IOWA ARTS COUNCIL
a division of the Iowa Department of Cultural Affairs

ORGANIZATION PROJECT GRANT GUIDELINES

Project Grants create opportunities for the arts to flourish in Iowa by investing in projects that positively impact the vitality of the arts in the state, demonstrate public value, and support Iowa Arts Council funding priorities. Eligible projects are relevant to the stated mission of the applicant, have a clear beginning and end, seek to achieve specific arts goals through measureable objectives, and have an appropriate budget and timeline.

Eligible projects must meet one of the following Project Grant funding priorities:

- Collaboration & Partnership
- Excellence & Innovation
- Impact & Accessibility

TIMELINE & FUNDING

Application Deadline
May 1, 2013
4:30 PM (This is not a postmark deadline.)

Funding Award Notification
July 1, 2013

Request Amount
Minimum Request: $1,000
Maximum Request: $10,000

Funding Period
All proposed project activities and incurred expenses must take place between July 1, 2013 and June 30, 2014.

Final Report Due
July 31, 2014

GUIDELINES & ELIGIBILITY

Eligible Organizations

- Nonprofit organizations incorporated in Iowa that have federal tax-exempt status
- Schools
- Local, county, state and federal government agencies
- Tribal councils

Ineligible Organizations

- Organizations designated as Cultural Leadership Partners
- Department of Cultural Affairs grantees who have an outstanding late Final Report
- Department of Cultural Affairs grantees who have already received a DCA grant for any part of this project

Eligible Expenses
Project grants support expenses for arts projects that have a beginning and end. Expenses must be incurred during the course of the project and funding period. Eligible expenses must be dedicated specifically to the project and can include:

- Artist Fees
- Non-Artist Contractor Fees
- Project Materials & Equipment
- Project Space Rental
- Marketing
- Travel

Ineligible Expenses

- General operating expenses including utilities, rent, personnel salaries*, office supplies, and property maintenance
- Expenses that occur prior to or after the funding period
- Fundraisers, benefits, or prizes for which earned income will be donated to a cause or organization
- Lobbying activities
- Deficit or debt reduction
- Projects or activities presented in the context of a religious service or event

* Personnel time may only be used as match for time dedicated specifically to the project

Applicant must adhere to Iowa Arts Council Polices.

MATCHING REQUIREMENTS

- Applicant must provide at least $1 of cash or in-kind match for every dollar requested from the Department of Cultural Affairs.
- Applicants may overmatch the total requested grant amount.
- Applicant must match at least 50% of the requested grant amount with cash and no more than 50% of the requested grant amount in-kind.
- Cash match is actual cash contributed to the project by the applicant or other funding sources.
- In-kind match is donated goods or services that have been contributed to the project by the applicant or other sources.
- All cash or in-kind match must be a legitimate part of the proposed project and must be expended within the funding period.
- Other Department of Cultural Affairs grants cannot be used as matching funds

REVIEW PROCESS

Submitted applications are reviewed by staff for completion, eligibility and adherence to published funding priorities and guidelines. Applications determined by staff to be incomplete or ineligible will not be recommended for panel review and are specifically denied any appeals process. Eligible applications will be referred to a competitive review by a panel of Iowa arts professionals with appropriate expertise commensurate to the purpose of the grant program. Panel recommendations are submitted to the Director of the Department of Cultural Affairs and Iowa Arts Council Administrator for consideration and funding approval. All funding decisions are final.

SCORING RUBRIC

Panelists will use the Project Grant Scoring Rubric to evaluate grant applications. Each section has criteria and corresponding point values to ensure a fair review process. The rubric is on a scale of 40 points.

C. ORGANIZATION MISSION STATEMENT & D. APPLICANT PROFILE: Up to 3 Points		
3	**2**	**1**
Applicant demonstrates exceptional programming or services that clearly advance its mission and serve its target population. Applicant demonstrates a strong record of progress through relevant notable achievements and strategic priorities.	Applicant offers programming or services that support its mission and target population. Relevant notable achievements or strategic priorities are identified.	Applicant's programming or services are limited, unclear or do not support its mission or serve its target population. Relevant notable achievements or strategic priorities are not identified.

E. PROJECT DESCRIPTION: Up to 3 Points		
3	**2**	**1**
Arts goals are exemplary and clearly advance the applicant's mission statement. Target population for project is well-defined and its relevance to project evident.	Arts goals are stated and relate to applicant's mission statement. Target population for the project is identified.	Arts goals are unclear or do not relate to applicant's mission statement. Target population for the project is not identified.

F. PROJECT IMPLEMENTATION: Up to 3 Points		
3	**2**	**1**
Project has strong, measurable implementation objectives. Confident project will be successfully realized through clear timeline of activities or tasks. Key artistic and/or logistical partner responsibilities are well-defined and enhance the project.	Project is achievable through identified measurable implementation objectives and timeline of activities or tasks. Key artistic and/or logistical partners and responsibilities are identified.	Project implementation objectives are unclear or not measurable. Multiple concerns about project achievability. Timeline of activities or tasks is insufficient. Artistic and/or logistical partner responsibilities are unclear or not identified.

G. PUBLIC VALUE: Up to 9 Points		
3	**2**	**1**
Project provides Iowans with a vital arts service or experience that will substantially impact the vitality of the arts in Iowa.	Project provides Iowans with an arts service or experience that will reasonably impact the vitality of the arts in Iowa.	Project does not provide Iowans with an arts service or experience that will impact the vitality of the arts in Iowa.
3	**2**	**1**
Plans to disseminate completed project or provide public access to resulting project activity for Iowans are exemplary.	Plans to disseminate completed project or provide public access to resulting project activity for Iowans are satisfactory.	Plans to disseminate completed project or provide public access to resulting project activity for Iowans are inadequate.
3	**2**	**1**
Project strongly demonstrates its public value to Iowans. Case for support is exemplary and merits investment from the State.	Project satisfactorily demonstrates its public value to Iowans. Case for support is adequate and merits investment from the State.	Project does not sufficiently demonstrate its public value to Iowans. Case for support is weak, inadequate or unclear and does not merit investment from the State.

H. FUNDING PRIORITIES: Up to 5 Points				
5	**4**	**3**	**2**	**1**
Project strongly exemplifies an Iowa Arts Council funding priority.	Project fulfills an Iowa Arts Council funding priority.	Project addresses an Iowa Arts Council funding priority.	Project inadequately addresses an Iowa Arts Council funding priority.	Project does not address an Iowa Arts Council funding priority.

I. PROJECT EVALUATION: Up to 3 Points		
3	**2**	**1**
Project uses strong evaluation methods to measure achievement of arts goals and implementation objectives. Evaluative results will clearly and appropriately inform future projects undertaken by applicant.	Project uses evaluation methods to measure achievement of arts goals and implementation objectives. Evaluative results may inform future projects undertaken by applicant.	Project evaluation methods are weak, inadequate or unclear. Evaluative results will not inform future projects undertaken by applicant.

J. BUDGET SUMMARY & K. BUDGET FORM: Up to 3 Points		
3	**2**	**1**
Project budget and intended use of requested funds are clear. Project leverages diverse sources of applicant match that are well-defined.	Project budget, intended use of requested funds and sources of applicant match are clear.	Project budget, intended use of requested funds or sources of applicant match are unclear.

L. SUPPORT MATERIAL: Up to 9 Points		
2	**1**	
Advocate letter is highly relevant to the project and speaks to fulfillment of applicant mission through exceptional service to target population.	Advocate letter is not relevant to the project and/or does not indicate applicant adequately fulfills its mission or serves its target population.	
2	**1**	
Partner letter is highly relevant to project and speaks to a vested interest in the successful realization of the project.	Partner letter is not relevant to the project and/or does not indicate an interest in the outcome of the project.	
2	**1**	
Applicant's Choice material is highly relevant to the project, of high quality, and clearly supports the project's excellence.	Applicant's Choice material is not relevant to the project, of poor quality, and/or does not support the project's excellence.	
3	**2**	**1**
Work samples are of high quality and clearly demonstrate exceptional capabilities in artistic concept and form.	Work samples are of average quality and demonstrate capabilities in artistic concept and form.	Work samples are of poor quality and/or demonstrate inadequate capabilities in concept and form.

GRANTSMANSHIP: Up to 2 Points		
2	**1**	**0**
Overall, the application is clear, concise and well-composed.	Overall, the application is clear, containing minimal grammatical errors.	Overall, application is unclear, poorly composed and/or contains multiple grammatical errors.

REQUIRED APPLICATION FORM & SUPPORT MATERIAL

Required Application Form

- Applicants must complete the Project Grant Application Form (.pdf)
- Handwritten applications will not be accepted
- Incomplete or ineligible applications will not be reviewed by panel
- Application form must be printed and signed as well as saved as a digital file onto the required support material CD

Required Support Material

- Support material submitted should be current and relate directly to the proposed project
- All support material must be submitted on one CD
- Test the CD on both Mac and PC platforms to ensure it is playable for reviewers
- Support material determined by staff to exceed limits or that does not adhere to required formats will not be reviewed by panel
- Support material will not be returned
- All support material listed below is required. Incomplete applications will not be reviewed.

1. **Board List (limit 1 page)**
    - Submit a list of the organization's current board of directors or similar primary governing body. Contact information including email and mailing addresses is required.
    - Document must be submitted as a single sided, 8.5 x 11 inch paper size, PDF or MS Word (.doc) files

2. **Advocate Letter of Support (limit 1 page)**
    - Submit one letter of support relevant to the proposed project from an individual or organization who can speak to how the applicant fulfills its mission and serves its target population
    - Advocate letter may not be from an employee or individual with a formal affiliation with the applicant; advocate letter may not be from Department of Cultural Affairs personnel
    - Letter must be signed
    - Documents must be submitted as single sided, 8.5 x 11 inch paper size, PDF or MS Word (.doc) files

3. **Partner Letter of Support (limit 1 page)**
    - Submit one letter of support from a partner who has a vested interest in the successful implementation of the proposed project.
    - Partner letter may not be from Department of Cultural Affairs personnel
    - Letter must be signed
    - Documents must be submitted as single sided, 8.5 x 11 inch paper size, PDF or MS Word (.doc) files

4. **Applicant's Choice (limit 2 pages)**
    - Submit 2 pages of additional document support material. Additional support material may include an evaluation tool, marketing plan or materials, press clippings, lesson plans or additional relevant letters of support
    - Web links will not be accepted as support material
    - Documents must be submitted as single sided, 8.5 x 11 inch paper size, PDF or MS Word (.doc) files
    - Additional narrative and/or citation pages will not be accepted

5. **Artist Work Samples**

Work samples should be representative of the artist's current work and directly relate to the proposed project. Select no more than 1 of the following 3 types of work samples that best represents the artist's work:

Visual

- Submit up to 6 digital images in total
- Digital images must be submitted as JPEG files

Audio or Video

- Submit no more than 2 samples of up to 3 minutes each
- Audio files must be submitted as MP3 or WAV files
- Video files must be submitted as QuickTime (.mov), Windows Media Player (.wmv) or MPEG files

Literature

- Submit a current sample of no more than 6 pages of literature. If sample is an excerpt of a larger work, 1 of the 6 pages can be an outline of the full work.
- Documents must be submitted as single sided, 8.5 x 11 inch paper size, PDF or MS Word (.doc) files

APPLICATION SUBMISSION

A completed, signed application form and support material CD must arrive in one package at the Iowa Arts Council office by 4:30 PM, May 1, 2013. Incomplete, late, or ineligible applications will not be reviewed by panel. Mail or deliver application form and support material CD to:

Iowa Arts Council
Project Grant Application
600 East Locust
Des Moines, Iowa 50319

For questions, contact:

Linda Lee
Grants Manager
515-242-6194
linda.lee@iowa.gov

Veronica O'Hern
Grants & Programs Specialist
515-281-3293
veronica.ohern@iowa.gov