



# Public Art for Neighborhoods Fund: 2024 Community Connection Grants

*Funded by the City of Indianapolis  
through the Public Art for Neighborhoods Program*

## Guidelines and Application Instructions

Apply Here: <http://indyarts.grantplatform.com>

Apply anytime before October 6, 2024  
for projects that will be completed by June 30, 2025.  
***Awards will be made quarterly through 2024.***

## Program Calendar

| <b>Application period closes @ 11:59 p.m.</b><br><i>Applications uploaded after 11:59 p.m. on the indicated date will be reviewed with the next group.</i> | <b>Decision Meeting (public)</b>      | <b>Grant Paperwork Sent to Awardees</b><br><i>(for digital signing)</i> | <b>Earliest Check Mailed</b><br><i>(if paperwork completed before Monday morning)</i> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Sunday, April 7, 2024                                                                                                                                      | Wednesday, April 24, 2024 @ 4:30 p.m. | Friday, May 3, 2024                                                     | Friday, May 10, 2024                                                                  |
| Sunday, July 7, 2024                                                                                                                                       | Wednesday, July 24, 2024 @ 4:30 p.m.  | Friday, August 9, 2024                                                  | Friday, August 16, 2024                                                               |
| Sunday, October 6, 2024                                                                                                                                    | Tuesday, October 22, 2024 @ 4:30 p.m. | Friday, November 8, 2024                                                | Friday, November 15, 2024                                                             |

## Grant Application Assistance

**Live application workshops:** Locations TBD

- Saturday, February 17, 2024, 11:00 a.m.
- Saturday, April 13, 2024, 11:00 a.m.
- Saturday, July 13, 2024, 11:00 a.m.

For personalized assistance, [self-schedule a 30-minute consultation](#) or email [jmoore@indyarts.org](mailto:jmoore@indyarts.org).

# Public Art for Neighborhoods Fund:

## 2023-24 Community Connection Grants

### *GUIDELINES AND APPLICATION INSTRUCTIONS*

## About Public Art for Neighborhoods

Public Art for Neighborhoods is a City of Indianapolis program that ensures that City incentive funding for private development in certain districts returns benefits to neighborhoods in the form of increased arts and cultural activity. The program is authorized by Chapter 271 of the Indianapolis-Marion County Code of Ordinances.

## About the 2023–24 Community Connection Grants

This is a City of Indianapolis grant program administered by the Indy Arts Council. The funds to be granted have been provided to the City by private developers in partial or full satisfaction of their public art requirement as outlined in Ch. 271 of the City Code of Ordinances.

***At least 50% of funds granted through this program will support projects in neighborhoods where the average household income is less than 138% of the current Federal poverty line.***

The Community Connection Grants are designed to support the work of artists leading in their own communities, partnering with their neighborhoods and neighborhood-based organizations, to help address community-based challenges. Projects that address needs identified in the 2022 [Public Art for All](#) equity census will be prioritized for funding; however, any neighborhood-based arts project is eligible. Through this funding, artists can help envision a more connected, just, and equitable future for everyone.

- A total of \$105,000 has been reserved to make grants between \$500 and \$5,000 for projects that fit this purpose.
- **Apply anytime before October 6, 2024 for projects that will be completed no later than June 30, 2025.**
- Applications will be reviewed quarterly in April, July, and October 2024.
- Grant awards will be made until funds are depleted.

The Arts Council will work to ensure equity of opportunity and funding for artists of color and will actively support neighborhoods with lesser resources as they develop projects, look for artists, and write their funding application.

## Am I Eligible to Apply for This Grant?

This is a PARTNERSHIP opportunity for artists and communities to work together.

Each project submitted for funding must have a **Lead Applicant, a Participating Artist** (who may also serve as the Lead Applicant), and, if the Lead Applicant is also the Participating Artist, at least one **Community Partner**.

### Eligible Lead Applicants

Funding will be provided to the Lead Applicant, who may be required to declare the grant payment as income with their annual tax return. They are responsible for paying expenses, tracking payments, and reporting on the project at the end of the grant period.

- Individual artists (literary, performing, visual, etc.), or a group or collective of artists.
- Neighborhood-based and neighborhood-serving ***non-arts*** organizations, such as a neighborhood association, a community development corporation, a resident association, a neighborhood group, a social service organization, etc. with a defined mission to serve a specific neighborhood. This organizational Lead Applicant must be physically based in the Marion County neighborhood where the project is planned to take place.
- *(sorry, organizations with an arts-based mission cannot be a Lead Applicant for this project)*

### Eligible Participating Artists

If the Lead Applicant is an organization, they **MUST** identify at least one Participating Artist by name. ***The Participating Artist must be paid for their participation in the project.*** The Participating Artist (if not the Lead Applicant) must provide a letter committing to work with the Lead Applicant if the Lead Applicant's proposed project is funded through this program.

- Artists in any creative medium can be a Participating Artist.
- Lead Applicants who are artists can also serve as the Participating Artist on the project if they want to commit to do the creative work—or, they can choose a different Participating Artist.
- Organizations with an arts-based mission may serve as a secondary Participating Artist, and may be paid using grant funds, if their primary role is to support another, individual Participating Artist who is named in the application.

## Eligible Community Partners

If the Lead Applicant is an individual artist (literary, performing, visual, etc.) or a group or collective of artists, the Lead Applicant MUST identify at least one Community Partner by name. The Community Partner(s) must submit a letter outlining their role and commitment to the project at the time of application.

- Neighborhood-based and neighborhood-serving organizations (such as a neighborhood association, a community development corporation, a resident association, or a neighborhood group), a non-arts non-profit organization, a unit of city government, a school, a church, or anyone else that can help the Lead Applicant complete the project successfully. ***They do not need to be a registered 501(c)(3) nonprofit organization.***
- The Community Partner(s) must be physically based within the neighborhood where the project is planned to take place.

## Is My Project Eligible to be Funded?

- The proposed project must be an arts- or culture-based event, program, activity, installation, or idea that is open to the general public to access free of any admission charge.
- The proposed project must take place in Marion County.
- The proposed project must have a defined beginning and end.
- The proposed project must be completed on or before June 30, 2025.

## What Kind of Project Are You Looking For?

- Any project that pairs artists with communities to address neighborhood priorities or goals is eligible for funding.
- We are preferring projects that address issues of public art equity that were raised in the 2022 [Public Art for All](#) census report. These issues include (but are not limited to):
  - Placing permanent or temporary artwork or conducting other arts-based activities in identified “[public art deserts](#)”
  - Addressing maintenance issues with existing public art
  - Providing opportunities for women, transgender, non-binary, Black, Indigenous, and people of color to receive public art commissions
- We are looking for a strong, authentic, collaborative partnership between an artist and the community--ideally, with an artist who lives in the community (although that is not a requirement).
- We are looking for an approach that is artistically relevant to the community, and one that the community members will connect with and appreciate.

*Potential projects to consider include:*

- For neighborhoods who don't already have public art in their census tract or within one mile, creating a "first" public art project
  - Typically this is an artwork created on a traffic signal box
  - This funding opportunity will make up to 20 \$750 grants (one per neighborhood/community) to create new traffic signal box art or to maintain/repair existing traffic signal box art
  - **You can apply with this same form!** Simply use the checkbox on the grant application to indicate whether you are applying for this type of project
- Using a neighborhood's public space to present or engage in arts activities
- Maintaining (cleaning, sealing, etc.) existing public art
- Repairing/repainting public art that is in poor condition
- Adding an arts component to an existing community festival
- Combining the arts with other community initiatives, such as education, public safety, neighborhood vibrancy, food justice, or health services
- Open to all ideas! Please contact [jmoore@indyarts.org](mailto:jmoore@indyarts.org) to see if this grant could fund your project

## What Cannot Be Funded?

The following types of **organizations** may offer space, promotion, support, or staff involvement, and may serve as a Community Partner (or, in some circumstances, a secondary Participating Artist), but may not be a Lead Applicant as the grantee:

- ***Schools***
- ***Units of city government***
- ***Non-profit organizations with an arts-based mission***

The following types of **projects** cannot be funded:

- ***Fundraisers***
- ***General operating support***
- ***Religious ceremonies or celebrations***
- ***Signage***
  - Please review the [City's definition of the sign types they regulate](#).
  - Any of the sign types the City would need to issue a permit for, are considered "signage" for the purposes of this grant and are not eligible for funding.
  - The City of Indianapolis/Marion County uses this definition of "sign" as separate from "art": *A work of art is considered a sign if it contains a business name, brand name or business logo other than the creator's signature or mark, unless it constitutes a sponsorship element no larger*

*than 5% of the size of the work.* Works of art that are classified as signs according to this definition are not eligible for funding.

- For the purposes of this grant, a neighborhood identity marker containing text proclaiming the name of the neighborhood would be considered a sign and is not eligible for funding.
- According to the signage code, “public signs” do not require a permit. Memorial plaques and signs of historical interest are considered public signs **if** they are placed or maintained by federal, state, or local government. If a project includes a public sign that includes an artistic element, it could potentially be funded through this grant.

## How Much Can I Request?

- You can request any amount between \$500 and \$5,000.
- The amount you request **can** be the entire cost of the project. There is no requirement to match the grant with outside funds.

## When Do I Apply?

You can apply anytime. Applications will be reviewed quarterly in April 2024, July 2024, and October 2024. If funds remain and the project can be completed by June 30, 2025, an additional round of applications may be reviewed in January 2025.

The cutoff period for review groups is the first Sunday of the month when a review will take place. Applications received after that date will be held for the next review period.

Because this program is authorized by a City ordinance, **all application materials are considered public information** and will be made available on the grant program website for review and comment several days before the public meeting at which funding decisions will be made. They are also subject to review as part of a Freedom of Information Act request.

Applicants will be notified within two weeks of the review period closing date and project activities may begin as soon as the grant agreement is signed.

**NOTE: Awards will be given until funds are depleted, so deadlines are tentative based upon available funding.**

## How Do I Apply?

Apply online at <http://indyarts.grantplatform.com>. Look for the application graphic that says “Public Art for Neighborhoods Grants”. You must be registered on the platform to apply—registration is free and can be done at the time of application.

You do not have to complete your application in one sitting! You can save your unfinished application and return as many times as you like until you are done. You can even edit your application after it has been submitted, up until the quarterly application deadline.

## How Will My Application Be Reviewed?

- Each application will be reviewed and scored in a public meeting by the City-appointed Public Art for Neighborhoods Selection Committee. Meetings are held in person at the Arts Council's offices.
- Applications will be scored on a 100-point scale. Applications scoring 80 points or more will be recommended for funding.

Reviewers are looking for the following:

- **25 points - Envisioning a Connected, Just, and Equitable Future for Neighborhoods Through the Arts:** They will be looking at the project's ability to meaningfully engage its community through the proposed artistic activity.
- **25 points - Lead Applicant Capacity:** They will be looking at the Lead Applicant's ability to successfully plan and manage this project to conclusion.
- **50 points - Artistic Quality and Cultural Vibrancy:** They will be looking at the project's ability to create a high-quality and culturally rich artistic experience for the public.

## What are the Reporting Requirements?

Each grant requires a grant agreement and a final grant report.

### Grant agreement

- If the Lead Applicant is an organization, the grant agreement must be signed by the organization's highest official. Please let us know if you are unsure who that might be for your organization.
- **If the Lead Applicant is an organization,** documentation must be provided that verifies its status as an organization. The Lead Applicant does not have to be a 501(c)(3) nonprofit organization. Arts Council staff can help organizational Lead Applicants determine which verification documents to submit.
- If the Lead Applicant is an individual artist, they must provide a [Form W-9](#) in addition to the signed grant agreement.

**Final report** (due within 60 days of project completion): Grantees will be sent a link to a final report template to fill out online that includes both narrative and financial sections. The second grant payment will be sent after the final report is submitted.

## How do I Get the Grant Funds?

The first payment of 90% of the grant award will be issued once the Lead Applicant has submitted their grant agreement materials and pending the Arts Council's receipt of funds from the City of Indianapolis.

The second payment of 10% will be made within 30 days of the Arts Council's receipt and approval of a final report. The Arts Council will send a link to an online final report template with both narrative and financial sections.

## Can I Reapply if I Don't Receive a Grant?

Depending on the timeline of your project, yes. We recommend [contacting an Arts Council staff member](#) to review your project and application if it was unsuccessful the first time. There may be very simple adjustments to ensure success when you reapply.

## QUESTIONS? We are here to help!

First, check the [FAQ document](#) to see if your question has already been answered.

If you have other questions concerning Public Art for Neighborhoods or the Community Connections Grant guidelines, wish to talk about your grant idea, or want to have your application reviewed before submitting it, [self-schedule a phone consultation](#) with Julia Moore, Director of Public Art or email [jmoore@indyarts.org](mailto:jmoore@indyarts.org). Julia can also assist you if you are having difficulty with the online application form.

If you have a question about effective grant writing, check the [Grantwriting Tip Sheet](#).

## About the Indy Arts Council

*The mission of the Indy Arts Council is to foster meaningful engagement in the arts by nurturing a culture where artists and arts organizations thrive.* The Arts Council is an organization that advocates for the need and importance of broad community funding and support for a thriving arts scene; innovates by constantly pursuing and promoting innovative ideas and programs that better serve the area, its artists, and arts organizations; and connects artists, audiences, businesses, foundations, and arts and cultural organizations with opportunities to explore and expand central Indiana's creative vitality.

The Indy Arts Council is committed to working with the arts and cultural community to cultivate a sector that serves, celebrates, and values every resident of Indianapolis. We envision a city where engagement in the arts is not pre-determined by socio-economic status, race, ethnicity, gender, sexual orientation, or disability. We also believe that Black lives matter and we are committed to supporting Indianapolis' Black artists--whom we need more than ever to help imagine a different world. Read our full statement about our commitment to racial justice in the arts here <https://indyarts.org/statement> and our full equity statement here. <https://indyarts.org/about/equity-statement>

924 N. Pennsylvania St.  
Indianapolis, IN 46204-1021  
Phone: 317.631.3301 Fax: 317.624.0246  
Grants information: [grants@indyarts.org](mailto:grants@indyarts.org)

*The Public Art for Neighborhoods Program is authorized by Ch. 271 of the City of Indianapolis-Marion County Code of Ordinances.*



## How to Apply

Apply at <http://indyarts.grantplatform.com> and look for the City of Indianapolis logo. Click the blue “Start Application” button to begin.

**You can register for a free account on the platform at the time of application.**

- All you will need to get started is an email address and a self-selected password, but you can choose to fill out a complete profile at any time.

The grant application consists of the following parts:

- Partnership Information
- Project Location Information
- Proposal Narrative Questions (3)
- Project Budget
- Artistic Documentation
- Support Letters
- Demographic Questions

Each part is located on a separate tab on the online application form.

### **Tab 1: “Start Here”**

This is where you will find basic information about the grant program, and where you will select the project name and the program name.

- Your registered account name will be pre-loaded into the “Applicant” blank
- For “Program,” use the drop-down menu to select the current year program (the one noted as “2024”)
- For “Application Name,” you can type in any text that describes how you wish your application to be referenced. It could be a project name, a team name, etc. or it could simply repeat the “applicant” name from above.
- There is a link to the full application guidelines that you can use for reference, if you haven’t yet read them. We recommend that you review them before you start your application.
- There is a link to download a PDF version of the application form that you can use for reference.

When you are done, click the blue “Save and Next” button to move to the next tab. You can also choose to click “Save and Close” to exit the application.

## **Tab 2: Applicant Information**

This is where you will provide information about who's applying for the grant (the Lead Applicant), and their contact information.

- Name
- Street address
- Email
- Phone number (optional)
- Website (optional)

We also ask you to choose your correct type of Lead Applicant—an artist or an organization—and the answer to this question will be used to help direct you to the right additional questions throughout the application. You will only see and fill in information that pertains to your type of application.

- On this page, if you're applying as an organization, you will see a box that asks you to briefly describe your organization and who you serve.

When you are done adding information, click the blue "Save and Next" button to move to the next tab. You can also choose to click "Save and Close" to exit the application.

## **Tab 3: Project Partnership Information**

On this tab you will add information about the partners for the project.

- (for organizational Lead Applicants) You will be asked to provide the Participating Artist(s) name(s) and contact information.
  - Remember that later in the application you will need to upload a letter of support from this artist!
- (for artist Lead Applicants) You will be asked to provide the Community Partner(s) name(s) and contact information
  - Remember that later in the application you will need to upload a letter of support from this partner!
  - There is also a box for you to check indicating whether you intend to serve as the Participating Artist
  - You can also add the names of additional artists, or the Participating Artist if it is not you. You will later add letters of support from these artists.

When you are done, click the blue "Save and Next" button to move to the next tab. You can also choose to click "Save and Close" to exit the application.

## **Tab 4: Project Location Information**

On this tab you will provide information about where the project will take place.

- Because this is a place-based grant, your project must take place at a defined location in Marion County, Indiana.
- You will need the following information about the project location:
  - Name of neighborhood (as you define it)
  - Street address or closest intersection
  - ZIP code
- If you know it, you can provide the Council district number and/or the name of your City-County Councillor. Find the district and Council member here: <https://www.indy.gov/workflow/find-your-elected-official> (when entering the address, do NOT include any form of the N / S / E / W designation before the street name) ***This is optional.***
- **Public Art Desert information:** Use the appropriate checkbox to indicate whether your project will take place in an identified public art desert. We ask the question because these locations are prioritized for funding. [Check the maps here](#) for more information.
- **Traffic Signal Box Artwork information:** Use the checkbox to indicate whether your project includes ONE traffic signal box mural and you want access to the special pool of funds for this type of project.
  - Check “yes” if it is a single traffic signal box
  - Check “no” if you are going for several traffic signal boxes, or if your project includes both a traffic signal box mural and other arts activity, or if you aren’t doing any kind of traffic signal box mural project

When you are done, click the blue “Save and Next” button to move to the next tab. You can also choose to click “Save and Close” to exit the application.

## **Tab 5: Proposal Narrative**

The narrative section is where you tell your project’s ‘story’ in as much detail as possible. Be sure to answer each of the questions. Proof the narrative carefully and have someone else read through it prior to submission to make sure it’s clearly written.

### **How to Format your Narrative Responses**

Each narrative question will be answered in its own individual text box and has a set limit of characters per question. We recommend that you first compose your responses in a word processing program, then **copy & paste** your text into the appropriate text box on the online application form. If you choose to copy & paste your responses, **do not** bold, italicize, underline, bullet, number, indent, embed hyperlinks or use any other formatting options available. This type of formatting may cause your text to become illegible when you copy and paste it.

We recommend that you use this free online Notepad application to compose your text: [rapidtables.com/tools/notepad.htm](https://rapidtables.com/tools/notepad.htm). Review your pasted text carefully to ensure that it does not contain unwanted characters, symbols, etc. that may result from the use of formatted text.

### **Project Type Checkbox**

So that we may report progress on Public Art for Neighborhoods Ordinance goals, the form will ask you to answer the following questions. ***Your answer will not be used to evaluate your application:*** it is for statistical purposes only.

**Which of the following Public Art for Neighborhoods Ordinance goals most closely aligns with your project? (check as many as apply)**

- Provides artistic experiences in a public place
- Beautifies a public place
- Promotes cultural heritage
- Promotes artistic development
- Enhances the city's character and identity
- Contributes to neighborhood economic development
- Contributes to tourism
- Improves public safety

**Project Narrative Questions:** This is where you will give the details of your project, and why it is important to the community at the location you provided earlier. ***You do NOT have to complete it all in one sitting!*** You can save your work and come back later to add or edit.

1. **What do you want to do, and when will you do it? Who will do it, and how will you do it? (5,000 character limit)**

What is your project? Who is involved? How will you do it? Include as much information as possible about the arts-based project and how it will be carried out. Talk about what roles the Lead Applicant, Participating Artist/s (if not the Lead Applicant), and Community Partner (if not the Lead Applicant) will play, and where, when and how it will all come together. If the project results in a physical installation or object, be sure to talk about how long it's meant to remain in place after it is installed, how and by whom it will be maintained during that time period, and when/by whom it will be removed. Finally, when stating your timeline, **remember that the project must be completed by June 30, 2025** in order to receive funding through this grant opportunity. New works of public art need not be removed by June 30, but they must be installed by that date.

2. **How has or will the project engage neighborhood residents? (2,000 character limit)**

Explain how the artistic aspects of the project were developed *with the community* to address the neighborhood condition or goal, and how the artist and

the community will work together to make the project happen. If the artist lives in the neighborhood, be sure to point that out.

3. **How does this project connect to the needs or desires of the community? (5,000 character limit)**

Explain how the project came about (the “origin story” of your project), and what it means to your community. If the project is inspired by an incident, statistic, or condition in the community or by a goal the community wants to reach (perhaps as part of a community plan), be sure to describe or explain it.

When you are done, click the blue “Save and Next” button to move to the next tab. You can also choose to click “Save and Close” to exit the application.

**Questions about writing your narrative?** Contact Julia Moore, Director of Public Art ([jmoore@indyarts.org](mailto:jmoore@indyarts.org)) for assistance.

### **Tab 6: Project Budget**

Provide a project budget by listing the expense and income items in the blanks provided on the application form.

Every project must have **at least one expense item**, which is the total amount of the fees you plan to provide to the Participating Artist(s). Most projects, however, will have more than one expense item.

- The form allows you to list up to five total expense items.
- We recommend grouping the expenses into logical categories and using the associated text field to provide a brief description of the amount.
- We recommend that you budget at least one-third ( $\frac{1}{3}$ ) of your grant request just for artist fees. This will start you towards paying your artists fairly.

Every project must have **at least one income source**, which is the grant amount you are requesting. You may request any amount from \$500 to \$5,000.

- The form allows you to list up to three additional income sources.
- We recommend grouping the income sources into logical categories and using the associated text field to provide a brief description of the amount.

***Your Total Project Income must equal your Total Project Expenses.*** Projects where the income and expenses are not equal will be held for your revision, and reviewed in the next round.

You can use the tables below to write out your budget before filling in the form and make sure income and expenses are equal.

**Do not submit this page**—you must put your budget in the application form!

### Project Expenses

| Expense Item                  | Expense Amount |
|-------------------------------|----------------|
| Artist Fees                   | \$             |
|                               | \$             |
|                               | \$             |
|                               | \$             |
|                               | \$             |
| <b>Total Project Expenses</b> | <b>\$</b>      |

### Project Income

| Income Source               | Income Amount |
|-----------------------------|---------------|
| Grant Request               | \$            |
|                             | \$            |
|                             | \$            |
|                             | \$            |
| <b>Total Project Income</b> | <b>\$</b>     |

When you are done, click the blue “Save and Next” button to move to the next tab. You can also choose to click “Save and Close” to exit the application.

### **Tab 7: Artistic Documentation**

In this part of the application you will attach supporting material that will help the reviewers understand the artistic aspects of your application. There is a 10 MB limit PER UPLOAD, and there is space for up to 5 uploads.

The following types of items are good examples of artistic documentation. This documentation should primarily represent the artistic work of the Participating Artist, and should give a flavor of the audience’s experience of that work. You can also provide information specific to the project described in the narrative questions.

**Uploaded still image, video, or audio files of less than 10MB each, showing or presenting work by the Participating Artist**

**Links to the website or other online profile of the Participating Artist.**

- Do not link to an Instagram, Twitter, Facebook, or other social media account unless that account is (1) specifically dedicated to the artist's work and (2) set to public viewing.

**Links to online videos or audio clips showing or describing work by the Participating Artist.**

- A document with a page of live links is an efficient way to get more information across in only one upload!

**Images showing the location where the project will take place:** for example, a photograph of a spot in a park, the wall of a building, a plaza where an artwork will be installed, etc.

**Images showing or describing any artworks that will be produced or giving an idea of the production plan:** for example, a site plan, sketch, mockup, or other visual depiction of the planned project. ***Still images should be of good quality, in focus, and in full color.***

**Resumes and/or artist statements for the Participating Artist,**

**Other artistic content directly related to the project,** such as a score, script, etc.

Arts Council staff can preview your artistic documentation and provide an assessment of its usefulness for the application.

When you are done adding material, click the blue "Save and Next" button to move to the next tab. You can also choose to click "Save and Close" to exit the application.

## **Tab 8: Support Letters**

In this part of the application, you will attach your required and optional letters of support. There is a 10MB limit PER UPLOAD, and there is space for up to 5 uploads.

- **Required if the Lead Applicant is also the Participating Artist:** Upload a letter of support from the Community Partner, committing to work with the Lead Applicant on the project if it is funded.
- **Required if the Lead Applicant is a neighborhood-based organization:** Upload a letter of support from the selected Participating Artist(s), committing to work with the Lead Applicant on the project if it is funded.
- **Optional:** Up to 4 additional letters of support and/or commitment from additional artists or community partners, as relevant to the project

Please note that community members will have the opportunity to provide brief comments and express support for your proposal when it is scheduled for review in a public meeting, so limit your uploaded support letters to confirm those individuals and groups who will be directly participating in the work of the project.

When you are done adding your support letters, click the blue “Save and Next” button to move to the next tab. You can also choose to click “Save and Close” to exit the application.

### **Tab 9: Demographic Information**

Equity is extremely important to us! We ask you to fill out a demographic questionnaire relating to your organization and your artist(s), so we can be sure that we are serving our community equitably. We publicly report on our applicant and funded project demographics, but only in an aggregated format with no information released specific to your application.

All questions are required, but there is a “prefer not to say” answer option for each question. We appreciate your honesty and your support for our equity mission!

### **Finishing the Application**

When you’re done with the demographic questions, click the green “Submit Application” button. You will get an onscreen acknowledgement of receipt, plus you will get an emailed confirmation to the email address associated with your account. If you get either or both of these, you’re done!

If you do not receive the emailed confirmation, check your spam or junk folder. Also, some systems may take up to several hours to send the email. If you haven’t received it within a reasonable time, please contact [jmoore@indyarts.org](mailto:jmoore@indyarts.org) and we’ll verify that we received your application. In most cases, if you see the onscreen acknowledgment we have indeed received it even if you never get the email.

If at any point you have missed adding required information, the application system will flag it onscreen when you try to submit the application. It will be fairly obvious what is missing—the system will direct you to the tab(s) you need to finish. Simply add the missing information and click the green “Submit Application” button again.

If you get error messages that you do not understand, or you keep adding information but for some reason your application still won’t submit, please take screenshots and email them to [jmoore@indyarts.org](mailto:jmoore@indyarts.org) so we can help figure out what’s wrong.

And—even after you’ve successfully submitted your application, you can go back into it and edit it, up until the quarterly deadline. If you don’t receive an award in one round, you can go into the same application and edit it for resubmission for the next round. We encourage you to ask what you can do to make your application more successful next time.

## QUESTIONS? We are here to help!

Consult the [FAQ document](#) to see if your question has already been answered.

If you have an unanswered question about Public Art for Neighborhoods or the Community Connection grant guidelines, want to talk about your project idea, or have your application draft reviewed before submitting it, [self-schedule a phone consultation](#) or email [jmoore@indyarts.org](mailto:jmoore@indyarts.org)

If you have a question about how to write a grant application, **check the [Grantwriting Tips](#) informational document.**