

Regional Initiative Grant Program Frequently Asked Questions

Application Process

How do I access the IAC's Online Grant System?

1. Go directly to the IAC's Online Grants System at <http://indiana.cgweb.org/>.
2. Log on to the IAC website - www.in.gov/arts - and click on "Access Online Applications and Reports" under the Grants header on the left navigation.

What will I need to register for the IAC's Online Grants System?

- A valid e-mail address. All communications regarding application status will be sent to this address. Applicants/Grantees are responsible for keeping this information up-to-date.
- A Profile - Creating a profile in the online grants system allows you to create grant applications, access grants that are in progress and receive grant related communications from the IAC. Organizations registering in the online system should create only one set of logins/profile and share it.

When do I use the IAC's Online Grants System?

- When you are ready to submit a grant application.
- When you are ready to submit a final report. Please note that some programs will use separate forms for reporting (e.g. project modification). Please review the guidelines for your program requirements.
- When you need to access a PDF of your application or submitted report.
- When your contact information (individual or organization) changes.

When NOT to use the IAC's Online Grants System

- When you are deciding which grant programs are right for you and you need to review program guidelines and requirements.
- When you are trying to find panel information or deadlines.

IAC's Online Grant System - Computer/Technical Requirements

What software/hardware do I need to use the IAC's Online Grants System?

1. Internet Access - Preferably High Speed. Slower internet speeds can cause slower navigation through the site and issues with timing out.
2. A Web Browser - Such as Firefox, Internet Explorer, Safari, Opera, or Camino
3. Windows XP or Mac OSX or Higher - Older operating systems will support older browsers that may not be compatible with websites.
4. Adobe Acrobat Reader - This is a free application that you will need to preview the application as a PDF. Visit the Adobe website to download Acrobat Reader. It may take up to 30 minutes on a dial-up connection.

I have a dial-up internet connection, will the IAC's Online Grants System work for me?

We do not recommend using a dial-up connection to access the IAC's Online Grant System. The slower internet speed will cause delay in uploading artistic documentation and navigating through the site and can cause issue with timing out and losing data. While it is possible to access the system with a dial-up connection, we cannot be responsible for related issues.

What if I don't have a computer?

If you do not have a computer, there are several options that you can use to access the system. Many local libraries offer free internet access or you can schedule a time to visit the IAC/RAP office to complete the application. If you need IAC/RAP assistance to complete an application, you must schedule a time to visit our office that falls at least two weeks before the deadline date.

I have an Apple computer. Can I use the IAC's Online Grants System?

Yes. The IAC's Online Grants System is operating system independent. If you are using a MAC and experience issues, try deleting your cookies and restarting your machine.

Managing Your Online Account/Profile**My contact information has changed, how do I update it?**

Once you have created a profile in the IAC's Online Grants System, you will be able to log in to update your information at any time. If you are awarded a grant, you are responsible for keeping the IAC informed of any change in your contact information.

Applying for a Grant**Where can I find program information, application instructions, etc.?**

The IAC's Online Grants System is not intended as a replacement for the IAC/RAP website. You will still need to access www.in.gov/arts or your RAP website for news, announcements, program information, application guidelines, etc.

Do I need a DUNS number?

Yes. All organizations must have a DUNS number to apply for a grant. 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. Go to http://www.dnb.com/us/duns_update/ to apply for a DUNS number.

Completing an Online Application/Final Report**What if I miss the deadline?**

The IAC's Online Grants System will accept applications until 4:30 p.m. ET on the deadline date. After that time, applications will be considered late and ineligible for submission. We strongly suggest you complete your application before the deadline date to avoid any problems that may occur as we cannot make exceptions to this rule.

Can I print out a copy of my application?

Yes. We encourage you to print and keep a copy of your submitted application for your reference. We also suggest printing a copy of your application to review before you submit. Click on the application PDF preview to print a copy of your application.

Can I work on my application at any time?

Yes. The IAC's Online Grants System is available 24 hours a day. The IAC or RAP will put out press releases/e-newsletter announcements to notify applicants when applications open. If for any reason the system is not accessible, please contact the IAC/RAP for assistance.

Can I save my work and come back to the application?

Yes. If you want to stop working on your application click on the "Save" button at the bottom of the page and logout. The next time you login to the system, you will select your "in-progress" application

and continue working. The online system will allow you to access any page of your application for editing until you hit the "Final Submit" button.

Can I cut and paste text for my application from MicrosoftWord or another text editor?

Cutting and pasting directly from MS Word does not format correctly and can cause issues with character count. For instance, an apostrophe will end up coming out as a code (%u2019), same for bullets, dashes/hyphens, and open/close quotes. The best way to transfer your text is to “clean” it. Highlight your text, and then go to ‘Edit’ > ‘Clear’ > ‘Formats’. This should remove most of the Microsoft Word code/formatting. You should then be able to paste your text into the online grants system. To verify your application is free of code and all text appears correctly, click “Preview application” to view a PDF of your application. Go back into the online grants system and edit out any unwanted code or to adjust text.

The best way to avoid this problem is to type directly into the application. You can then copy and paste text from the online grants system into Microsoft Word to spell check.

What happens if I exceed the character count?

If you exceed the character account for a question, the IAC’s online grant system will not let you submit the application/final report until the character count is within the set amount. If you have copied and pasted your text and the character count is giving you an error even though the number is slightly below the allowable amount, you will need to adjust your text until the error goes away or delete your text to remove the extra spaces created by pasting and key in the text.

Do the budget income and expenses totals need to match?

Yes. Make sure your income and expense totals match. If there are separate categories for in-kind and cash, those areas added together make up the total income/expenses.

Why are there blank boxes in the budget table under the other categories?

The blank boxes provided are for each applicant to enter their own categories in the budget income/expenses.

What file formats can I upload into CGO?

Unless the application you are completing includes a page requesting artistic documentation (see guidelines for more information), CGO will only allow you to upload PDF, DOC (MicrosoftWord 97-2003), or .XLS (Microsoft Excel 97-2003) files. Please read the question instructions for requested/recommended file types.

Do I need to submit a hard copy of my application?

Clicking the submit button electronically sends the IAC/RAP a copy of your final application. You do not need to send a hard physical copy.

How will I know if my application/final report has been received?

You will get an e-mail from the IAC's Online Grants System during each step of the grant application process. E-mails will be generated when an application is started (put “In Progress”) and when they are submitted. If you do not receive a notice when submitting an application or final report, please notify the IAC/RAP immediately so we can ensure your application has been submitted.

Once I submit my application, can I continue to edit it?

No. Once your application is submitted to the system it can no longer be edited. If you notify the

program manager before the deadline date, the application can be reopened for you to edit. If there is something missing from your application after submission and the program manager asks you to amend it, the application will be released back to you through the system so you can edit. You will be allowed to edit only certain portions of the application at this time.

Definitions

In-kind:

An in-kind donation is a gift of goods and services. In-kind goods and services are typically goods and services that your organization would have to otherwise buy if they hadn't been donated. The value of the donated supplies or services may be recorded as the amount that your organization would have to pay for similar items.

In-kind gifts should be mirrored in your budget. You should have a line item for "in-kind" in both the income and expense sections of your budget (in-kind income = in-kind expense). For example, if you have in-kind printing worth \$1,000. Then you would list "in-kind printing- \$1,000" in the income section. And you would list "in-kind printing- \$1,000" in the expense section.

When you receive an in-kind gift, the donor will often send you a note or letter placing a value on the gift. For example, when an artist donates an original art piece for your silent auction, they will often tell you that the value is X dollars. Many, many organizations will then send them a thank you/acknowledgement letter saying, "Thank you for your generous gift of your original art valued at X dollars." THIS IS WRONG. Never place a value on an in-kind gift. Even if the value is told to you by the donor, and they ask you to send a letter with that value, you still can't. By law, non-profit organizations cannot provide a value of an in-kind gift to a donor.

The following CANNOT be claimed as in-kind services:

- 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;
- value of time donated by the organization's board of directors and board committee members in carrying out governance activities; and
- services that are provided free or at reduced cost as a condition of employment (such as the use of employee-owned vehicle, etc.)

Applicants must keep a written record of each contribution of in-kind donations of materials and services; this record must be maintained so that it can be audited. 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 or service (as assigned by the donor) and the signature of the person receiving the donation on behalf of the organization.

Underserved:

People lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ethnicity, cultural differences, disability or other circumstances.

Demographics:

A resource for statistical data is www.stats.indiana.edu. Data from each Indiana County is available. You may determine the percent of each characteristic in the county or counties served by the application

and then apply that percentage to the number of people actually participating in your project. The Americans with Disabilities Act defines a person with a disability as one who: Has a physical or mental impairment that substantially limits one or more major life activities; Has a record of such an impairment; or Is regarded as having such an impairment.

Paneling Process

What is the appeal process?

The reconsideration and appeal process is designed to review the method and fairness of the IAC/RAP decision concerning a grant application. Applicants must contact the IAC/RAP stating the reason for reconsideration. More information on this process is available in the program guidelines.

Grantee Paperwork

What kind of paperwork do I have to complete to receive this grant?

Paperwork can vary by region. Please refer to your guidelines for more details. Each grantee will be responsible for submitting an E-1 Form to the State Board of Accounts (SBOA) by the end of the grant period. Contact SBOA for more information.

Do I have to provide my Tax ID/FEIN?

Yes. All grantees must submit their tax identification information. We request this information in our Online Grants System. If you are selected as a direct grantee of the IAC (and your grant does not go through a Regional Arts Partner), you will also provide your Tax ID on the Vendor Form for registration as a vendor of the State. The Vendor Form is required by the State so payment can be made via direct deposit. The State of Indiana no longer issues payment by paper checks.

Am I responsible for paying taxes on the money I receive?

Yes. All grantees must claim the money as income on their taxes.

Foreign (outside of Indiana) Corporations

If a business is already incorporated in another state and is "doing business" in Indiana as defined by the Indiana Code, then it must obtain a Certificate of Authority from the Secretary of State to do business in Indiana as a foreign corporation. Form: Application for Certificate of Authority of A Foreign Corporation available from the Secretary of State, Fax-on-Demand System, or State Information Center. The form is available at <http://www.in.gov/sos/business/2426.htm>.

More information can be found on the Indiana Secretary of the State website.

Grantee Project Changes

What if my grant project changes?

During the grant period and prior to making a change to the project, grantees must notify the IAC/RAP of any changes that may affect the funded project by contact their program manager. If the change is a variance of 10% or more, a project modification will be requested. A change would include a budget variance of 10 percent or more in any line item, or 10 percent overall, or any changes from your original proposal regarding personnel, project dates (timeline), or scope of activities, etc. IAC/RAP staff will provide details on how to submit a project modification and review the changes before giving written approval. Grantees may be required to return all or a portion of the grant money to the IAC/RAP if this procedure is not followed. Review your program guidelines or contact the IAC/RAP for more information on how to complete a project modification.