

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 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.**

## COMPLIANCE

### Funding Policies

Grant recipients are subject to the funding policies of both the Iowa Arts Council/Iowa Department of Cultural Affairs and any regional or federal funding agencies identified in the award email as follows.

- **Iowa Arts Council**  
All awards are subject to the [funding policies](#) of the Iowa Arts Council.
- **National Endowment for the Arts**  
Awards supported by the National Endowment for the Arts are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Partnership Agreements](#).
- **National Endowment for the Humanities**  
Awards supported by the National Endowment for the Humanities are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued December 26, 2014 or later\)](#).

### Financial Documentation

Grant recipients must maintain records and documentation of financial transactions related to the use of the grant funds for three years after the funding period end date for auditing purposes.

## REPORTING

### Reporting for Iowa Arts Council-Administered Grant Programs

Completion of a report at the end of the funding period is a requirement of the funding agreement. Reports are due one month after completion of the funding period on the schedule identified below. 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.

- **Iowa Arts & Culture Emergency Relief Fund Round One - Artists**  
Funding Period: March 17, 2020 - June 30, 2020  
Final Report Due: NA (no final report required)
- **Iowa Arts & Culture Emergency Relief Fund Round One - Nonprofits**  
Funding Period: March 17, 2020 - June 30, 2020  
Final Report Due: August 1, 2020
- **Iowa Arts & Culture Emergency Relief Fund Round Two & Round Three - Nonprofits**  
Funding Period: June 1, 2020 - December 31, 2020  
Final Report Due: February 1, 2021

### 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](http://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.

## ACKNOWLEDGEMENT

Acknowledging the state and/or federal support provided through the Iowa Arts Council and the Iowa Department of Cultural Affairs 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 and will be one of the following:

- Iowa Arts Council/Iowa Department of Cultural Affairs
- Iowa Arts Council/Iowa Department of Cultural Affairs and the National Endowment for the Arts
- Iowa Arts Council/Iowa Department of Cultural Affairs, Arts Midwest and the National Endowment for the Arts
- Iowa Arts Council/Iowa Department of Cultural Affairs and the National Endowment for the Humanities

If you have specific questions about how to acknowledge funding for your grant activity, please [contact Iowa Arts Council staff](#). Follow the instructions listed below to acknowledge the appropriate funding sources.

### Iowa Arts Council/Iowa Department of Cultural Affairs 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 Line

Support provided 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.

#### Logo Usage

The Iowa Arts Council logo has been designed to be used in a variety of situations; however, graphic standards must be followed to preserve the integrity of the logo. All users of the logo are expected to understand and follow these guidelines by referring to the [Logo Style Guide](#). If you have any questions, please contact the Iowa Department of Cultural Affairs communications team at [iowa.culture@iowa.gov](mailto:iowa.culture@iowa.gov).

## 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 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 Line

Support provided by the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs, and the National Endowment for the Arts through the federal CARES Act legislation.

### 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, Arts Midwest and National Endowment for the Arts Acknowledgement

If your grant award notification email identifies the Iowa Legislature, Arts Midwest and the National Endowment for the Arts as the sources of funding for your grant award, you must use the Iowa Arts Council/Iowa Department of Cultural Affairs, the Arts Midwest 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](#)



[Download](#)

### Credit Line

Support provided by the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs, Arts Midwest and the National Endowment for the Arts through the federal CARES Act legislation.

### 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, Arts Midwest and the National Endowment for the Arts for the grant.

## Iowa Arts Council and National Endowment for the Humanities Acknowledgement

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

### Logos



[Download](#)



**NATIONAL  
ENDOWMENT  
FOR THE  
HUMANITIES**

[Download](#)

### Credit Line

- Support provided by the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs, and the National Endowment for the Humanities: Exploring the Human Endeavour through the federal CARES Act legislation.

### 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 Humanities for the grant.

### Policy Statement

Acknowledgement of National Endowment for the Humanities support must also include the following statement:

- Any views, findings, conclusions, or recommendations expressed in this {article, book, exhibition, film, program, database, report, Web resource}, do not necessarily represent those of the National Endowment for the Humanities.

The statement does not need to be in the same size font as that of the logo and credit line, nor must it be located immediately adjacent to the logo. The policy statement requirement will be waived in instances when it is not feasible or appropriate to include it, such as on acknowledgment plaques for buildings or objects.

## LEGISLATIVE CORRESPONDENCE

Help communicate the value of arts and 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 Resources](#)

### 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 jobs, facilities or operating costs supported). (Describe the positive impact on the artistic or cultural vitality of Iowa, public value and number of people who will be served by the award. Describe the value of public funding for the arts to your career, organization and/or community.)

Sincerely,

(Signature)

(Typed Name, Title at Organization)

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

### SAMPLE PRESS RELEASE

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 release for guidance in publicizing the grant award.

## Sample Press Release to Publicize Grant Award

(Letterhead)

(Organization Name)

(Organization Contact Address)

### FOR IMMEDIATE RELEASE

**(Date)**

**Contact:** (Contact Name, Phone, 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\*). Funding will support (Brief summary of jobs, facilities or operating costs supported). (Describe the positive impact on the artistic or cultural vitality of Iowa, public value and number of people who will be served by the award. Describe the value of public funding for the arts to your career, organization and/or community.)

(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\*).

# # #

*(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](http://www.iowaculture.gov).*

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