



# ARTS PARTNERSHIP GRANT PROGRAM GUIDELINES



## BACKGROUND

The Art Partnership Grant program is administered by the Iowa Arts Council, which exists within the Iowa Economic Development Authority (IEDA). Through the program, IEDA provides financial incentives to nonprofit and tax-exempt organizations; schools; area education agencies; local, county, state and federal governmental agencies; and tribal councils to support a wide variety of arts-related activities.

The program is funded through an appropriation by the Iowa Legislature to IEDA. 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.

## Program Update

Beginning July 1, 2024, eligible projects must align with one or more current strategic goals in the [Iowa Arts Council 2022-2026 Strategic Plan](#) and with one of the following priorities:

- **Regional and Statewide Arts Events and Convenings**  
Includes significant regional or statewide arts events, convenings, and conferences that offer professional or leadership development opportunities for arts leaders, advance arts learning and practice in the arts in Iowa, and/or strengthen networks and foster collaboration among artists and arts organizations to significantly impact the vitality of the arts in Iowa.

Arts events focused on the creation or presentation of artwork are ineligible for the Arts Partnership Grant program. Applicants should apply to the appropriate Iowa Arts Council grant program for these activities.

- **Strategic Alignment**  
Includes projects that involve a strategic partnership between two or more nonprofit arts or cultural organizations or between a nonprofit arts or cultural organization and the Iowa Arts Council to strengthen services or enhance access to the arts for Iowans.

## Questions

Prospective applicants should contact the Iowa Arts Council first to determine the eligibility of their project. All potential applicants are encouraged to review all published material and contact Arts Council Director David Schmitz [david.schmitz@iowaeda.com](mailto:david.schmitz@iowaeda.com) with questions.

## Accessibility

The IEDA is committed to providing reasonable accommodations to eligible applicants. For technical support submitting the online application, please contact the Accessibility Coordinator, Jennie Knoebel, at 515-348-6324 or [jennie.knoebel@iowaeda.com](mailto:jennie.knoebel@iowaeda.com), at least two weeks in advance of the application deadline.



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## Timeline

### **July 1, 2024 | Fiscal Year 2025 Application Opens**

Applications will be accepted on a rolling basis. Typically, applicants are notified of funding decisions within four weeks after the application deadline.

### **July 1, 2024 – June 30, 2026 | Eligible Funding Period**

The Eligible Funding Period is July 1, 2024 – June 30, 2026.

All expenses must be incurred and project activities must be completed within the Eligible Funding Period.

### **May 1, 2025 | Application Deadline**

The latest date to submit an online application is 11:59 PM on May 1, 2025 for the funding period July 1, 2024 – June 30, 2026.

### **August 1, 2026 | Final Report Deadline**

Grant recipients are required to complete a final report by August 1, 2026.

## Grant Amounts and Reimbursement

### **One-Time Project Expenses**

Applicants may request funding for eligible one-time project expenses that are incurred and expended during the Eligible Funding Period.

- Minimum Grant Request: \$1,000
- Maximum Grant Request: \$20,000

### **Grant Payment**

Grant recipients will receive the full grant amount award upon full execution of the grant agreement. 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 thirty (30) days after the final report deadline.

## **Applicant 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.

- Nonprofit organization incorporated and physically located in Iowa exempt from federal taxes pursuant to Internal Revenue Code § 501(c)(3). “Physically located in Iowa” means maintaining a current registered office and registered agent address in Iowa pursuant to Iowa Code 490.501 and maintaining a primary staff presence physically located and working in Iowa and maintaining a primary staff presence physically located and working in Iowa.



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- Actively registered with the [Iowa Secretary of State](#) to do business in the State of Iowa.
- Entity located in a border community that meets the requirements set out in the IEDA's [Border State Policy](#).
- A nonprofit organization that has not yet achieved federal tax-exempt status may apply through a fiscal agent.
- Educational institution, organization, or K-12 school whose primary orientation, mission and purposes are education and/or awarding academic credits.
- Unit of local, county, state, or federal recognized tribal government physically located in Iowa.

An organization whose primary purpose is to channel resources (financial, human, or other) to an affiliated organization may only apply if the affiliated organization does not submit its own application. This prohibition applies even if each organization has its own 501(c)3 status. For example, the "Friends of ABC Museum" may not apply if the ABC Museum, itself, has applied.

### **Accessibility - Americans with Disabilities Act**

Applicant must demonstrate that it is in compliance 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 [www.sam.gov](http://www.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.

- Individuals
- For-profit corporation or business
- Political party
- National service/professional organization.
- Organization that has already received a fiscal year 2025 grant from the Iowa Arts Council.
- Organization that has received grants, loans or other incentives through the IAC or other program administered by the IEDA for fiscal year 2025 that are not in compliance with reporting or other requirements or that are listed on the IEDA's funding moratorium list.

## BUDGET REQUIREMENTS

### Eligible Grant Request Expenses

Grant funds support expenses essential to the completion of the proposed project. The grant request must be dedicated to eligible one-time, direct expenses, are legitimate parts of the proposed project, and must be incurred and expended within the eligible funding period. Expenses identified in the grant request should be based on competitive, current market pricing. Applicants that include ineligible expenses in the grant request will be considered ineligible.

Expenses eligible for reimbursement include direct project costs such as:

- Access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling)
- In-State Travel (e.g. mileage, accommodation, per diem)
- Marketing (e.g. print material, ad buys, design fees)
- Materials (e.g. paint, costumes, props)
- Personnel Time Dedicated to the Project\* (e.g. planning, execution, evaluation time)
- Professional Services (e.g. printer, graphic designer, security)
- Rentals (e.g. stages, lighting/sound, scissor lift, portable restrooms).

\*Applicant must demonstrate how personnel time is specifically dedicated to the proposed project. Personnel benefits, such as health insurance and paid time off, are not eligible for reimbursement. State of Iowa agencies cannot include personnel costs in the grant request, but such expenses may be included as part of the cash match requirement.

### Ineligible Grant Request Expenses

Projects that fall outside of the identified types of eligible activities may not request funding through this grant program. Grant funds may not be used to support routine, ongoing activities or expenses. Applicants must demonstrate how the funding will enable them to achieve a particular goal related to their artistic career or practice.

Ineligible activities and expenses include:

- Acquisition/purchase of artwork including public art
- Capital projects
- Collection maintenance or restoration
- Construction or renovation of a property
- Fundraiser or benefit costs
- Lobbying activities
- Ongoing projects or programming for which the identified beginning and end dates are arbitrary
- Project submitted by an individual that is initiated, managed by, or that benefits an entity or organization



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- Projects that result in an applicant’s course credit, degree or certification
- Projects that occur prior to or after the funding period
- Projects that have already received an Iowa Economic Development Authority grant for any part or phase of the project
- Religious activities

### **Review Process**

Submitted applications are reviewed by staff for completion, eligibility, and adherence to published guidelines. Recommendations for consideration and approval are submitted to the Director of the IEDA.

### **Decision Notification**

Applicants are typically notified of funding decisions, including decisions to decline to fund applications, within four weeks after the application deadline. Applicants are encouraged to refrain from contacting staff for application status updates during the funding decision process.

### **Online 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](http://iowaartscouncil.slideroom.com). Applicants must create a login to view the full application requirements for the program. Applicants can visit [help.liaisonedu.com](http://help.liaisonedu.com) for assistance related to the online submission.