

## Step-By-Step: Applications from INDIVIDUALS

- 1. Preparing to Apply:** The [ARTIE](#) online grant application system guides individual artists through the process of creating an application, answering narrative questions, completing a budget for planned work (if applicable), and selecting support materials. First-time or inexperienced applicants are encouraged to contact their program coordinator to discuss an application, as well as the program's application process, reporting requirements and in some programs submit a draft of all or part of their completed application to an OAC staff member using ARTIE no later than two weeks before the final deadline date using the "Request Feedback" button (if available). Feedback requests are optional, and do not affect scoring.
- 2. Grantwriting Tips:** While each application is different, in general the most competitive applications include a clearly written narrative, logical and mistake-free budget (if applicable), and thorough group of electronic support materials.
- 3. Support Materials:** Artists must attach electronic support materials to their applications in ARTIE; except in unusual circumstances, no materials are mailed in hard copy to the OAC. Program guidelines provide a list of discipline-specific items for each type of application. ARTIE guides you in selecting appropriate file types and formats. Panelists access materials as they review your application.
- 4. Hyperlinks:** In some programs, links to online materials may be embedded within narrative content, allowing panelists to visit websites with a single click. (The Individual Excellence Awards program uses a blind review process, so panelists do not visit websites).
- 5. Final Applications:** Applicants must submit their full application – including all support materials and an electronic signature – via ARTIE by 5 p.m. on the deadline date. Applications not submitted electronically will not be accepted. Applicants are encouraged to submit applications **at least five business days prior** to the application deadline to avoid any unexpected delays leading up to deadline day. Applicants take a significant risk by waiting until the week of the deadline to apply. Any deadline falling on a Saturday, Sunday, or state holiday, is extended until the next business day.
- 6. Evaluation and Scoring:** Unless otherwise noted, a panel of arts and cultural professionals, educators, artists, and other community members evaluate and score grant applications according to how well they satisfy that program's Review Criteria (noted within each program's guidelines).
- 7. Panel Meetings:** Unless otherwise noted, all panel meetings are open to the public through a video conferencing platform. Applicants are encouraged to virtually attend online. For details on panel meeting locations, dates, times, and instructions for participating, visit the OAC online grants calendar ([oac.ohio.gov/Grants/Grants-Calendar](https://oac.ohio.gov/Grants/Grants-Calendar)).

At each panel meeting, a diverse group of expert panelists discuss how well each application satisfies the program's Review Criteria. The process varies by program, but in general, panelists highlight strengths and weaknesses, discussing both the application and its support materials. 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 applicant 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 at its meetings, held quarterly each year. These meetings are open to the public per Ohio's Sunshine Law; meeting dates/times and location details are posted 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 a grant award to the media.
- 10. Grant Agreements:** If your application receives funding, you enter 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, you must finalize the electronic grant agreement in ARTIE. Until an accepted grant agreement is received by the OAC through your electronic submission in ARTIE, no funds are officially committed to you. If anything changes related to the grant activities for which you have 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 recipients must submit an IRS form W9 and a State of Ohio Supplier Information Form to Ohio Shared Services. These documents are required by the State of Ohio in order to process grant payments.

*Note: Individual Excellence Award grants are processed once all necessary forms (IRS form W9, State of Ohio Supplier Information Form, accepted grant agreement) are received. A payment is sent directly from the State Accounting Office about six weeks after receipt of forms.*

- 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 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, tell your story, and use this opportunity to alert your community to this award.
- 12. Final Reports:** As a grantee, you are required to submit a final report. (Note: Individual Excellence Awards are recognition awards for completed work, the required final report is due by December 31 of the grant year and should highlight the award's effect on the recipient's artistic work.) Once a final report is received and approved, (depending on the program) final payment of the grant will be processed. Processing a grant payment may take up to six 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 must be submitted in writing to the Artist Programs Director *before* the final report due date. Such requests should be rare and are reviewed on a case-by-case basis. 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.