

Iowa Community Cultural Grant

(Rev 2/2009)

Deadline: May 1 (annually) for grant activities and expenses that occur July 1 through the following June 30.

PLEASE NOTE: If the deadline falls on a state holiday or on a Saturday or Sunday, the deadline will be the next business day.

THIS IS NOT AN eGRANT APPLICATION. YOU CANNOT APPLY ON-LINE. YOU MUST DOWNLOAD THE APPLICATION, FILL IT OUT, AND SEND IT IN.

The Iowa Department of Cultural Affairs is committed to encouraging cultural growth and development throughout the state of Iowa. The Iowa Community Cultural Grant Program (ICCG) provides matching grants to support projects that provide jobs for current Iowa residents while enhancing Iowa's artistic, cultural and historical resources.

Awards range from a minimum of \$1,000 to a maximum of \$25,000.

Examples of previously funded projects include but are not limited to performing arts events, museum exhibits, historic restoration and archeology projects, docent training, folklife and other festivals, public art projects, and ethnic heritage projects that enhance Iowa's cultural climate while providing employment for Iowans.

Requests MUST focus on salary support for current Iowa residents. Examples of such positions include but are not limited to administrative staff, museum staff, architects, exhibit designers, curators, archeologists, artists, directors, performers, exhibit script writers, choreographers, dance instructors, and construction workers. ICCG funds may not be used to hire non-Iowa residents or to bring in non-Iowans to fulfill the needs of an ICCG project.

The terms of employment must include:

- part- or full-time employment (hiring new staff positions or expanding existing jobs within the applicant organization), OR

- short- or long-term contractual employment such as contractors, artists for performances or projects.

NOTE: ICCG funding **CANNOT** be used to make up a budget shortfall. There is no guarantee of continued ICCG funding from year to year.

The Iowa Department of Cultural Affairs reserves the right not to grant all available funding if an insufficient number of applicants meets the review criteria of the program.

Eligible Applicants

The following Iowa organizations are eligible to apply:

1. city government, county government and tribal councils, and
2. Iowa nonprofit (504 and 504A) and federally tax-exempt (501(c)(3)) organizations established for the promotion and development of one or more of the following activities:
 - the arts
 - history or historic preservation
 - culture
 - ethnicity
 - tourism
 - economic development
 - festivals
 - municipal libraries

Applicants Using Fiscal Agents

Iowa organizations without 501(c)(3) federal tax exempt status may apply through a **Fiscal Agent** that is an eligible Iowa nonprofit (504 and 504A) organization with 501(c)(3) tax-exempt status. The Fiscal Agent agrees to be the **Legal/Fiscal Agent** for the grant activity. Representatives from both the Fiscal

Agent and the Applicant Organization must sign the application. Make sure to include an agreement signed by both fiscal agent and nonprofit organization detailing the responsibilities of each party.

Proof of Status

- The Applicant must include documentation of Iowa nonprofit status. To obtain this, go to: http://www.sos.state.ia.us/search/corp/corp_search.asp, type in organization's legal name, click "search," then click on the "corporation number." Print the page that appears next and include it with the application.
- The Applicant must include a copy of its IRS letter affirming its 501(c)(3) federal tax-exempt status.
- If the Applicant is applying using a Fiscal Agent, then a copy of the IRS letter affirming the Fiscal Agent's 501(c)(3) federal tax-exempt status should be included instead. You can check an organization's tax-exempt status through the IRS's Publication 78: <http://www.irs.gov/charities/article/0,,id=96136,00.html>

Not Eligible to Apply:

- Organizations that are designated Cultural Leadership Partners by the Department of Cultural Affairs (New for 2009 applications)
- State or Federal government entities
- For-profit entities
- Organizations with any 501(c) federal tax status other than 501(c)(3) are **NOT eligible to apply for ICCG funding and cannot use a Fiscal Agent to apply for funding**
- Accredited schools, colleges and universities
- Political parties
- Labor unions
- Individuals
- Churches or organizations operated or principally supported by a church or religious organization

- Any entity whose primary purpose is to support any of the above excluded organizations
- Applicants who have a late Final Report for a previously funded Department of Cultural Affairs, Iowa Arts Council, or State Historical Society of Iowa grant.

What Does ICCG Fund?

ICCG funding may be requested **ONLY** for salaries, wages, and associated benefits

ICCG Priorities

- Activities that provide full- or part-time employment for Iowans
- Collaborations and partnerships
- Activities that include potential earned income
- Activities that clearly benefit Iowans

ICCG Funds CANNOT Support:

- General operating expenses (a portion of salaries dedicated to the project may be used as cash match, however)
- Fund-raisers, benefits, prizes
- Lobbying, advocacy, or related activities
- Deficit, debt reduction and projects that occur prior to or after the project dates
- Activities that receive financial support from other Iowa Arts Council, Department of Cultural Affairs or State Historical Society of Iowa grant programs (unless it is a distinct and successive phase of a multiphase project)

Grant Request & Match Requirements

Definitions

Cash Match:

Actual cash revenue or payment of expenses provided by the applicant or sponsor organization in support of the project, including a portion of applicant staff salaries dedicated to the project and identified in the application narrative. For example, if the applicant will be covering any photocopying costs for the project, then that counts as a cash match.

In-Kind Match:

Goods and services (not cash) donated by individuals or organizations other than the applicant in support of the project. The dollar amount should be calculated at the verifiable fair-market value of the items or services. For example, if another organization donates photocopying costs, then that counts as an in-kind match.

Total Match:

The total of the Cash Match and In-kind Match must be equal to or greater than the grant request.

Requirements

Applicants may request between \$1,000 and \$25,000, and must show, at minimum, a dollar-for-dollar match (so that ICCG funds cover no more than 50% of the total project cost). Both cash and in-kind donations may constitute the match, with these restrictions:

- At least 50% of the total request must be cash-matched.
- No more than 50% of the total request may be matched with in-kind donations.
- Applicants may overmatch their request.
- All matching funds, whether cash or in-kind, must be legitimate expenditures in support of the proposed project.

Example: If the total project cost is \$10,000 the applicant may request up to \$5,000. The cash match must be at least \$2,500 (at least half the request) and no more than \$2,500 of in-kind donations can be used toward the match. .

Funds from other Department of Cultural Affairs (including Iowa Arts Council and State Historical Society of Iowa) grant programs and funds used to match other DCA grants are not allowable as a match. Non-funded activities or expenses are not allowable expense items. All cash and in-kind matching funds, as is true of all ICCG funds, must be expended within the grant period (July 1 - June 30).

Application Approval & Notification Process

A panel including at least three professionals knowledgeable about Iowa culture, arts, history and heritage tourism will review applications approximately three weeks after the application deadline.

- The panel scores each applicant on the ability of the application to meet ICCG review criteria (listed below).
- The DCA director makes final award decisions. Review scores for applications clearly connected to approved Iowa Great Places projects will be increased by 10% according to Iowa Code Chapter 303.3c.
- Applicants will receive notification letters and panel comments regarding their application approximately six weeks after the application deadline.
- The list of funded projects will be posted on the DCA website after notification letters are sent (approximately six to eight weeks after the application deadline).
- Staff will respond to questions after the review and approval process is completed and applicants are notified by mail.