

The Iowa Department of Cultural Affairs is committed to encouraging the growth, stability, and sustainability of Iowa's cultural organizations. Iowa Cultural Trust Stability Grants assist Iowa cultural organizations in reaching fiscal stability and instituting best practices in organizational strategic planning and management. Funding for the Cultural Trust Stability Grant program is made possible by an appropriation from the Iowa Legislature to the Iowa Cultural Trust. The Iowa Cultural Trust is administered by the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs. Applicants must adhere to the funding policies of the Iowa Arts Council.

## Timeline

**Fiscal Year 2017 Application Deadlines** | Applications are accepted on a semi-annual basis over the state fiscal year of July 1 – June 30.

- **May 2, 2016** at 11:59 PM for the funding period of July 1, 2016 - June 30, 2017
- **November 1, 2016** at a 11:59 PM for the funding period of January 1, 2017 - June 30, 2017

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

**Final Report Deadline** | Grant recipients are required to complete a final report by August 1, 2017.

## Funding

### Grant Request Amount

Applicants may request funding for eligible project expenses that are incurred and expended within the eligible funding period.

- Minimum Grant Request: \$1,000
- Maximum Grant Request: \$2,500

### Match Requirement

Applicants are required to demonstrate investment by providing matching funds for eligible project expenses that are incurred and expended within the eligible funding period in an amount that is equal to or greater than the total grant amount requested from the Iowa Arts Council. The required dollar for dollar match must be cash match and may be raised through a combination of public and private sources but may not include in-kind donations of goods or services, loans, or other funding from the State of Iowa.

### Funding Period

For applicants applying on May 2, all project activities and incurred expenses must occur within the eligible funding period of July 1, 2016 – June 30, 2017. For applicants applying on November 1, all project activities and incurred expenses must occur within the eligible funding period of January 1, 2017 – June 30, 2017.

## Applicant Requirements

An organization is limited to receiving one Stability Grant per fiscal year (July 1 to June 30). First-time applicants will be given priority over requests from organizations that have received Cultural Trust Stability Grants in previous years.

### Eligible Applicants

Eligible applicants must meet all of the following requirements. Entities who do not meet all of these requirements are not eligible to apply.

- Federally tax exempt 501(c)3 nonprofit organization incorporated and physically located in Iowa:
  - Physical location of the organization is defined as maintaining a current home office and registered agent address in Iowa defined by Iowa Code [490.501](#) as well as maintaining a primary staff presence physically located and working in Iowa.
  - Entities located in a border community may be eligible under the Border State Policy.
- Organization with at least one paid part-time or full-time professional employee who is employed year round:
  - Professional employee is defined as an executive director or similar senior management position that is responsible for the oversight and management of the organization.
  - Professional employee does not include a member of the board of directors, office manager or program manager.
- Organization with a primary mission related to arts, history or culture

### Ineligible Applicants

- Individuals
- Unit of local, county, federal or federally-recognized tribal government
- Organizations applying through a fiscal agent
- Library, park, or recreation center
- For-profit corporation or business
- Religious organization, labor union, political party, or national service/professional organization
- School or educational institution whose primary mission and purpose is education and the awarding of academic credits
- Applicants who have already submitted two unfunded applications for the same project
- Iowa Department of Cultural Affairs grantees who have already received a grant from the department for any part of this project
- Iowa Department of Cultural Affairs grantees who have an outstanding final report or who have been placed on a department funding moratorium

## Stability Project Requirements

Eligible projects must result in one or more of the following outcomes within the eligible funding period.

- Organization implements a fundraising plan integrated into the organization's strategic plan.
- Appropriate financial planning, budgeting, recording, reporting, and internal controls and procedures are adopted and followed.
- Organization develops a comprehensive 3-5 year financial plan and budget with realistic estimates of incomes and expenses, as well as appropriate cash reserves for both capital and operational expenses.
- Board and staff understand and adhere to fundraising ethics and standards, understand endowment building, and create a plan to build the organization's endowment.

## Budget Requirements

Cultural Trust Stability Grants support project expenses that are essential to the completion of the proposed project. Applicants are required to demonstrate investment by providing matching funds for eligible project expenses that are incurred and expended within the eligible funding period in an amount that is equal to or greater than the total grant amount requested from the Iowa Arts Council. The required dollar for dollar match must be cash match and may be raised through a combination of public and private sources but may not include in-kind donations of goods or services, loans, or other funding from the State of Iowa.

The program requires that the grant request and cash match be dedicated to eligible project expenses, legitimate parts of the proposed project and incurred and expended within the eligible funding period. Applicants may identify supplemental project expenses that occur before or after the eligible funding period or that are otherwise not eligible to be part of the grant request or cash match in the application; however, supplemental expenses may not be included in the grant request or required dollar for dollar match. Applicants that include ineligible expenses in the grant request or required match will be considered ineligible.

- Cash match is actual cash contributed to direct project expenses by the applicant or other funding sources.
- Funding from the Iowa Department of Cultural Affairs cannot be used to meet the match requirement
- Funding from the state government cannot be used to meet the match requirement
- Funding from the federal government cannot be used to meet the match requirement

## Eligible Grant Request & Match Expenses

The grant request and cash match expenses must be legitimate parts of the proposed project and must be incurred and expended within the eligible funding period. Eligible grant request and match expenses include:

- Salary or contractual costs for new or expanded fundraising staff positions
- Salary or contractual costs for hiring a consultant to advise on appropriate policies and structures related to nonprofit best practices, assist in developing a financial, fundraising, or endowment building plan, or to do fundraising for the applicant organization
- Costs related to training board and/or staff on strategic planning, fundraising, financial management, or endowment building

## Iowa Arts Council Administered Grant Program Eligibility

- Eligible applicants may receive one grant award per program per state fiscal year.
- No more than one application per applicant per program can be submitted during a single grant deadline.
- Up to two grant applications may be submitted per program per state fiscal year if the first request is unfunded.
- 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 department regardless of applicant.

## Online Application Submission

Applicants must submit 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](http://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

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.

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. Applications from individual artists will be reviewed by a separate panel to ensure equity in the review process. 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. The applicant’s authorized official will receive award notification. 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 Cultural Trust Stability 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 27 points.

<b>ORGANIZATION MISSION STATEMENT AND PROFILE: 3 points possible</b>		
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.

<b>PROPOSAL SUMMARY: 3 points possible</b>		
3	2	1
Use of funds for building organization’s stability and sustainability are exemplary.	Use of funds for building organization’s stability and sustainability are clear.	Use of funds for building organization’s stability and sustainability is unclear or inappropriate.

<b>IMPLEMENTATION OBJECTIVES: 3 points possible</b>		
3	2	1
Project has strong, measurable implementation objectives.	Project is achievable through identified measurable implementation objective.	Project implementation objectives are unclear or not measurable. Multiple concerns about project achievability.

<b>TIMELINE OF ACTIVITIES: 3 points possible</b>		
3	2	1
Confident project will be successfully realized through clear timeline of activities or tasks.	Project is achievable through timeline of activities or tasks	Timeline of activities or tasks is insufficient.

<b>EVALUATION: 3 points possible</b>		
3	2	1
Project uses strong evaluation methods to measure achievement of implementation objectives.	Project uses evaluation methods to measure achievement of implementation objectives.	Project evaluation methods are weak, inadequate or unclear.

<b>STAFF AND BOARD INVOLVEMENT: 3 points possible</b>		
3	2	1
Staff and board involvement will enhance the project and responsibilities are well-defined.	Staff and board involvement and responsibilities are identified.	Staff and board involvement is not adequate or responsibilities are unclear or not identified.

<b>PROJECT BUDGET: 3 points possible</b>		
3	2	1
Project budget and intended use of requested funds are clear. Project leverages 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.

<b>BOARD CHAIR LETTER OF SUPPORT: 3 points possible</b>		
3	2	1
Board Letter is highly relevant to the project and speaks to a vested interest in the successful realization of the project.	Board Letter relates to the project and is of average quality.	Board Letter is not relevant to the project or does not indicate an interest in the outcome of the project.

<b>GRANTSMANSHIP &amp; CASE FOR SUPPORT: 3 points possible</b>		
3	2	1
The application is clear, concise and well-composed. Case for support is exemplary and merits investment from the State.	The application is clear. Case for support is adequate.	Application is unclear or poorly composed. Case for support is inadequate or does not merit state investment.

## 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, Joseph Pearson at 515-281-5773 or [joseph.pearson@iowa.gov](mailto:joseph.pearson@iowa.gov), with questions well in advance of application deadlines.