
Cultural Leadership Partners Program: Eligible Applicants

New applicants must demonstrate in the application that they have met ALL of the following eligibility requirements for the three previous operating years prior to the application deadline. Once an applicant successfully completes the application process, it must continue to meet the eligibility requirements of the program to receive Cultural Leadership Partnership funding on an ongoing basis.

ELIGIBLE ORGANIZATIONS:

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 border communities whose legal boundaries are 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: 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 DCA/IAC 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 1040 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.

EMPLOYEE: 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 managing the organization.

PROFESSIONAL EMPLOYEE means an executive director or other similar senior management position that is responsible for managing the organization. Professional employee does not mean a member of the board of directors or an office 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 means 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.

ORGANIZATIONS NOT ELIGIBLE:

Any organization that has a late report for a previously funded grant or funding agreement from the 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 DCA or its divisions.

A for-profit corporation or business; religious organization; political party, or national service/professional organization.

An agency, department or division of county, state or federal government. Includes libraries, parks, and recreation departments

An auditorium, convention center and other similar types of venues.

An educational institution, organization or K-12 school, whose primary orientation, mission and purpose is education and the awarding of academic credits.