



IOWA ARTS & CULTURE EMERGENCY RELIEF FUND PROGRAM GUIDELINES



BACKGROUND

The Iowa Arts and Culture Emergency Relief Fund grant program is administered by the Iowa Arts Council, which exists within the Iowa Economic Development Authority (IEDA). Through the program, IEDA provides short-term financial assistance to eligible organizations impacted by natural disasters, emergencies and other unforeseen events that pose an active threat to publicly accessible artistic or cultural resources.

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.

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 interim Arts Council Director Jennie Knoebel at jennie.knoebel@iowaeda.com with questions.

ACCESSIBILITY

The IEDA is committed to providing reasonable accommodation 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

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, 2025 | Eligible Funding Period

The Eligible Funding Period is July 1, 2024 – June 30, 2025. All expenses must be incurred and project activities must be completed within the Eligible Funding Period.

June 30, 2025 | Application Deadline

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

August 1, 2025 | Final Report Deadline

Grant recipients are required to complete a final report by August 1, 2025.

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: \$10,000

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.
 - 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.
- 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/. 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:

- In-State Travel essential to project (e.g. mileage, accommodation, per diem)
- Materials (e.g. replacing damaged or lost art supplies, costumes, props)
- Professional services (e.g. professional cleaning, conservation assessments)
- Rentals (e.g. short-term storage or office, rehearsal or performance space)
- Supplies the cost of which is less than \$5,000 per unit (e.g. dehumidifier, small shelving, kiln)

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 or personnel time. Ineligible grant request expenses include, but are not limited to:

- 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
- Costs of goods for resale, including concessions or promotional merchandise such as clothing or items purchased for sale
- Facilities costs and staffing expenses except personnel costs dedicated to the project or indirect costs as described above
- Costs for the creation of new organizations
- Deficit or debt reduction
- Donations or contributions to other organizations
- Expenses incurred prior to or after the eligible 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 activity
- Personnel benefits
- Prizes and awards
- Project costs supported by any other federal or state funding
- Purchase and/or use of gift cards and gift certificates to support project costs
- Purchase of a vehicle
- Tuition, fees or project activity that results in an applicant's undergraduate or graduate course credit, degree or certification
- Unallowable expenses for federal awards as defined in 2 CFR 200 Subpart E - Cost Principles
- Unrealized ticket or event revenue, i.e., providing free tickets or scholarships to attend an event

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. 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.