

Iowa Arts Council EZ 1-2-3 Grants



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A Division of the Iowa Department of Cultural Affairs

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1. Fill it out
2. Send it in
3. Get an answer!

EZ 1-2-3 Grants help bring Iowa artists to theatres, festivals, auditoriums and schools across Iowa.

Types of EZ Grants

- o **EZ 1-2-3 Arts Education Grants** support eligible organizations to hire a Teaching Artist from the IAC's *Teaching Artists Roster*, to provide students hands-on arts education-related experience in a school.
- o **EZ 1-2-3 Performing Arts Grants** support eligible organizations to hire an artist or group from the IAC's *Performing Artists Roster*, to perform in their community.
- o **EZ 1-2-3 Character Counts! Through the Arts Grants** support eligible organizations and schools to hire an artist that is trained in the principles of Character Counts!, and weaves those principles and language into the work they do with schools and community groups as an enhancement to their character education programs. This project is a partnership with the Institute for Character Development at Drake University. (Note: all Character Counts!-endorsed artists are also members of the IAC's *Teaching Artists Roster*. A list of the Character Counts artists can be found at www.drake.edu/icd/CC!_in_Iowa_Arts_artists.htm.)

Grant Amount

You may request up to \$500, but no more than 50% of the total expenses of the activity or event. All applicants must cash match EZ 1-2-3 Grants. In other words, for every EZ 1-2-3 Grant dollar you receive, you and/or your other funding partners must match it with a dollar. Donations of time, materials, services and supplies are not considered cash match.

Application Deadline and Notification

EZ 1-2-3 grants are awarded on a first received, first funded basis. There is no application deadline. Applications are reviewed daily during normal office hours until available funds are awarded.

Within 2 weeks of receipt of the application, you will be notified by email or phone about the status of your application

Formal award notification and the grant packet will arrive within 30 days of the date of the grant activity

Availability of funds will be posted on this web site until all funds are awarded

For your own planning purposes, we recommend that you submit your EZ 1-2-3 application at least 8 weeks prior to your event.

Eligible Applicants

- o Iowa nonprofit and tax-exempt organizations
- o Schools

- o Area education agencies
- o Local, county, state and federal governmental agencies , and tribal councils

Fiscal Agents: If your nonprofit organization does not have federal tax exempt status, you may apply through an eligible nonprofit and federal tax-exempt organization, which agrees to be the legal Applicant/Fiscal Agent for the grant activity. Refer to Fiscal Agents Policy.

Not Eligible to Apply:

- o Applicants who have already received an EZ 1-2-3 Grant during the current fiscal year. (The Iowa Arts Council's fiscal year is July 1 through June 30 of the following year. EZ 1-2-3 Grants do not count toward the number of grants an organization can receive in other Iowa Arts Council funding programs each fiscal year.)
- o Applicants who have an outstanding late Final Report for a previously funded application.

Grant Requirements

- o Agree to conduct your activity according to the Application Checklist (Part B of the Application)
- o Fulfill all obligations specified in the EZ 1-2-3 Grant Contract
- o Cash match EZ 1-2-3 grants dollar for dollar
- o Credit the Iowa Arts Council during the activity and in all promotional material, public notices, publications and other forms of print and electronic communication using the following language: *This program is partially supported by a grant from the Iowa Arts Council, a division of the Department of Cultural Affairs*
- o Submit an EZ 1-2-3 Grant Final Report to the IAC no later than 30 days after the completion of the activity. *Failure to submit the report by the due date will jeopardize the organization's ability to apply for or receive other grants from the Iowa Arts Council or the Iowa Department of Cultural Affairs until the Final Report or unspent grant funds are returned.*

Application Instructions

Applying for an EZ 1-2-3 Grant is easy!

- 1) Contact an IAC rostered artist from the appropriate roster (*Teaching Artists Roster, Performing Artists Roster, or Character Counts! Artists* (www.drake.edu/icd/CC!_in_iowa_Arts_artists.htm) to determine his/her availability and fee. You are responsible for selecting an artist or performing group. Iowa Arts Council staff does not act as an agent for any artist, ensemble, or company represented in the roster. Make sure you have **written confirmation** that you have booked the artist or performing group (we recommend you use the IAC's Artist Confirmation Form).
- 2) Complete the EZ 1-2-3 Grant Application, print it out and get signatures. Make sure you have included Parts A, B and C, **plus** a copy of your written artist confirmation.
- 3) Submit the application to the Iowa Arts Council. You will receive a funding notification letter in approximately two weeks. The IAC will post a notice on this Web site when all available EZ 1-2-3 Grant funds have been awarded.

Questions?

Contact staff Monday through Friday between the hours of 8 a.m. and 4 p.m. The office is closed weekends and state holidays. *Email is our preferred means of communication.*

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Iowa Arts Council Policies

Appeals Process

The Iowa Arts Council has established an appeals process for its grant programs. Please note that incomplete applications are specifically denied any appeals process.

Requests for appeals must be made in writing and be postmarked or received in the office within 30 days of receipt of notification of the Council's decision. An informal appeals process [Iowa Code 22-2.3(32)a-d] is available only to applicants whose applications were declined on procedural impropriety or error as evidenced by any of the following reasons:

The application was declined on the basis of review criteria other than those appearing in the guidelines.

The application was declined due to influences on the advisory committee or board by members who willfully or unwillingly failed to disclose conflicts of interest.

The application was declined because of highly erroneous information provided by staff, review committee, or board members at the time of review despite the fact that the applicant provided accurate and complete information on regulation forms as part of the standard application process.

A formal appeals process also exists. Decisions by the administrator may be appealed through the contested case process as set out in Iowa Code sections 17A.10 to 17A.19.

Audits

Grant recipients may be asked by the Iowa Arts Council or the National Endowment for the Arts to submit to periodic on-site programmatic, managerial and fiscal audits. If a recipient receives \$25,000 or more in Federal funds, the federal government requires grant recipients to submit an audit report to the Iowa Arts Council for the year in which Iowa Arts Council funds were received and spent.

Border States

Applicants located in states bordering Iowa are eligible for project support if the project clearly demonstrates that a majority of the individuals/participants involved in the project are Iowans. Additionally, the applicant must be located in a bordering community immediately adjacent to Iowa.

Compensation to Artists

Artists must be compensated financially for their services. The Iowa Arts Council expects applicants to adequately compensate artists for their services and expenses.

Diversity

Making the arts accessible to Iowans of all races, cultures, religions, abilities and economic backgrounds is a priority in all Iowa Arts Council programs and services. The Council recognizes Iowa's rich diversity by promoting artistic expression as a tool to value and celebrate the cultural life of each community.

An important aim of Council programs and services is to encourage opportunities that integrate the arts of diverse cultures and increase access to the arts. In considering grant requests and roster applicants, the Council prioritizes applications that utilize events or procedures that broaden the public's cultural awareness and participation. Methods to address diversity in your community include involving individuals from diverse populations and/or organizations by representing them in the planning, implementation, evaluation and follow-up of a program.

Assistance with translation in grant preparation is available upon request.

Equal Opportunity and Accessibility

Equal opportunity to participate in and benefit from programs and services of the Iowa Arts Council is provided to all individuals regardless of race, national origin, color, creed, sex, age, religion, sexual orientation, disability, gender identity or associational preference.

In evaluating applications, review committees consider the efforts of applicants to increase the accessibility of their product or services to the public. Sponsors and grant recipients are required by federal law not to discriminate against any employee, applicant for employment, or any person participating in Council funded or sponsored projects and activities on the basis of race, creed, color, national origin, religion, sex, age, physical or mental disability.

All parties involved in projects and activities funded or sponsored by the Council must comply with:

- o Title VI of the Civil Rights Act of 1964,
- o The Fair Labor Standards under Section 5(j) of the National Foundation on the Arts and Humanities Act of 1965,
- o Section 504 of the Rehabilitation Act of 1973,
- o The Americans with Disabilities Act of 1990, and
- o Title IX of the Education Amendments of 1972.

Extensions

Grant recipients must request extensions to their contracted grant period in advance, in writing or via email from the IAC Grants Office. Requests will be approved at the discretion of staff. Extensions may only occur within the fiscal year of the original grant; the IAC will not extend any grants beyond June 30 of the applicable fiscal year.

Fiscal Agent

If your nonprofit organization does not have federal tax exempt status, you may apply through an eligible nonprofit and federal tax-exempt organization, which agrees to be the legal Applicant/Fiscal Agent for the grant activity. The eligible organization becomes the legal applicant of record, redistributes the funds to the intended receiver and is responsible for all requirements of the granting program. This includes contracts, fiscal records and final reports. Both the Fiscal Agent and the Nonprofit Organization must sign the application.

All 501(c) statuses are acceptable except for 501(c)6. Organizations with 501(c)6 status are NOT permitted to use fiscal agents with appropriate federal tax-exempt status to avoid this requirement.

The Applicant/Fiscal Agent must include documentation of the Nonprofit Organization's Iowa non-profit status (letter from the Secretary of State).

The Iowa Arts Council recommends that the fiscal agent enter into a formal agreement with the group implementing the project, outlining the working relationship between the two parties.

Freedom of Expression

The mission of the Iowa Arts Council is to enrich the quality of life and learning in Iowa communities by encouraging excellence in the arts through leadership, grants and technical assistance. Support of free speech is the centerpiece of this mission. The Council is an advocate for and defender of the right of free speech for all citizens under the First Amendment of the Constitution of the United States. The Council also recognizes the need for public support of the arts and understands the responsibilities that accompany the allocation of public funds. The Council seeks the advice of qualified Iowans through the use of review committees for funding recommendations. To uphold and maintain the highest artistic standards and to encourage excellence in the arts is a directive of the Council. The Council respects the integrity of an artist's personal vision and right to freedom of expression. Attempts to control or censor the arts are rejected by the Council. The Council supports freedom of choice and access to the arts for all citizens.

Funding Procedures

The Iowa Arts Council distributes funds across Iowa in the form of grants. In all cases, the following elements apply:

- o Applicant must submit a complete application, according to guidelines specific to the funding program.
- o Applicant must meet eligibility requirements specified in the program guidelines.
- o Applications are reviewed according to the criteria and timeline specified for the funding program.
- o Grant recipients are legally bound to meet the obligations specified in the Iowa Arts Council Service Contract, which is signed and submitted with the application.

Imagine Iowa 2010 Goals

Imagine Iowa 2010 is a set of goals and priorities identified by Iowa citizens, so that by 2010, Iowa will be distinguished as a national leader in culture with support for an environment that allows the arts, history, humanities and sciences to thrive. The Imagine Iowa 2010 goals provide vision and direction for the Department of Cultural Affairs, and for the Iowa Arts Council as a division of the Department of Cultural Affairs. Funding programs of the Iowa Arts Council, and priorities within those programs, advance the vision of Imagine Iowa 2010. Grant applications and special projects which do not advance Imagine Iowa 2010 are unlikely to be supported by the Iowa Arts Council. More information on Imagine Iowa 2010 can be found on the Iowa Department of Cultural Affairs' Web site at www.culturalaffairs.org/about/imagine_iowa/index.htm

Political Advocacy

Recipients of Iowa Arts Council grants may not utilize funds for any lobbying purposes.

Record Keeping

All grant recipients are required to keep financial records, supporting documents, statistical records and all other records pertinent to grants for a minimum of three years after the end of the project. Grant funds may be considered taxable income. Please consult with qualified tax consultants.