

## Grant Timeline and Process

<b>February 2009</b>	<p><b>Application &amp; Guidelines available: February 2, at <a href="http://www.tippecanoearts.org">www.tippecanoearts.org</a></b></p> <p><b><u>Grant Information Meetings</u></b></p> <p style="text-align: center;"><b><u>Thursday, February 12, 2009 - TAF</u></b></p> <p style="text-align: center;"><b><u>10 am – Noon - Arts Operating Support, Levels I and II</u></b></p> <p style="text-align: center;"><b><u>4 pm – 6 pm - Arts Project Support and Mini-Grants</u></b></p>
<b>March 2009</b>	<p>Call Regional Services with your questions or to schedule an appointment for assistance with your application.</p> <p><b>Applications due March 27, 2009 by 5 pm Eastern</b></p> <p>Applications must be <u>delivered or received via US mail</u> by 5 pm Eastern on March 27. Late, faxed, or e-mailed applications will not be accepted.</p>
<b>April 2009</b>	<p><b>Review of applications:</b></p> <p><b>Incomplete applications or those not submitted according to instructions will be ineligible for review.</b> Organizations will receive notification of the eligibility status of their applications by mid April.</p>
<b>May 2009</b>	<p><b>Panel Review Sessions: May 13 – 14 at TAF</b></p> <p>The Indiana Arts Commission has established a public panel review process to assist in its evaluation of grant applications. Panels selected by TAF will be composed of citizens who are knowledgeable in the arts, not-for-profit management, and/or community development. TAF strives to balance Grant Review Panel composition with consideration to race, gender, regional representation, and special needs. All panelists will attend mandatory training.</p> <p>You are encouraged to attend your Panel Review Session. TAF will notify you prior to the Panel Sessions of the date and order in which your application will be reviewed. Applicants attending the grant review session are given an opportunity to correct a factual statement by submitting the proposed correction(s) in writing to the Regional Services Director who would then verify the factual error. If ruled valid, the Regional Services Director would bring it to the attention of the review panel.</p>
<b>July 2009</b>	<p><b>Determination and Notification of Grant Award Amounts</b></p> <p>All AOS/I, AOS/II, and APS grant applicants must receive a minimum 80% panel score to be eligible for funding.</p> <p><b>Grant awards are ratified by the TAF Board of Directors.</b></p> <p>Grant contracts are mailed to award recipients by July 16.</p>
<b>August 2009</b>	<p><b>Signed Grant Contract Agreements &amp; Modified Budgets Due August 22</b></p> <p>TAF will explain the grant requirements/implementation process; including any additional paperwork and final grant reporting. Grantees must use trademark logos and credit lines for the Indiana Arts Commission, The National Endowment for the Arts, and the Tippecanoe Arts Federation.</p>
<b>September 2009</b>	<p><b>Grant Awards Reception</b></p> <p>Payment of 90% of the Region 4 Arts Partnership Grant Award, after submission of completed Grant Contract Agreement and receipt of funds from the state. Payments will be mailed to recipients.</p>
<b>April 24, 2010</b>	<p><b>All Final Grant Reports due for AOS/I and AOS/II</b>  <b>(Final Grant Reports for APS are due one month after completion of project)</b></p>
<b>August 2010</b>	<p>Final Grant Payment of 10%, after receipt and approval of Final Grant Report.</p>