BACKGROUND

Cultural Capacity Building Grants provide general operating support over a three-year period to eligible arts, cultural and humanities organizations in Iowa. Organizations with annual operating expenses above $10,000 that demonstrate a commitment to enhancing their cultural and managerial excellence and community service are eligible to apply.

The program is funded through an appropriation by the Iowa Legislature to the Iowa Arts Council, which exists within the Iowa Economic Development Authority (IEDA), and a grant by the National Endowment for the Arts, a federal agency. Applicants must adhere to IEDA's and Iowa Arts Council's operating and granting policies and procedures set forth in Iowa Administrative Code and to federal requirements, including but not limited to 2 CFR Part 200.

QUESTIONS

IEDA strongly encourages all applicants, especially first-time applicants, to review all published material and contact Senior Grants and Programs Manager Jennie Knoebel at jennie.knoebel@iowaeda.com or 515.348.6324 with questions in advance of application deadlines.

ACCESSIBILITY

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 jennie.knoebel@iowaeda.com or 515.348.6324 at least two weeks in advance of the application deadline.

TIMELINE

May 15, 2024 | Fiscal Year 2025 Application Deadline
The deadline to submit an online application is 11:59 p.m. on May 15, 2024, for the funding period July 1, 2024 – June 30, 2027.

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

July 1, 2024 – June 30, 2027 | Funding Period
The three-year funding period will be in effect from July 1, 2024 – June 30, 2027. Funding will be awarded on an annual basis for eligible expenses incurred within the eligible funding period July 1 – June 30. The recipient must expend grant funds within thirty (30) days after the end of the state fiscal year for which funds were received. Unexpended funds cannot be carried over for costs incurred during the following fiscal year and must be returned to the IEDA.

August 1, 2025, 2026, 2027 | Annual Report Deadlines
Disbursement of funds is contingent upon completion and submission of annual reports, in form and content to be specified by IEDA, to confirm continued eligibility in the program. The reports will be due on August 1, 2025, 2026 and 2027.

FUNDING
Grant Amount
Grant recipients will receive up to $5,000 in each fiscal year, for a total maximum award of $15,000 over three years, to support operating expenses that are incurred within each eligible funding period.

Matching Funds Requirement
An applicant must demonstrate the ability to match the requested amount in cash. Eligible organizations whose cash operating expenses, excluding state and federal funds, are equal to or more than the grant award shall be determined to have met the matching requirements for this program. Grant funds from the IEDA or federal funds shall not be used as matching funds for this program.

ELIGIBILITY REQUIREMENTS
Applicants must demonstrate that they have met the following eligibility requirements for three (3) consecutive operating years immediately prior to the application deadline and agree to meet the requirements in the current year and in each year of the funding period.

Eligible Applicants
Organizational Eligibility
- Identify as an Arts or Cultural Organization as defined herein and in the IEDA's Grant Terms and Definitions for programs funded through grants by the Iowa Arts Council.
    - "Arts Organization" is defined as an entity, the core mission of which is to create or present the Arts, that fulfills its mission by providing public access to arts programming.
    - "Cultural Organization" is defined as an entity, the primary mission and purpose of which is culturally or humanities-focused.
- Nonprofit organization incorporated and physically located in Iowa exempt from federal taxes pursuant to Internal Revenue Code § 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 Revised Iowa Nonprofit Corporation Act.

Overall Operational Standards
- Applicant must maintain a cash operating expense budget, exclusive of state and federal funding, of no less than $10,000 per year.
- Applicant must demonstrate that at least 51% of the individuals benefiting from an applicant's programs and services are residents of Iowa.
- Applicant 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.

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 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
- Political party
- National service/professional organization
- Agency, department or division of city, county, state or federal government, including libraries, parks and recreation, and arts and cultural offices that exist as an agency, department or division of city, county, state or federal government
- Auditorium, arena, convention center or similar type of venue, the primary purpose of which is related to presenting popular entertainment, sporting or recreational events
- Educational institution, organization or K-12 school, the primary orientation, mission and purposes of which are education and/or awarding academic credits
- Organization that has not met organizational eligibility requirements
- Organizations that have already been awarded an Iowa Arts Council grant for fiscal year 2025

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 strategic goals as outlined by applicant and its leadership.

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. Applicants that include ineligible expenses in the grant request may be considered ineligible.

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
- 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 Cultural Capacity Building Grant 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 55 points.

APPLICATION

Application Questions and Scoring Rubric

Programs and Services

Mission Statement – Include applicant's official mission statement. Provide a brief overview of applicant's organization and the programs and services applicant offers, including:

- How they advance applicant and help to accomplish the stated mission.
- How they uphold applicant's values.

Programs and Services: 5 points possible		
5	3	1
Applicant offers exceptional programming or services that clearly advance its vision and reflect its mission and values.	Applicant offers average programming or services that relate to its mission and values.	Applicant's programming or services are limited and/or it is unclear how they relate to the mission and values.

Community Engagement

Describe applicant's involvement within its community, including:

- A detailed description of the community in which applicant is located and who applicant currently serves. Be specific, including overall demographics such as geographic boundaries;

race/ethnicity and socio-economic status of people served; and number of people applicant serves each year (e.g. patrons, visitors, students).
- Current programmatic and community engagement activities that demonstrate how applicant proactively reaches out and involves community members in the planning, design, and implementation of programs.

Community Engagement: 5 points possible		
5	3	1
Applicant demonstrates a record of community outreach and engagement activities that are connected to the mission. Applicant proactively engages their community in planning, design, and implementation of programs.	Applicant demonstrates sporadic community outreach and engagement efforts and/or limited programmatic activities that reflect and include the broader community.	Applicant demonstrates weak or little community engagement. Applicant does not actively engage their community in planning, design, and implementation of programs.

Statewide Impact
Describe the impact applicant has across Iowa, including:
- How applicant proactively engages with and supports peer organizations in its region or throughout the state.
- Current efforts by applicant to broaden its service and reach, including efforts to attract out of county visitors or tourists.

Statewide Impact: 5 points possible		
5	3	1
Applicant demonstrates a record of proactively engaging with and supporting organizations throughout its region or the state. Organization has made efforts to increase participation from outside its community.	Applicant demonstrates sporadic outreach and engagement efforts to support peer organizations throughout the state and increase participation from outside its community.	Outreach and engagement efforts with peer organizations and to increase participation from outside its community are unclear.

Organization Leadership
Describe the leadership and structure of applicant, including:
- Number of paid staff, volunteers or board members serving in a leadership position and an overview of their roles and responsibilities.
- If board members are listed, describe how they are selected and how long they serve.
- Number of volunteers, outside of those in leadership roles, involved with applicant on an annual basis and an overview of the work they do for the organization.

Organization Leadership: 5 points possible		
5	3	1
Involvement from staff, volunteers and/or board members is strong. Staff or board members are clearly identified in a leadership role within the organization.	Involvement from staff, volunteers and/or board members is identified. Specific roles and responsibilities within the organization are adequate.	Involvement from staff, volunteers and/or board is inadequate. Roles and responsibilities within the organization are not identified or unclear.

Organization Planning Document Development and Implementation

Upload applicant's current strategic plan or other multi-year goal setting document. Describe how the uploaded plan was developed and how it is implemented on a regular basis.

Plan Development and Implementation: 5 points possible		
5	3	1
Applicant provides a clear process for creating a plan that involves staff and board members as well as input from other organizational stakeholders. Applicant has a clear plan to implement it.	Applicant provides a process for creating the plan. A process for implementation of the plan is outlined but may not happen on a regular basis.	Applicant's process for creating the plan is not identified or unclear. A process to implement the plan is not identified or unclear.

Organization Financial Overview

Upload the most recently filed Internal Revenue Service Form 990, Return of Organization Exempt from Income Tax (Form 990). If applicant is unable to upload the entire document, submit the breakdown of income and expenses and program activities. If applicant files a 990-N, upload the financial statement from the organization's last completed fiscal year outlining the annual revenue and expenses.

Financial Snapshot – These numbers will be entered for applicant's most recently completed three consecutive fiscal years (2021, 2022, and 2023). Information required for each fiscal year includes:
- Revenue
- Expenses
- Net

Financial Narrative – Describe any anomalies that appear in applicant's financials that may be relevant in evaluating the organization's overall financial health.

Organization Financial Overview: 5 points possible		
5	3	1
Financial overview is clear, complete and supported by strong financial documents. No	Financial overview is provided. Some concerns exist about applicant's financial health.	Financial overview is unclear or incomplete. Concerns exist about applicant's financial health.

concerns exist about applicant's financial health.		

Organization's Future Health

Describe the primary issue(s) or challenge(s) facing applicant in the next three years and how the organization plans to address it/them.

Organization's Future Health: 5 points possible		
5	3	1
Confident applicant has the financial and personnel resources and tools in place to address the outlined issue. Policies and procedures identified indicate a sustainable organization that will survive long into the future.	Applicant has the financial and personnel resources and tools in place to adequately address the outlined issue. Policies and procedures identified indicate a stable organization that currently seems strong. Long term sustainability is unclear.	Concern that applicant does not have the necessary financial and personnel resources and tools in place to address the outlined issue. Policies and procedures identified indicate an unstable organization.

Outcomes and Evaluation

State at least one distinct and measurable outcome that applicant intends to achieve with the first year of grant funding. A second outcome is optional. Effective outcomes are specific, measurable and can be reasonably achieved by the proposed activities. Avoid outcomes focused on numbers like "Applicant will provide 10 art classes to 100 students." Instead focus on how the grant funding will result in helping applicant to achieve one of its strategic goals. For example: "Applicant will introduce new youth studio art classes to advance its goal of attracting more families with children to visit the art center."

Describe how applicant will monitor and evaluate progress toward the outcome. Examples of evaluation activities include, but are not limited to, surveys of program participants, measuring attendance and third-party program evaluations. If applicable, include plans to share learnings and outcomes.

In addition, select one Iowa Arts Council strategic goal that best aligns with applicant's stated outcome(s):
- Build the capacity and resilience of arts organizations, especially as it relates to addressing challenges around operating models and leadership, financial sustainability and audience development.
- Ensure that Iowa K-12 students have access to meaningful arts learning opportunities and career and learning pathways in the arts.
- Foster arts programming that seeks to advance individual and community health and well-being.
- Invest in creative projects that enhance the cultural identity of communities and districts.
- Nurture and support cross-sector partnerships that include the arts and artists as a core partner to address community needs.
- Promote access to the arts by addressing barriers to participation, ensuring diverse community representation in programming, and increasing accessibility for those with disabilities.

Outcomes and Evaluation: 5 points possible		
5	3	1
Applicant has clearly identified an outcome that is specific, measurable and can be achieved by the proposed activities and connects to its strategic plan. Applicant has clear methods in place to collect necessary data to analyze achievement of project outcome.	Applicant has identified an outcome that is measurable and is likely to be achieved by the proposed activities and somewhat connects to its strategic plan. Evaluation methods and measures are satisfactory and may help applicant to collect the necessary data to determine if the outcome was achieved.	Outcome is unclear and/or the identified outcome is not connected to applicant's strategic plan. Evaluation methods and measures are inadequate.

Budget Form

Grant Request Expenses

Itemize the expenses the grant request will cover for the first year including a brief description of the expense and the numeric dollar amount associated with the expense in the budget form below. The sum of these expenses should equal the Total Grant Request.

Budget: 5 points possible		
5	3	1
Budget and intended use of requested funds are clear, appropriate and will help applicant to achieve intended outcome.	Budget and the intended use of requested funds are identified. It is unclear if they will help applicant to achieve the intended outcome.	Budget and the intended use of requested funds are unclear or inadequate.

Support Material

Submit three to five media samples that provide additional context for organizational excellence. Media samples may include promotional material, work samples, letters of support or other material that enhances the case for support. Do not submit additional narrative or lists of web links. The title must identify the media support material.

Support Material: 5 points possible		
5	3	1
Support material is highly relevant to the application and demonstrates organizational excellence.	Support material relates to the application and is of average quality.	Support material is not relevant to the application and/or is of poor quality.

Case for Support

Panel will score the application overall on how well applicant made a case for State investment.

Case for Support: 5 points possible		
5	3	1
Case for support is exemplary and merits investment from the State.	Case for support is adequate.	Case for support is inadequate or does not merit state investment.

GLOSSARY TERMS AND DEFINITIONS

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