

Cultural Leadership Partners must meet all of the following eligibility requirements to participate in the program.

Organizational Eligibility

Applicants must adhere to Iowa Arts Council Policies and the National Endowment for the Arts Terms and Conditions. Cultural Leadership Partners must identify as either an Arts Organization or Cultural Organization:

- **Arts Organizations** | primary mission and purpose must be the arts; it must operate as an arts organization.
- **Cultural Organizations** | primary mission and purpose must be cultural; it must operate as a botanical center, museum, zoo, or a center for the performing arts.

Location

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 serve Iowans.

Facilities

The organization must own, operate, rent or lease a facility or office space that has a published street address and has regularly scheduled hours of operation for the public.

Legal Status of the Organization

Cultural Leadership Partners must be legally organized as one of the following:

- 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).

General Operating Budget

Organizations must maintain an operating expense budget, exclusive of Iowa Arts Council / Iowa Department of Cultural Affairs general operating support, of no less than \$150,000 per year.

Operating Year

- The organization must operate year-round on a continuous basis for 12 months of the year. The organization's facilities, programs and services must be available to Iowans at least 1,040 hours per year.
- While an organization's major program or service may occur primarily during a specific time of the year, other services and programming activities of the organization must also occur and benefit Iowans throughout the remaining months of the year.

Staff

- The organization must have one paid full-time professional employee who is employed year round, works at least 1,560 hours per year, and is responsible for oversight and management of the organization.
- Professional employee is defined as an executive director or similar senior management position that is responsible for oversight and management of the organization. Professional employee does not include a member of the board of directors, office manager or program manager.

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.
- 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. A strategic plan is a road map that is developed through a public process that outlines specific measurable goals of an organization and details how these will be achieved by adopting specific strategies, approaches, timeline and methodologies. Strategic plans also can address potential problem areas and plans for future improvement.

Ineligible Organizations

- Iowa Department of Cultural Affairs grantees who have an outstanding final report or who have been placed on a department funding moratorium
- Organization that uses a fiscal agent or the Iowa nonprofit or federal tax-exempt status of another organization.
- Organization that receives general operating support through other programs administered by the DCA or its divisions.
- For-profit corporation or business; religious organization; political party, or national service/professional organization.
- Agency, department or division of county, state or federal government. Includes libraries, parks, and recreation departments
- Auditorium, convention center and other similar types of venues.
- Educational institution, organization or K-12 school, whose primary orientation, mission and purpose is education and the awarding of academic credits.

Contact

Organizations are encouraged to review all published material and contact Iowa Arts Council staff, Joseph Pearson at 515-281-5773 or joseph.pearson@iowa.gov, with questions well in advance of application deadlines.