The Capacity Building Grant provides general operating support to arts and cultural organizations with annual budgets under $150,000 that demonstrate an exemplary record of cultural and managerial excellence and community service on a continuing basis to the citizens of Iowa. Funding for the Capacity Building Grant is made possible by an annual appropriation from the Iowa Legislature to the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs, and by the National Endowment for the Arts, a federal agency. Applicants must adhere to the funding policies of the Iowa Arts Council.

**Timeline**

**Fiscal Year 2018 Application Deadline** | May 1, 2017 at 11:59 PM for the funding period of July 1, 2017 - June 30, 2018.

**Funding Award Notification** | Applicants will be notified of funding award decisions within 8 weeks of the application deadline.

**Funding Period** | Funding is for the twelve-month period of July 1, 2017 – June 30, 2018.

**Final Report Deadline** | Grant recipients are required to complete a final report by August 1, 2018.

**Funding**

**Grant Request Amount** | $2,500

**Use of Funds**

The Capacity Building Program provides general operating support. Funds support the mission of a nonprofit rather than specific projects or programs. Funds may be used to fulfill that mission at the discretion of the grant recipient, but must support strategic goals or objectives outlined by the organization and its leadership.

**Ineligible Use of Funds**

Although funds may be used at the discretion of the grant recipient, the operating support cannot grant cannot be used to fund:

- Budget shortfalls
- Deficit or debt reduction
- Lobbying activity
- Fundraiser or benefit
- Prizes and awards
- Capital expenditures, including equipment over a total of $5,000
- Expenses incurred prior to or after the funding period
- Foreign travel
- Religious activity
- Donations/contributions
Applicant Requirements

Applicants must meet all of the following eligibility requirements.

Eligible Applicants

Applicants must identify as either an Arts Organization or Cultural Organization, and have been in existence for more than 3 years:

- Arts Organizations: primary mission and purpose must be the arts*.
- Cultural Organizations: primary mission and purpose must be cultural*.

*Definitions for arts and cultural can be found in the glossary.

Applicants must be legally organized as one of the following types of organizations:

- An organization that is incorporated in Iowa under the Iowa Nonprofit Corporation Act and holds federal 501(c)3 tax-exempt status.
- An arts or cultural department or division of a municipal government that is also incorporated in Iowa under the Iowa Nonprofit Corporation Act (does not include libraries, parks, or recreation departments).

Ineligible Applicants

- An organization that has a late report for a previously funded grant or funding agreement from the Iowa Department of Cultural Affairs or any of its divisions.
- An organization that uses a fiscal agent or the Iowa nonprofit or federal tax-exempt status of another organization.
- An organization that receives general operating support through other programs administered by the Iowa Department of Cultural Affairs or its divisions.
- A for-profit corporation or business; religious organization; political party, or national service/professional organization.
- An auditorium, convention center or similar type of venue.
- An educational institution, organization, or K-12 school, whose primary orientation, mission and purpose is education and the awarding of academic credits.
- An organization that has been in existence for less than 3 years at the time of application.
- Iowa Department of Cultural Affairs grantees who have an outstanding final report or who have been placed on a department funding moratorium.

Operational Standards

- Organizations must maintain an operating expense budget, exclusive of Iowa Department of Cultural Affairs and Iowa Arts Council general operating support, of less than $150,000 per year.
- The organization must be located in Iowa or in a border community with legal boundaries immediately adjacent to Iowa. Organizations in border communities must clearly demonstrate that their programs and services primarily benefit Iowans.
- The organization must operate year-round on a continuous basis for 12 months of the year.
- The organization must have one paid part or full-time employee or an unpaid volunteer who works for the organization year round and is responsible for oversight and management of the organization.
Accessibility- Americans with Disabilities Act

The organization must demonstrate that it is in compliance or actively working to be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). These laws prohibit discrimination against individuals with physical and/or mental disabilities. Both programmatic and structural accessibility must be addressed.

Strategic Plan

The organization must have a current multi-year strategic plan or be in the process of renewing an existing plan. Strategic plan is defined as a document developed and used by the organization to align its organization and budget structure with organizational priorities, mission, goals and objectives.

Iowa Arts Council Administered Grant Program Eligibility

- Eligible applicants may receive one grant award per state fiscal year.
- No more than one application per applicant per program can be submitted during a single grant deadline.
- No more than two applications for the same project may be submitted regardless of fiscal year if both applications are unfunded.
- Projects may not receive more than one grant from the Iowa Arts Council regardless of applicant.

Online Application Submission

Applicants must submit letters of intent and applications via the Iowa Arts Council's SlideRoom, an online application portal. Applications will not be accepted in any other format. Late, incomplete or ineligible applications will not be accepted. Applicants can access the current online application requirements at www.iowaartscouncil.slideroom.com. Applicants must create a login to view the full application requirements for the program. Applicants can visit the SlideRoom Help Desk for technical assistance related to the online submission.

Review Process

Department Eligibility Review
Submitted applications are reviewed by staff for completion, eligibility, and adherence to published funding priorities and guidelines. Applications are reviewed as submitted. New application information or subsequent application clarification submitted after a program deadline is not considered. Staff will also review an applicant's record of compliance and good standing with the Iowa Department of Cultural Affairs, State and Federal government. Applications or applicants determined by staff to be ineligible will not be recommended for panel review and are specifically denied any appeals process.

Competitive Panel Review
Eligible applications will be referred to a competitive review by a panel of Iowa professionals with appropriate expertise commensurate to the purpose of the grant program. Panel recommendations are submitted to the Administrator of the Iowa Arts Council and Director of the Iowa Department of Cultural Affairs for consideration and funding approval. All funding decisions are final and may not be appealed due to dissatisfaction. Applicants may review the department appeals policy for information on grounds for appeal and the appeal process.
## Scoring Rubric

The Capacity Building Grant Scoring Rubric will be used by the panel 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 21 points.

### ORGANIZATION MISSION STATEMENT AND PROFILE: 3 points possible

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<td>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.</td>
<td>Applicant offers programming or services that support its mission and target population. Relevant notable achievements or strategic priorities are identified.</td>
<td>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.</td>
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### COMMUNITY INVOLVEMENT: 3 points possible

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<td>Strong involvement from the community with the organization. There are clear plans to continue building future community involvement, especially within underserved community members whose access to arts and culture is limited.</td>
<td>Involvement from the community is present. Plans to continue building future community support exist, but are unclear or unrealistic. Little to no mention of how the organization will reach underserved community members whose access to arts and culture is limited.</td>
<td>Little to no involvement from the community with the organization. There are no plans to continue building future community involvement including from underserved community members.</td>
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### IMPACT OF FUNDS: 3 points possible

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<td>Proposal strongly demonstrates how the funds will positively affect the organization.</td>
<td>Proposal addresses the impact funds will have on the organization. The impact is unclear or unrealistic.</td>
<td>Proposal does not address the impact the funds will have on the organization.</td>
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### STAFF AND BOARD INVOLVEMENT: 3 points possible

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<td>Strong involvement from staff, volunteers, and/or board members in the organization. Capable staff or volunteer is clearly identified in a leadership role within the organization. Level of staffing is appropriate to accomplish the organization’s work.</td>
<td>Involvement from staff, volunteers, and/or board members is identified. Specific roles and responsibilities within the organization are unclear. Level of staffing may not be adequate to accomplish the organization’s work.</td>
<td>Staff, volunteers, and/or board involvement is not adequate. Roles and responsibilities within the organization are not identified. Organization does not have adequate staff or volunteers to accomplish their work.</td>
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### ORGANIZATIONAL BUDGET: 3 points possible

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<td>Budget is clear and highly detailed. Sources of funding and fundraising are identified and realistically meet organizational expenses.</td>
<td>Budget is clear, but lacks some detail. Sources of funding and fundraising are identified, but do not realistically meet organizational expenses.</td>
<td>Budget is vague. Sources of funding and fundraising to cover expenses are not clear.</td>
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<td>BOARD CHAIR LETTER OF SUPPORT: 3 points possible</td>
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<td>Board Letter speaks to a vested interest in the organization’s future success.</td>
<td>Board Letter is of average quality.</td>
<td>Board Letter does not indicate an interest in the organization’s future success.</td>
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<th>GRANTSMANSHIP &amp; CASE FOR SUPPORT: 3 points possible</th>
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<td>The application is clear, concise and well-composed. Case for support is exemplary and merits investment from the State.</td>
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**Glossary of Terms and Definitions**

Applicants should refer to the [glossary](#) for clarification of program terms and definitions.

**Contact**

Potential applicants are encouraged to review all published material and contact Iowa Arts Council staff, Jennie Knoebel at 515-242-6194 or [jennie.knoebel@iowa.gov](mailto:jennie.knoebel@iowa.gov), with questions well in advance of application deadlines.