

The Grantee Handbook provides an overview of program requirements related to your Iowa Arts Council administered grant award. Find information on how to manage your grant including project revisions, reporting requirements, taxes, acknowledgement, logo usage, legislative correspondence, sample press releases and how to keep in touch with the Iowa Arts Council throughout the funding period.

REVISIONS TO FUNDED ACTIVITY

Any significant revisions to implementation, use of grant funds, or changes in contact information must be reported immediately to the Iowa Arts Council.

RETURN OF GRANT FUNDS

Grantees must contact the Iowa Arts Council prior to returning grant funds. **Do not mail funding back to the department without first contacting a staff member to discuss the situation.**

REPORTING

Reporting for Iowa Arts Council-Administered Grant Programs

Completion of a report at the end of the state fiscal year in which funded activities occurred is a requirement of the funding agreement. Reports are due August 1, one month after completion of the state fiscal year, June 30. Grantees who submit a late final report will be put on a funding moratorium of no less than one year at the discretion of the department. Grantees with an outstanding report are not eligible for any Iowa Department of Cultural Affairs grant programs until the report is completed and submitted. See your grant contract for your final report due date.

Final Report Forms

Final reports must be submitted online via the Iowa Arts Council's SlideRoom, an online application portal. Final Reports will not be accepted in any other format. Grantees can access current report forms at iowaartscouncil.slideroom.com.

TAXES

Reporting Grant Payments on Taxes

Grant payments are processed as non-taxable payments by the State of Iowa. Grantees of Iowa Arts Council/Iowa Department of Cultural Affairs administered funds will not receive a 1099MISC form for grant funding. Iowa Arts Council staff is unable to provide tax advice regarding how to report the grant payment on taxes. Grantees should consult a tax advisor regarding the implications of the grant payment on taxes.

KEEP IN TOUCH

Grantee Promotional Information

Let us know when Iowa Arts Council/Iowa Department of Cultural Affairs funded activity is happening by sending updates, images and event details. The Iowa Arts Council is dedicated to communicating the impact and value of grantee activity through department platforms and networks. Selected activities will be highlighted in our event [calendar](#), [blog](#), newsletter and social media. To have your event or activity considered for inclusion on department social media platforms, complete the [grantee event form](#). You will need to prepare the following information in advance.

- Title
- Description (150 words or less)
- Date
- Link to more information

Newsletter

[Sign up](#) for the Iowa Arts Council newsletter, Iowa Arts News.

Social Media

Use the hashtag **#iacgrantee** and **#iowaarts** to promote your funded activity.

- **Facebook** Like the Iowa Arts Council on Facebook at facebook.com/IowaArtsCouncil.
- **Twitter** Follow the Iowa Arts Council on Twitter at [@iowaartscouncil](https://twitter.com/iowaartscouncil).
- **Instagram** Follow the Iowa Arts Council on Instagram at [@iowaartscouncil](https://www.instagram.com/iowaartscouncil).

Project Visits

Invite department staff, board members, and legislators to your Iowa Arts Council/Iowa Department of Cultural Affairs funded activity. You can find your legislators' contact information on the [Find Your Legislator](#) webpage. Grantees are required by contract to provide complimentary access to the Iowa Arts Council for appropriate departmental representation and/or observation at the funded activity upon timely request by the department.

ACKNOWLEDGEMENT

Acknowledging the Iowa Arts Council and the Iowa Department of Cultural Affairs' support in all materials and announcements, audio and visual, for all grant funded activities is a requirement of your funding agreement. The proper credit line and logo usage vary depending on the source of funding for each grant program. Your grant award notification email will identify the funding source of your grant award. If you have specific questions about how to acknowledge funding for your grant activity, please [contact Iowa Arts Council staff](#).

Iowa Arts Council and National Endowment for the Arts Acknowledgement

If your grant award notification email identifies the Iowa Legislature and the National Endowment for the Arts as the sources of funding for your grant award, you must use both of the following the Iowa Arts Council/Iowa Department of Cultural Affairs and the National Endowment for the Arts logos and one of the following credit lines on all materials and announcements for funded activities.

Logos



[Download](#)



[Download](#)

Credit Lines

- Support for (name of your project) provided by the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs, and the National Endowment for the Arts.
- The project is supported, in part, by the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs, and the National Endowment for the Arts.

Oral Credit

When written or logo credit is not applicable, oral credit must be given thanking the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs and the National Endowment for the Arts for the grant.

Iowa Arts Council Acknowledgement

If your grant award notification email identifies the Iowa Legislature as the source of funding for your grant award, you must use only the Iowa Arts Council/Iowa Department of Cultural Affairs logo and one of the following credit lines on all materials and announcements for funded activities.

Logo



[Download](#)

Credit Lines

- Support for (name of your project) provided by the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs.
- The project is supported, in part, by the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs.

Oral Credit

- When written or logo credit is not applicable, oral credit must be given thanking the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs.

LEGISLATIVE CORRESPONDENCE

Help communicate the value of arts & culture and tell the story of its impact in Iowa. Your elected officials are responsible for state and federal funding of the arts in Iowa and it's important they hear from Iowans like you who are working in and passionate about the arts. Learn how to contact your elected officials and communicate the value and impact of the funding you have received using the resources below.

- Find your [State Senators and Representatives](#)
- Find your Federal [Senators](#) and [Representatives](#)
- [Arts Advocacy Toolkit](#)

Sample Letter to Your Legislators

(Letterhead)

(Date)

(Organization Name)

(Organization Address)

The Honorable (Name of your State Senator or Representative)

(Iowa House of Representatives OR Iowa Senate)

(Home Address of State Senator or Representative)

Dear (Senator _____ or Representative _____),

I am pleased to inform you that (Name of Organization) has received a (Grant Program Name) of \$ (Amount of Grant) from the Iowa Arts Council, a division of the Department of Cultural Affairs. As a recipient of a Fiscal Year (Current Fiscal Year) (Grant Program Name) from the Iowa Arts Council, a division of the Department of Cultural Affairs, we wish to thank you for your support of public arts funding through the annual appropriation to (funding source*).

This (Grant Program Name) will support (Brief summary of project). (Describe the positive impact on the artistic or cultural vitality of Iowa, public value and number of people who will be served by your project. Describe the value of public funding for the arts to your project and community.)

On behalf of (Name of Organization), I would like to invite you to attend (Name of Project), which will be held on (Time, Day, Date at Location). For more information, please contact (Organization Contact Name) at (Phone, Fax, Email Address, and/or Website).

Sincerely,

(Signature)

(Typed Name, Title at Organization)

* Funding sources can be found in your award notification email.

SAMPLE PRESS RELEASES

The Iowa Arts Council sends out press releases to announce recipients of all Iowa Arts Council-administered grants. Do your part to bring awareness to your funded activity by sending press releases to the media. Use the following sample press releases for guidance in publicizing the grant award and publicizing the funded activity.

Sample Press Release to Publicize Grant Award

(Letterhead)

(Organization Name)

(Organization Contact Address)

FOR IMMEDIATE RELEASE

(Date)

Contact: (Contact Name, Phone, Fax, and E-mail Address)

(Press Release Headline)

(CITY NAME) - The (Name of Organization) is pleased to announce that it has received a (Grant Program Name) from the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs. Grant funds will support (Brief summary of project).

The (Grant Program Name) supports (Grant Program Description*). (Describe the positive impact on the artistic or cultural vitality of Iowa, public value and number of people who will be served by your project.)

(Quote from project or organization leader, board member or legislator to express thanks for the funding support, value of public funding, encourage people to attend, or elaborate on the significance of program, etc.)

Funding for (Grant Program Name) is made possible by (Funding Source*).

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(Insert your organization's boilerplate information. See example below.)

The Iowa Department of Cultural Affairs and its three divisions – the Iowa Arts Council, Produce Iowa-State Office of Media Production and the State Historical Society of Iowa – empower Iowa to build and sustain culturally vibrant communities by connecting Iowans to the people, places and points of pride that define our state. The department's work enables Iowa to be recognized as a state that fosters creativity and serves as a catalyst for innovation where the stories of Iowa are preserved and communicated to connect past, present and future generations. www.iowaculture.gov.

* Funding sources can be found in your award notification email.

Sample Press Release to Publicize Funded Activity

(Letterhead)

(Organization Name)

(Organization Address)

FOR IMMEDIATE RELEASE

(Date)

Contact: (Contact Phone, Fax, and E-mail Address)

(Press Release Headline)

(CITY NAME)—(Lead sentence) The Mason City Foundation and NIACC Performing Arts Series proudly present Miss Shirley Jones Christmas Show, a wonderful evening with holiday cheer for the whole family. (Details) Jones will take the North Iowa Community Auditorium stage on Saturday, November 30, at 8:00 p.m. Tickets are on sale now and cost \$30 in advance and \$35 at the door.

(One or two paragraphs about the project.) The North Iowa Choral Society, directed by NIACC Vocal Music Director Jayson Ryner, will perform several pieces with Jones. Local musicians will provide instrumental music for the performance.

(Quote from project/organization leader, board member or legislator to express thanks for the funding support, value of public funding, encourage people to attend, or elaborate on the significance of program, etc.)

(How to attend.) For tickets to Miss Jones Christmas Show, call the NIACC Box Office at 1-888-GO NIACC, ext. 4188.

(List sponsors.) The NIACC Performing Arts Series is sponsored by the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs, the National Endowment for the Arts, and the Arts Fund.

(If project takes place in a public venue, list hours of operation and contact information.) For more information, contact Jane Doe, executive director, at 515.555.9003 or by e-mail at Jane.Doe@myorganization.org.

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(Insert your organization's boilerplate information. See example below.)

The Iowa Department of Cultural Affairs and its three divisions – the Iowa Arts Council, Produce Iowa-State Office of Media Production and the State Historical Society of Iowa – empower Iowa to build and sustain culturally vibrant communities by connecting Iowans to the people, places and points of pride that define our state. The department's work enables Iowa to be recognized as a state that fosters creativity and serves as a catalyst for innovation where the stories of Iowa are preserved and communicated to connect past, present and future generations. www.iowaculture.gov.

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