out governance activities.
- In-kind donations of materials and services must be able to be audited with a written record of each contribution. The written record should include: organization name, donor name and signature, date, description of the donated item or service, the value of the donated item of service (as assigned by the donor) and the signature of the person receiving the donation on behalf of the organization. *Grantees using in-kind as a portion of match will be required to submit documentation with their final grant reports.*

All estimated in-kind expenses should be identified in the proposed budget next to each appropriate line item cost in the Column labeled “In-Kind”.

- The total estimated in-kind income should also be identified in the proposed budget, on Line 28.

(*) Some applicants MAY NOT use in-kind as a portion of their local match requirement. Please refer to "Local Match Requirements" in the Program Guidelines section, to verify your eligibility to include in-kind match in this request.

FISCAL SPONSOR RESPONSIBILITIES AND GUIDELINES

The Fiscal Sponsor will:

1. be the applicant of record and sign the application form;
2. complete all required forms and enter into a contractual agreement with the Regional Arts Partner (RAP) for the receipt of the grant funds;
3. receive the funds from the RAP;
4. maintain accurate and up-to-date records of the receipt of the funds;
5. assure the security of the funds until they are disbursed to the sponsored entity implementing the project;
6. disburse the funds to the sponsored entity as warranted and agreed to by the terms of the letter of agreement that exists between the fiscal sponsor and the sponsored organization;
7. maintain an accurate and up-to-date accounting of expenditures and income for the project;
8. submit a final grant report of overall expenses and income for the project (all sources) to the RAP within the time period stipulated in the grant contract;
9. reimburse the RAP for any grant funds disbursed which are not spent according to the stipulations of the grant contract;
10. undergo a fiscal review of financial records pertaining to the grant by an agent of the IAC or the RAP if such review is deemed appropriate;
11. assure compliance with federal and state regulations prohibiting discrimination; and
12. assure compliance with federal and state regulations governing minimum wages, working conditions, and accessibility.

These guidelines pertain to the RAP Grant Program. They may or may not be applicable to the programs of other federal, state, or private agencies or endowments.

Seven Steps to a Properly Administered Fiscal Sponsorship Relationship¹

1. The organization wishing to do the project (“the project”) presents a **written grant request** to the fiscal sponsor (“the sponsor”), describing a specific program to be conducted.
2. The sponsor evaluates the grant proposal to determine whether the project is charitable and carries out the sponsor’s tax-exempt purposes.
3. The sponsor’s Board of Directors reviews and approves the project as furthering the sponsor’s exempt purposes. In a **board resolution**, the sponsor states its conclusions and approves a grant to the project, to be funded to the extent that the sponsor receives outside funds for the project.
4. The sponsor and the project organizer sign a written **grant agreement**.
5. The project organizer, the sponsor, or some combination of the two solicit funds for the specific grant to be made by the sponsor to the project. The sponsor’s **bylaws** provide that such solicitations shall be made only on the condition that the sponsor retains complete control and discretion over the use of all contributions it receives. That element of sponsor discretion and control should be made known in writing to the funding sources.
6. Money is taken into income by the sponsor and then disbursed as a grant to the project.
7. The project makes periodic **written reports** to the sponsor, showing actual expenditures of grant funds and progress toward accomplishing the purposes of the grant.

¹From: Gregory L. Colvin, *Fiscal Sponsorship: 6 Ways to Do It Right*,” Study Center Press.

1. USE THE BOX BELOW TO (BRIEFLY) PROVIDE THE FOLLOWING INFORMATION ON THE FISCAL SPONSOR ORGANIZATION:

1. Mission/purpose of Organization

2. Governance and Management

3. Financial Status

2. ATTACH THE FISCAL SPONSOR'S MOST RECENTLY COMPLETED FISCAL YEAR'S FINANCIAL STATEMENT.

3. ATTACH THE FISCAL SPONSOR'S SIGNED AGREEMENT.

SPONSORED APPLICANT

DATE:
(Signature, Authorizing official for sponsored organization)

FISCAL SPONSOR

DATE:
(Signature, Authorizing official of Fiscal Sponsor organization or Applicant of record)

FISCAL SPONSOR – A fiscal sponsor is a public agency or tax-exempt not-for-profit organization *eligible to apply for Regional Block Grant funding* that agrees to apply for funds on behalf of an Indiana nonprofit that has not yet received federal tax-exempt status from the IRS (and therefore, does not currently meet eligibility requirements). The fiscal sponsor **IS THE APPLICANT OF RECORD**. The fiscal sponsor and sponsored entity must develop a written agreement that outlines the roles, responsibilities, and working relationship between the two parties. A copy of the agreement must be submitted with the grant application. If funding is awarded, the fiscal sponsor will be the recipient and administrator of the funds, and is legally responsible for insuring the funds are used for the purposes stated in the project proposal. Fiscal sponsors are encouraged to read this application booklet thoroughly to gain an understanding of all of the fiscal requirements that fiscal sponsors are required to meet.

APPENDIX E

CURRENT GOVERNING BOARD ROSTER-(sample)

1)Name	2)Affiliation	3)Work Title	4)Address	5)Phone Number
<i>Sue Burk</i>	<i>Arts Place</i>	<i>Regional Grants & Dev. Director</i>	<i>131 East Walnut St. Portland, IN</i>	<i>260/726-4809</i>