

Small Operating Support Grant Application

A. Applicant Information	
1) Applicant Organization Name: <input style="width: 100%;" type="text"/>	
2) Applicant Contact Person: <input style="width: 80%;" type="text"/>	Title of Contact Person: <input style="width: 80%;" type="text"/>
Daytime Phone: (<input style="width: 30%;" type="text"/>) - <input style="width: 30%;" type="text"/> - <input style="width: 30%;" type="text"/>	Email: <input style="width: 80%;" type="text"/>
3) Organization's Official Street Address: <input style="width: 100%;" type="text"/>	
City: <input style="width: 80%;" type="text"/>	State: <input style="width: 30px;" type="text" value="IA"/> Zip Code: <input style="width: 40px;" type="text"/> - <input style="width: 20px;" type="text"/>
IA County: <input style="width: 80%;" type="text"/>	Web Address: <input style="width: 80%;" type="text"/>
4) Federal Employee Identification Number: <input style="width: 100%;" type="text"/>	5) Organization's total operating budget for the last 3 operating years: <i>If applicable, use the information on your IRS 990 tax form.</i> List years in descending order. Year: <input style="width: 40px;" type="text"/> \$ <input style="width: 40px;" type="text"/> x .05 = \$ <input style="width: 40px;" type="text"/> Year: <input style="width: 40px;" type="text"/> \$ <input style="width: 40px;" type="text"/> Year: <input style="width: 40px;" type="text"/> \$ <input style="width: 40px;" type="text"/>
6) Grant amount Requested: \$ <input style="width: 60px;" type="text"/> *No more than 5% of previous year's organizational operating budget, up to a maximum of \$5,000.	
7) Project Title <input style="width: 80%;" type="text"/>	
8) Please use 50 words or fewer to summarize your organization's intent for these grant funds. <i>(If funded, this text will be used in press information – please write in 3rd person and provide a straightforward summary.)</i>	
9) Eligibility Checklist: <i>You must check each to indicate compliance.</i> <input type="checkbox"/> Applicant organization has arts, history, or culture as its primary mission and purpose <input type="checkbox"/> Applicant organization is incorporated as an Iowa nonprofit organization with the Iowa Secretary of State AND operates as a federally tax exempt organization under IRS section 501(c)(3); OR is a formal entity of city, county, or tribal government <input type="checkbox"/> Applicant organization's annual operating budget has been less than \$150,000 for at least three years prior to the application deadline. <input type="checkbox"/> Applicant organization has been in operation with the same name, mission and purpose for at least three years prior to the application deadline. <input type="checkbox"/> Applicant organization is NOT any of the following: An entity of federal or state government A for-profit corporation or business; religious organization; political party; labor union; or national service/professional organization An educational institution, organization or K-12 school, whose primary orientation, mission and purpose is education and the awarding of academic credits, or organizations that are operated with a purpose to support such institutions An organization that receives general operating support through other programs administered by the DCA or its divisions or has received or intends to receive funding from DCA for the same requested funds. A previous grantee of the Department of Cultural Affairs or any of its divisions with an outstanding late Final Report An organization using a fiscal agent or the Iowa nonprofit or federal tax-exempt status of another organization. An auditorium, convention center or other similar type of venue An organization that has already received funding for the same project or expenses from another grant program operated by the Iowa Department of Cultural Affairs or any of its divisions.	
<input type="checkbox"/> Check if this is an official Great Places Project. <i>Please include a letter verifying this project as part of your Great Places Plan</i>	

B. Profile of the Applicant: up to 100 words

Describe your organization (type of organization, mission and purpose, primary service area and constituents served, number of members, etc.)

Give examples of programming or services provided in the past two years that clearly reflect the quality of the organization's work within the community.

C. Need for and Impact of Funds (up to 15 points): 200 word maximum

Describe the organization's general vision and goals for the next 3-5 years.

Describe your intended use of SOS funds.

Describe the impact the SOS grant funds will have on operations in the organization. How will the requested funds support the organization in reaching its goals and becoming a healthy and vibrant organization?

- Detail how funds will improve standards of operation; promote sustainability or increase community awareness and participation in the organization.
- Detail how the professionalism of the staff and/or organization will be increased if applicable.
- If this grant is used for daily operational costs how will the temporarily relief affect the organization? Where will other funds be allocated?

D. Community Support (up to 15 points)

Application must show through its narrative and attached letters of support that the organizations provides programming and/or services that are highly valued and supported by the community: leaders, schools and institutions, businesses.

Attach three letters of support from community members, describing the impact and importance of the organization to the community. It is best to obtain letters from a variety of perspectives and from individuals who can speak currently and thoroughly about the organization.

E. Completeness of Application Content and Budget Detail (up to 5 points)

Budget Summary Description

In 100 words or fewer (800 characters), identify:

The total amount of money required to carry out the plan indicated in this application

The portion of that total that SOS grant funds would cover, and a breakdown of expenses if they will occur in multiple categories

If SOS funds will not cover the total cost, what source(s) will be used to cover the remainder? Have these funds been secured/committed?

F. Required and Optional Attachments

- Required:** Three letters of support from community members, describing the impact and importance of the organization to the community
- Required:** Substitute W-9 Form (download separately from DCA/SOS web page)
- Required:** Minority Impact Statement
- Required if this project is identified as a Great Place:** a letter verifying this project is a part of your Great Places Strategic Plan
- Optional:** A maximum of three pages of supplemental documentation. This can include images or web pages of equipment or purchases, brochures or CV of contract or outside services.

Department of Cultural Affairs Service Contract

The individual signing this Service Contract must have the authority to legally obligate the Applicant to conditions of this Contract, grant guidelines, and policies and procedures of the Department of Cultural Affairs.

This agreement (the "Contract") is between the Iowa Department of Cultural Affairs, 600 East Locust, Des Moines, Iowa, 50319-0290 (the "Department"), and Name and Address of the Applicant (the "Applicant"):

Applicant Name (Same name and address listed in Part A of the application form)

Address:

City: _____, State: _____ Zip Code: _____ - _____

WHEREAS, the Department, through its administrator, is authorized to make and sign any contracts and agreements and perform any acts which may be necessary, desirable, or proper to carry out the purposes of the Department, and

WHEREAS, the Applicant has made application (the "Application") to the Department for the project or program (the "Project") described in the Application of cooperative endeavors as hereinafter set forth, the Department and the Applicant hereby agree as follows:

SECTION 1. EFFECTIVE DATE OF CONTRACT.

- a) This Contract becomes effective upon issuance of a grant award letter (the "Grant Award Letter") by the Department to the Applicant awarding a grant to the Applicant (the "Grant Award") and upon the Department's director signing this Agreement.
- b) The Application and Grant Award Letter shall be made a part of this Agreement.
- c) This Contract becomes null and void if the Funding Notification Letter does not award a grant to the Applicant.

SECTION 2. PROJECT DATES AND FINAL REPORT. The Project beginning and ending dates (the "Beginning Date and Ending Date") and the final report due date will be specified in the Grant Award Letter.

SECTION 3. GRANTED AMOUNT AND PAYMENT SCHEDULE.

- a) The amount of the Grant Award awarded by the Department to the Applicant shall be specified in the Grant Award Letter.
- b) Under no circumstances shall the total amount paid to the Applicant exceed the Grant Award specified in the Grant Award Letter.
- c) The Department will pay the Applicant the Grant Award on or about the Beginning Date of the Project. Due to unforeseen circumstances and workload of the Department, the Department will not guarantee that the Grant Award check will arrive on or about this date.

SECTION 4. USE OF GRANT AWARD. The Applicant shall expend the Grant Award substantially as described in the Application.

SECTION 5. FINAL REPORT.

- a) The Applicant must complete and return a Final Report and unspent Department funds to the Department on forms provided by the Department by the date specified in the Grant Award Letter.
- b) The Applicant will be placed on an agency wide funding moratorium if the Final Report and/or unspent Department funds have not been returned to the Department within THIRTY (30) days of the ending date of the Grant Award.
- c) The Department may initiate legal proceedings for the return of grant funds if the Final Report and/or unspent funds have not been returned to the Department within THIRTY (30) days of the ending date of the Project.

SECTION 6. DEPARTMENT POLICIES, GUIDELINES AND RULES. The Applicant shall abide by all Department policies, procedures, guidelines and rules as published on the Department's Web site and in effect at the Beginning Date of this Contract.

SECTION 7. SPECIAL CONDITIONS. No special conditions shall apply to this Contract unless specified in the Grant Award Letter.

SECTION 8. ACKNOWLEDGEMENT. The Applicant agrees to acknowledge Department support in all signage, program materials, promotion, publicity and advertising activities, and in other printed and electronic forms of communication pertaining to the Project. The following credit line shall be used: **Funded in part with a grant from the Iowa Department of Cultural Affairs.**

SECTION 10. PAYMENTS TO ARTISTS AND PROVIDERS OF SERVICE. The Applicant agrees to pay artists and other providers of services specified in the Application on or before the Ending Date of the Project, regardless of the date the Grant Award check is received from the Department.

SECTION 11. MODIFICATIONS, CANCELLATIONS AND EXTENSION REQUESTS.

- a) The Department requires all substantial modifications to the Application, Project or the Contract be submitted in writing by the Applicant and approved in advance by the Department. Modifications shall mean a substantial change in the scale and scope of the Project, change of address, change to the Beginning and Ending Dates of the Project, change of the Applicant's contact person, participating artists, etc.
- b) Written notification is required if the Applicant cancels the Project or if a partially funded Application cannot be completed by the Applicant as described in the Application. The Applicant must return the Grant Award to the Department for all canceled Projects.
- c) Extensions of the Ending Date may be requested if they occur within the same fiscal year the grant was awarded (July 1 through June 30 of the following year). The Department does not approve extension requests if the Beginning Date and Ending Date overlap fiscal years.

SECTION 12. RECORDS MANAGEMENT. The Applicant agrees to maintain for inspection by the Department, or its duly authorized representatives, all books, documents, papers and records maintained to account for funds expended under the terms and conditions of this Contract for a minimum of three (3) years following the Ending Date of the Project.

SECTION 13. DURATION. This Contract must be completed between the dates specified in the Grant Award Letter.

SECTION 14. TERMINATION. This Contract is subject to termination by either party with ten (10) days prior written notice.

SECTION 15. INDEPENDENT CONTRACTOR. The Applicant agrees to perform the services specified in the Application and this Contract as an independent contractor.

SECTION 16. FULFILLMENT OF AGREEMENT. If the Applicant is unable to fulfill this Contract by virtue of any act or regulation of any public authority, or on the account of any rule or order of any military or civil authority, or on account of any war or other national or state-declared emergency, or because of labor strike, riot, epidemic, act of God, or any similar cause beyond his or her control, the Applicant shall be excused from performance of the terms of this Agreement to the extent such performance is prevented. In such an event the Applicant shall promptly return to the Department any unexpended or unobligated portions of payments specified in the Award Notification Letter.

SECTION 17. INDEMNIFICATION CLAUSE. The Applicant agrees to hold harmless, indemnify and defend the Department and its officers, directors, panelists, and employees from and against any and all damages, actions, causes of action, losses, injuries, liabilities, royalties, claims or other payments relating in any way to the terms and obligations of this Contract.

SECTION 18. ASSIGNMENTS. This Contract may not be assigned or transferred by either party to this agreement without prior written consent of the other party.

SECTION 19. EQUAL OPPORTUNITY AND ACCESSIBILITY. The Applicant agrees not to discriminate against any employee, applicant for employment or any person participating in any aspect of the Project on the basis of race, creed, color, national origin, religion, sex, age, physical or mental disability; and that all parties involved in the Project shall comply with Title VI of the Civil Rights Act of 1964; Fair Labor Standards under Section 5(j) of the National Foundation on the Arts and Humanities Act of 1965; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990.

SECTION 20. INTEGRATION. The Application, Grant Notification Letter and this Contract contains the entire agreement between the parties and any representation that may have been made before the signing of this agreement are non binding, void, and of no effect. Neither party has relied on such prior representations in entering into this Contract.

SECTION 21. NON-APPROPRIATION. Notwithstanding any other provisions of this Contract, if funds anticipated for the continued fulfillment of this Contract are at any time not forthcoming or insufficient, either through the failure of the Federal Government, or of the State of Iowa to appropriate funds or discontinue or material alteration of the program under which funds were provided, then the Department shall have the right to terminate this Contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding.

Signatures

APPLICANT ORGANIZATION NAME:

Legal Authorizing Official of Applicant (*Type name*):

Signature of Authorizing Official and Date (sign in blue ink)

DEPARTMENT OF CULTURAL AFFAIRS

Signature and Date

Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups. Grant reviewers will not see this form, and your answers here will not be considered in the grant review process. **Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).**

- The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

Describe the positive impact expected from this project

Indicate which group is impacted:

- | | |
|--|---|
| <input type="checkbox"/> Women | <input type="checkbox"/> Pacific Islanders |
| <input type="checkbox"/> Persons with a Disability | <input type="checkbox"/> American Indians |
| <input type="checkbox"/> Blacks | <input type="checkbox"/> Alaskan Native Americans |
| <input type="checkbox"/> Latinos | <input type="checkbox"/> Other |
| <input type="checkbox"/> Asians | |

- The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

Describe the negative impact expected from this project

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

- | | |
|--|---|
| <input type="checkbox"/> Women | <input type="checkbox"/> Pacific Islanders |
| <input type="checkbox"/> Persons with a Disability | <input type="checkbox"/> American Indians |
| <input type="checkbox"/> Blacks | <input type="checkbox"/> Alaskan Native Americans |
| <input type="checkbox"/> Latinos | <input type="checkbox"/> Other |
| <input type="checkbox"/> Asians | |

- The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

Name: _____

Title: _____

Definitions

"Minority Persons", as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

"Disability", as defined in Iowa Code Section 15.102, subsection 5, paragraph "b", subparagraph (1): *b*. As used in this subsection:

(1) "*Disability*" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

"*Disability*" does not include any of the following:

- Homosexuality or bisexuality.
- Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- Compulsive gambling, kleptomania, or pyromania.
- Psychoactive substance abuse disorders resulting from current illegal use of drugs.

"State Agency", as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.