

GRANTEE HANDBOOK

GRANT CONTRACT COMPLIANCE

Acknowledgement.....	2
Legislative Correspondence.....	3
Revisions to Funded Activity.....	4
Reporting.....	4

PUBLICIZE YOUR GRANT

Keep in Touch.....	4
Sample Press Releases.....	4-6

ACKNOWLEDGEMENT

Acknowledging the Iowa Arts Council and/or the Iowa Department of Cultural Affairs' support in all materials and announcements, audio and visual, for all grant funded activities is a requirement of your funding agreement. If you have specific questions about publicizing your grant activity, please [contact Iowa Arts Council staff](#).

Arts Grant Activity Credit Line and Logos

Iowa Arts Council grant recipients must display the Iowa Arts Council/Iowa Department of Cultural Affairs logo, the National Endowment for the Arts logo and one of the following credit lines on all materials and announcements for funded activities. Funding for arts related grant activities comes from an appropriation from the National Endowment for the Arts and the Iowa Legislature to the Iowa Arts Council. Logos may not be altered in any manner. When written or logo credit is not applicable, oral credit must be given thanking the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs and the National Endowment for the Arts for the grant.

Credit Lines

- Support for (name of your project) provided by the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs, and the National Endowment for the Arts.
- The project is supported, in part, by the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs, and the National Endowment for the Arts.

Logo



[National Endowment for the Arts Logo](#)

[Iowa Arts Council/Iowa Department of Cultural Affairs Logo](#)

Cultural Grant Activity Credit Line and Logos

Iowa Department of Cultural Affairs grant recipients must display the Iowa Department of Cultural Affairs logo and one of the following credit lines on all materials and announcements for funded activities. Logo may not be altered in any manner. Grant recipients do not need to display the Iowa Department of Cultural Affairs logo in addition to the above Iowa Arts Council logo. When written or logo credit is not applicable, oral credit can be given thanking the Iowa Department of Cultural Affairs for the grant

Credit Lines

- Support for (name of your project) provided by the Iowa Department of Cultural Affairs.
- The project is supported, in part, by the Iowa Department of Cultural Affairs

Logo



[Iowa Department of Cultural Affairs Logo](#)

Legislative Correspondence

Communicating with the elected State officials in your district **within 30 days** of funding notification to thank them for your grant award is a requirement of your funding agreement. Grantees may send a letter or email to elected officials. Copies of the letters must be included with the final report. Your State Representatives and Senators are responsible for the appropriation of State funds to the Iowa Arts Council and the Iowa Department of Cultural Affairs. To learn how to contact your Legislator and communicate the value and impact of the funding you have received, visit [Find Your Legislator](#).

Sample Letter to Your Legislators

(Letterhead)

(Date)

(Organization Name)

(Organization Address)

(Organization City, State ZIP)

The Honorable (Name of your State Senator or Representative)

(Iowa House of Representatives OR Iowa Senate)

(Home Address of State Senator or Representative)

(City, State Zip)

Dear (Senator _____ or Representative _____),

I am pleased to inform you that (Name of Organization) has received a (Grant Program Name) of \$ (Amount of Grant) from the (Iowa Arts Council, a division of the Department of Cultural Affairs OR Iowa Department of Cultural Affairs). As a recipient of a Fiscal Year (Current Fiscal Year) (Grant Program Name) from the (Iowa Arts Council, a division of the Department of Cultural Affairs OR Iowa Department of Cultural Affairs), we wish to thank you for your support of public arts funding through the annual appropriation to (funding source*).

This (Grant Program Name) will support (Brief summary of project). (Describe the positive impact on the artistic or cultural vitality of Iowa, public value and number of people who will be served by your project. Describe the value of public funding for the arts to your project and community.)

On behalf of (Name of Organization), I would like to invite you to attend (Name of Project), which will be held on (Time, Day, Date at Location). For more information, please contact (Organization Contact Name) at (Phone, Fax, Email Address, and/or Website).

Sincerely,

(Signature)

(Typed Name)

(Title within Organization)

* Funding sources and grant program descriptions can be found on the [Apply for a Grant](#) webpage.

Keep in Touch

Grantee Promotional Information

Let us know when Iowa Arts Council /Iowa Department of Cultural Affairs funded activity is happening by sending us images and event details to [Iowa Arts Council staff](#). The Iowa Arts Council is dedicated to communicating the impact and value of grantee activity through department platforms and networks.

Online & Social Media

Sign up for the Iowa Arts Council newsletter, IAC News, at www.iowaartscouncil.org.

Facebook

Like the Iowa Arts Council on Facebook at facebook.com/IowaArtsCouncil.

- Use the hashtag **#iacgrantee** and **#iowaarts** to promote your funded activity.

Twitter

Follow the Iowa Arts Council on Twitter at [@iowaartscouncil](https://twitter.com/iowaartscouncil).

- Use the hashtag **#iacgrantee** and **#iowarts** to promote your funded activity.

Project Visits

Invite department staff, board members, and legislators to your Iowa Arts Council/Iowa Department of Cultural Affairs funded activity. You can find your legislators' contact information on the [Find Your Legislator](#) webpage. Grantees are required by contract to provide complimentary access to the Iowa Arts Council for departmental representation at funded activity.

Revisions to Funded Activity

Any significant revisions to implementation, use of grant funds, or changes in contact information must be reported immediately to the [Iowa Arts Council](#).

Reporting

Reporting for Iowa Arts Council-Administered Grant Programs

Completion of a report at the end of the state fiscal year in which funded activities occurred is a requirement of the funding agreement. Reports are due August 1, one month after completion of the state fiscal year, June 30. Grantees with an outstanding report are not eligible for any Iowa Department of Cultural Affairs grant programs until the report is completed and submitted.

Final Report Forms

Final reports must be submitted via the Iowa Arts Council's SlideRoom, an online application portal. Final Reports will not be accepted in any other format. Grantees can access current report forms at www.iowaartscouncil.slideroom.com.

Sample Press Releases

The Iowa Arts Council sends out press releases to announce recipients of all Iowa Arts Council-administered grants. Do your part to bring awareness to your funded activity by sending press releases to the media. Use the following sample press releases for guidance in publicizing the grant award and publicizing the funded activity.

Sample Press Release to Publicize Grant Award

(Letterhead)

(Organization Name)

(Organization Contact Address)

(Organization City, State Zip)

FOR IMMEDIATE RELEASE

(Date)

Contact: (Contact Name, Phone, Fax, and E-mail Address)

(Press Release Headline)

(CITY NAME) - The (Name of Organization) is pleased to announce that it has received a (Grant Program Name) from the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs. Grant funds will support (Brief summary of project).

The (Grant Program Name) supports (Grant Program Description*). (Describe the positive impact on the artistic or cultural vitality of Iowa, public value and number of people who will be served by your project.)

(Quote from project or organization leader, board member or legislator to express thanks for the funding support, value of public funding, encourage people to attend, or elaborate on the significance of program, etc.)

Funding for (Grant Program Name) is made possible by (Funding Source*).

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(Insert your organization's boilerplate information. See example below.)

The Iowa Department of Cultural Affairs is responsible for developing the state's interest in the areas of the arts, history and other cultural matters with the advice and assistance from its two divisions: the State Historical Society of Iowa and the Iowa Arts Council. DCA preserves, researches, interprets and promotes an awareness and understanding of local, state and regional history and stimulates and encourages the study and presentation of the performing and fine arts and public interest and participation in them. It implements tourism-related art and history projects as directed by the General Assembly and designs a comprehensive, statewide, long-range plan with the assistance of the Iowa Arts Council to develop the arts in Iowa. More information about DCA is available at www.culturalaffairs.org.

* Funding sources and grant program descriptions can be found on the [Apply for a Grant](#) webpage.

Sample Press Release to Publicize Funded Activity

(Letterhead)

(Organization Name)

(Organization Address)

(Organization City, State ZIP)

FOR IMMEDIATE RELEASE

(Date)

Contact: (Contact Phone, Fax, and E-mail Address)

(Press Release Headline)

(CITY NAME)—(Lead sentence) The Mason City Foundation and NIACC Performing Arts Series proudly present Miss Shirley Jones Christmas Show, a wonderful evening with holiday cheer for the whole family. (Details) Jones will take the North Iowa Community Auditorium stage on Saturday, November 30, at 8:00 p.m. Tickets are on sale now and cost \$30 in advance and \$35 at the door.

(One or two paragraphs about the project.) The North Iowa Choral Society, directed by NIACC Vocal Music Director Jayson Ryner, will perform several pieces with Jones. Local musicians will provide instrumental music for the performance.

(Quote from project/organization leader, board member or legislator to express thanks for the funding support, value of public funding, encourage people to attend, or elaborate on the significance of program, etc.)

(How to attend.) For tickets to Miss Jones Christmas Show, call the NIACC Box Office at 1-888-GO NIACC, ext. 4188.

(List sponsors.) The NIACC Performing Arts Series is sponsored by the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs, the National Endowment for the Arts, and the Arts Fund.

(If project takes place in a public venue, list hours of operation and contact information.) For more information, contact Jane Doe, executive director, at 515.555.9003 or by e-mail at jane.doe@myorganization.org.

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(Insert your organization's boilerplate information. See example below.)

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