BACKGROUND

The Iowa Culture Leadership Cohort is a skill building program for small to mid-sized Iowa arts, culture, history, and humanities nonprofit organizations. This program will address the needs and challenges these organizations face by providing training, networking, and technical assistance. It is administered by the Iowa Arts Council, which exists within the Iowa Economic Development Authority (IEDA) and State Historical Society of Iowa, which exists within the Iowa Department of Administrative Services (DAS).

The program is funded through an appropriation by the Iowa Legislature to IEDA and a grant by the National Endowment for the Arts, a federal agency. Applicants must comply with federal requirements, including but not limited to 2 CFR Part 200.

Operating and grant policies and definitions set out at 261 Iowa Administrative Code Chapter 305 and rules pertaining to organization and operation of the Iowa Arts Council found at 261 Iowa Administrative Code Chapter 304 apply to the program. Additional eligibility requirements and priorities are set out in these guidelines published by IEDA.

Questions

Potential applicants, especially first-time applicants, are encouraged to review all published material, including the administrative rules and published guidelines, and contact Senior Grants and Programs Manager Jennie Knoebel at jennie.knoebel@iowaeda.com well in advance of application deadlines if they have any questions regarding the program.

Accessibility

The IEDA is committed to providing reasonable accommodations to eligible applicants. For technical support submitting the online application, please contact the Accessibility Coordinator, Elizabeth Ferreira, at 515-348-6325 or elizabeth.ferreira@iowaeda.com, at least two weeks in advance of the application deadline.

TIMELINE

August 20, 2024 | Fiscal Year 2025 Application Deadline
The deadline to submit an online application is 11:59 p.m. on August 20, 2024 for the funding period September 1, 2024 – June 30, 2026.

September 2024 | Funding Decision Notification
Typically, applicants are notified of funding decisions within four weeks after the application deadline.

September 1, 2024 – June 30, 2026 | Eligible Funding Period
The eligible funding period is September 1, 2024 – June 30, 2026. All expenses must be incurred, and project activities must be completed, within the eligible funding period.

June 20, 2025 | Action Plan Deadline
Grant recipients are required to complete an action plan proposal by June 20, 2025.

August 3, 2026 | Final Report Deadline
Grant recipients are required to complete a final report by August 3, 2026.

GRANT AMOUNTS AND REIMBURSEMENT
Grant recipients will receive $4,500 grants.

Grant Payment
Grant recipients will receive an initial payment of $750 upon full execution of the grant agreement, and an additional $750 after completing the first year of in-person workshops and submitting a Payment Request form. Grant recipients will receive the remaining grant award after submitted an approved Action Plan. Recipients will need to complete a final report at the end of the eligible funding period outlining how the grant funds and cash match was spent. Any unspent grant funds will need to be returned to IEDA within 30 days after the final report deadline.

APPLICATION REQUIREMENTS

Eligible Applicants
Eligible applicants must be one of the following types of entities. Entities who do not fall into one of these categories are not eligible to apply.

- Identify as either an arts or cultural organization.
  - Arts organizations are defined as organizations whose primary mission and purpose is focused on the arts.
  - Cultural organizations are defined as organizations whose primary mission and purpose is cultural or humanities focused or meets the definition of the interpretive sciences.
- Nonprofit organization incorporated and physically located in Iowa exempt from federal taxes pursuant to US Revenue Code section 501(c)3.
- Actively registered with the Iowa Secretary of State to do business in the State of Iowa.
- An arts or cultural department or division of a municipal government that is also incorporated in Iowa under the Iowa Nonprofit Corporation Act.

Overall Operational Standards

- Organizations must have annual cash operating expenses of less than $500,000 at the time of application based on their last completed fiscal year.
- Organization must have a minimum of one dedicated staff or volunteer position that works for the organization year-round and is responsible for oversight and management of the organization.
- Organization must have been in existence since August 1, 2021.
- Organizations who receive funding through the Cultural Leadership Partners (CLP) program are eligible to participate, but preference will be given to organizations outside the CLP network.

Accessibility – Americans with Disabilities Act

Applicant must demonstrate that it complies or actively working to be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These laws prohibit discrimination against individuals with physical and/or mental disabilities. Both programmatic and structural accessibility must be addressed in the application.

Universal Entity Identifier (SAM-UEI)

Entities applying for IEDA programs must be registered with the U.S. Government's System for Award Management (SAM), at SAM.gov. Entities that register in SAM.gov are assigned a Unique Entity Identifier (UEI), which is required for doing business with the federal government. All applicants for IEDA programs except for individual applicants are required to have a UEI and maintain an active SAM.gov registration for the duration of the application process and, if awarded a grant, for the life of the award.

Ineligible Applicants
Ineligible applicants include the following types of entities:

- Organization that uses a fiscal agent or the nonprofit or federal tax-exempt status of another organization.
- For-profit corporation or business; religious organization; political party; or national service/professional organization.
- Agency, department, or division of county, state, or federal government, including libraries, parks and recreation, and arts and cultural offices
- Auditorium, arena, convention center or similar type of venue whose primary purpose is related to presenting popular entertainment, sporting, or recreational events.
- Educational institution, organization or K-12 school whose primary orientation, mission and purposes are education and/or awarding academic credits.
- Organization that has not met organizational eligibility requirements.

Program Overview

Year One (September 1, 2024 - June 30, 2025)

The first year of the program will focus on skill building through three, full day in-person workshops, which will be held in a location central to program participants. Participants will be surveyed after being selected to determine their greatest needs to develop the agenda for the workshop days. Workshops will be facilitated by outside experts with participation from State Historical Society of Iowa and Iowa Arts Council staff. Workshops will occur during the following weeks. Participants will be surveyed to determine which day of that week works best for the group.

Week of November 11, 2024 - Operations Workshop for all participants
Topics may include: budgeting, volunteer management, board development, core documents

Week of February 24, 2024 - Sustainability Workshop for all participants
Topics may include: financial resource development, leadership succession planning, audience development.

Week of April 21, 2025 - **Divide cohort into two workshop series - Collections Management & Exhibits and Arts Programming (this may change depending on participating organizations)**

Organizations are encouraged to have key leadership consistently participate in all three workshops. This may include an Executive Director and the Board Chair or similar type roles within the organization.

Organizations will be partnered with a statewide mentor to offer additional guidance and support throughout the program.

Toward the end of the first year, each of the organizational participants will need to submit a short action plan that will identify the most critical, immediate need for their organization where additional hands-on, onsite training and technical assistance would be most beneficial for their future operations and sustainability.

Year Two (July 1, 2025 - June 30, 2026)

Selected organizations may receive resources to support the additional training and assistance identified in their action plan. Support will be provided to each organization to help them accomplish their goals over the course of the second year.

BUDGET AND USE OF FUNDS

Eligible Uses of Grant Funds
Grant funds may be used to support operating and programmatic costs incurred during the eligible funding period. Funds may be used to fulfill the mission at the discretion of the grant recipient but must support goals to advance organizational capacity. All costs included in the approved grant budget or reported on payment requests and financial reports for the award must be:

- Necessary and reasonable for the performance of the grant award.
- Allocable and in conformance with the cost principles and as set forth in the award.
- Consistent with policies and procedures that apply uniformly to both federally financed activities and other activities of the non-federal entity.
- Accorded consistent treatment as a direct cost.
- Determined in accordance with generally accepted accounting principles (GAAP).
- Not included as a cost or used to meet cost sharing or matching requirements of any other state or federally financed program.
- Adequately documented for reporting and audit purposes.
- Incurred during the approved period of performance during which funds are budgeted.

Ineligible Uses of Grant Funds

Expenses that fall outside of the identified eligible expenses for the project may not be included as part of the grant request.

Ineligible grant request expenses include:|

- Acquisition/purchase of artwork.
- Budget shortfalls.
- Capital expenditures, including the purchase of fixed assets or tangible personal property, including information technology systems, having a useful life of more than one year and a per unit cost that is equal to or greater than $5,000.
- Collection maintenance or restoration expenses.
- Commercial (for-profit) enterprises or activities, including concessions, food, T-shirts, artwork, or other items for resale (this includes online or virtual sales/shops).
- Costs for the creation of new organizations.
- Deficit or debt reduction.
- Donations or contributions to other organizations.
- Expenses incurred prior to or after the funding period.
- Food, beverage, and alcohol. Food and beverage may be included if they have a clear programmatic purpose.
- Foreign travel.
- Funding cash reserve or endowment accounts or instruments.
- Fundraising or benefit activity expenses.
- General miscellaneous or contingency costs.
- Home studio/office costs or expenses, including utilities and mortgage payments.
- Lobbying activities.
- Personnel benefits.
- Prizes and awards.
- Project costs supported by any other federal or state funding.
- Property maintenance, restoration, or renovation expenses.
- Purchase and/or use of gift cards and gift certificates to support project costs.
- Purchase of one or more vehicles.
- Social activities such as receptions, parties, galas, community dinners, picnics, and potlucks.
- Tuition, fees, or project activity that results in undergraduate or graduate course credit, degree, or certification for an employee of the applicant.
- Unallowable expenses for federal awards as defined in 2 CFR 200 Subpart E - Cost Principles.
- Unrealized ticket or event revenue, including providing free tickets or scholarships to attend an event.

APPLICATION REVIEW AND SCORING PROCESS

Application Submission
Applicants must submit applications via the Iowa Arts Council's SlideRoom, an online application portal. Applications will not be accepted in any other format. Late, incomplete, or ineligible applications will not be accepted. Applicants can access the current online application requirements at iowaartscouncil.slideroom.com. Applicants must create a login to view the full application requirements for the program. Applicants can visit help.liaisonedu.com for assistance related to the online submission.

Eligibility Review
IEDA staff will review applications for completion, eligibility, and adherence to published guidelines. Applications are reviewed as submitted, provided that the IEDA may contact applicants if any additional information is required. New or additional information or subsequent application clarification submitted after a program deadline is not considered unless requested by an IEDA program manager. Staff will also review an applicant's record of compliance and good standing with the Iowa Arts Council, IEDA and State and Federal government, including but not limited to the Iowa Department of Revenue and the Iowa Finance Authority. IEDA will not move forward to panel review applications or applicants determined by staff to be ineligible or incomplete. Determinations as to eligibility or completeness are final agency actions as defined in The Iowa Administrative Procedure Act, Iowa Code Chapter 17A.

Competitive Panel Review
Eligible applications will be referred for a competitive review by a panel of professionals with expertise related to the purpose of the grant program. Applications will be scored and ranked based on the published scoring rubric. Recommendations are submitted to the IEDA Director for consideration and funding approval.

Application Questions and Scoring Rubric
The Iowa Cultural Leadership Cohort Program scoring rubric will be used by the review panel to evaluate grant applications. The following application questions are provided for reference only. Applicants must review and complete application requirements in the SlideRoom portal. Each section has criteria and corresponding point values to ensure an unbiased review process. The rubric is on a scale of 12 points.

Applicant Profile

Provide an overview of the organization, including:

- Types of programs and services offered.
- How they help the organization accomplish its mission.
- Number of patrons, visitors, students the organization serves each year.
- Description of the community the organization is in and what community the organization currently serves, including overall demographics such as geographic boundaries and the age, race/ethnicity, ability, and socio-economic status of people served.

APPLICANT PROFILE: 5 Points Possible		
5	3	1
Applicant demonstrates a record of programming or services that clearly advances its mission and serves its community and audience. Community impact is strong.	Applicant offers average programming or services that relate to its mission and serve its community or target audience. Community impact is clear.	Applicant's programming or services are limited and/or it is unclear how they relate to its mission and serve its community and target audience. Community impact is unclear or inadequate.

Readiness to Engage

Share why the staff and/or board feel that it is an appropriate time in your organization's life to engage in a multi-session, capacity building program. Briefly share any anticipated major changes in organizational leadership over the next two years.

READINESS TO ENGAGE: 5 Points Possible		
5	3	1
Clearly demonstrates that it is the right time for the organization to participate in this program.	Demonstrates that it may be the right time for the organization to participate in this program	Whether or not it is the right time for the organization to participate in the program is unclear.

Program Participants

At least two representatives from each organization are required to fully participate in the program.

Describe who from the organization will be participating in program, including:

- Who will be participating in the program.
- Length of time they have been with the organization and their role.

PROGRAM PARTICIPANTS: 5 Points Possible		
5	3	1
Clearly demonstrates a commitment to participating in the program and has a leadership role within the organization.	Demonstrates a commitment to participating in the program and has a role within the organization.	Commitment to participating in the program is unclear. Their role within the organization is unclear or inadequate.

Case for Support

CASE FOR SUPPORT: 5 Points Possible		
5	3	1
The applicant has made a clear case for participation in the program.	The applicant has made an adequate case for participation in the program.	The applicant's case for participation in the program is unclear or inadequate.

GLOSSARY TERMS AND DEFINITIONS

Applicants should refer to the glossary for clarification of program terms and definitions.