ARTIE: Organizational Grant Applications

1. **Preparing to Apply:** The ARTIE system guides applicants through the process of creating an application, answering narrative questions, completing a budget for planned work, and selecting supporting documentation. Applicants may submit a draft of all or part of their completed application to an OAC staff member using ARTIE before the final deadline date using the "Request Feedback" button. Feedback requests are optional, and do not affect scoring; grant review panelists are not informed of which applicants participated in this process. First-time applicants (or first-time grant writers for previously funded organizations) are encouraged to contact their regional program coordinator to discuss an application, as well as the program's application process and reporting requirements.

2. **Grant-Writing Tips:** OAC staff has compiled a list of grant-writing suggestions based on past observations and past panel comments. While each application is different, in general the most competitive applications include a clearly written narrative, logical and mistake-free budget, and thorough group of electronic support materials and/or hyperlinks to online materials. Please refer to the Grant Writing Tip Sheet for a full list of suggestions.

3. **Hyperlinks**: Links to online materials may be embedded within narrative content, allowing readers to visit websites with a single click. This allows panelists to easily access documents or pages from your organization's website or elsewhere online – such as board lists, newsletters, event announcements, critical reviews, or audiovisual content – while reading about them in your narrative responses. Using hyperlinks is encouraged but optional. Items referenced using hyperlinks need not be uploaded as separate support material items.

4. **Support Materials:** Applicants may also attach other electronic support materials to their applications in ARTIE; no materials are mailed in hard copy to the OAC. Attachments may include promotional materials, audiovisual samples, or planning and evaluation documents. ARTIE provides a list of items that are either required or suggested for each program and situation, as well as guide you in selecting appropriate file types and formats. Panelists will access materials as they review your application.

5. **Final Applications:** Applicants must submit their full application – including all support materials and an electronic signature – via ARTIE by 5:00 p.m. on the deadline date. Applications not submitted electronically will not be accepted. Applicants are encouraged to submit applications **at least three to five days prior** to the application deadline in order to allow ample time to resolve any problems they may encounter with the final submission process. Applicants take a significant risk by waiting until the day of the deadline to apply.

6. **Evaluation and Scoring:** Unless otherwise noted, a panel of arts and cultural professionals, educators, artists and other community members evaluate and score organizational grant applications according to how well they satisfy that program's Review Criteria (noted within each program's guidelines). Each criterion noted with a program's Evaluation and Scoring section is worth five points. All eligible applicants to a given program are scored by panels, and comments from each review are made available to applicants.

7. **Panel Meetings:** Unless otherwise noted, all panel meetings are open to the public and audio-streamed online. Representatives of applying organizations are encouraged to attend or listen online. For details on panel meeting locations, dates, times, and instructions for participating, visit the calendar at the bottom of the Grants page.

   At each panel meeting, panelists discuss how well each application satisfies the program's Review Criteria. Panelists highlight strengths and weaknesses, discussing all aspects of the application and its support

materials. Following the public discussion, each panelist enters a final score for each application. Later, OAC staff use averages of these scores to determine funding award recommendations. Funding recommendations must be approved by the OAC Board, the only body authorized to make final funding decisions. The review process is competitive, and not all applications are funded.

8. **Appeals Policy:** An organization that disputes a review panel's recommendation on grounds of procedural errors may request a review of that recommendation by the OAC board. Procedural errors might include a technological error preventing panelists from properly viewing the application, or a failure of a panelist with a known conflict of interest to leave the room for the discussion. Appeals may not be made on the basis of an applicant's disagreement with the panel's assessment of the artistic quality or merit of the proposed project or program. To file an appeal, the applicant must submit a letter to the executive director at the OAC office within 30 days of the panel meeting stating the reasons for the request for review. Appeals will be reviewed and acted on by the OAC board, whose decision is final, after consultation with OAC staff.

9. **OAC Board Meetings:** Award recommendations and panel comments are reviewed by the OAC board during one its four meetings each year. These meetings are open to the public per Ohio's Sunshine Law; meeting dates/times and location details are posted periodically on the OAC's website. Formal announcements of grant awards are made following each OAC board meeting. Grantees are informed via e-mail of funding decisions. In most cases, a summary of panel comments regarding your application will be available in ARTIE. The OAC asks that you await this formal announcement before inquiring about grant amounts and panel comment summaries, or before announcing the grant award to the media.

10. **Grant Agreements:** When your application receives funding, your organization enters into a legally binding agreement (contract for services) with the state of Ohio. Agreements cannot be altered without prior approval from the OAC. Upon receiving formal announcement of your grant award via e-mail, your primary contact must complete an electronic grant agreement in ARTIE. Until a completed grant agreement is received by the OAC, no funds are officially committed to your organization. If anything changes related to the grant activities for which your organization has been awarded funds, you must promptly notify the OAC in writing. Failure to do so may jeopardize future funding.

    In addition to the grant agreement, all funded organizations must upload an IRS form W9 and a State of Ohio Supplier Information Form with their grant agreement in the ARTIE system. These documents are required by the state of Ohio to process grant payments.

11. **Credit and Publicity:** As part of your grant contract with the state, you are required to credit the OAC as a funder in your promotional and educational materials (both online and in print) and—if applicable—provide written and verbal credit. The requirements differ depending on your organization and the type of grant you receive. Please consult the OAC's online Credit and Publicity page for details, up-to-date logo files, ideas for publicizing your OAC award, and other information. Your OAC grant is an investment of public tax dollars, so we encourage you to inform the media and your legislators about the value of these dollars to your organization and your community, tell your story, and use this opportunity to alert your community to this award.

12. **Partial Payments:** Organizations may apply for a partial payment of 50 percent of their total grant award via ARTIE. To request a partial payment, grantees must complete an online request certifying that the grant activity has been partially completed and expenses have been incurred. Partial payment may not be requested until grant agreement has been processed. Processing may take up to six weeks. No partial payments will be made within two months of the ending date on the grant agreement. Any current grantee that has had a

previous grant canceled at the initiation of OAC staff may not be approved for partial payments until the staff determines that the grantee is able to administer the necessary paperwork.

13. **Final Reports:** OAC grants are reimbursements. As the grantee, you must successfully complete the project or program and then submit the OAC final report form in ARTIE for approval by agency staff before payment will be made. Final report forms will be accessible in ARTIE after a grant agreement is received, and are due 30 days after the grant end date. Once a final report is received and approved, final payment of the grant will be processed. Processing a grant payment may take up to six or more weeks.

    If the OAC does not receive your final report within 30 days of the ending date on the grant agreement, your grant is in danger of cancellation. Requests for extensions are reviewed on a case-by-case basis and may be authorized if a written request is submitted before the due date for your final report. Former grantees who have failed to submit required and acceptable final report packages for any grant may not receive any other OAC funding for five years following the due date of the final report they failed to submit or until an acceptable final report is submitted, whichever occurs first. Until the former grantee meets one of those conditions, the OAC will accept no further grant applications from that grantee.