

City of
Milwaukee

ARTS BOARD

2001 • GRANT
APPLICATION
AND GUIDELINES

John O. Norquist,
Mayor

Milwaukee
Common Council

PURPOSE

The Milwaukee Arts Board, with the support of Mayor John O. Norquist, the City of Milwaukee Common Council, and the Wisconsin Arts Board, is pleased to provide funding to enhance the development, cultural diversity, accessibility and enjoyment of the arts in the City of Milwaukee. Milwaukee Arts Board grants are designed to fund City of Milwaukee arts and community-based organizations that produce innovative, high-quality arts projects or programs.

The Milwaukee Arts Board, established in 1990, is appointed by the Mayor and approved by the Common Council. The board is comprised of 17 members who serve three-year terms. Milwaukee Arts Board meetings are held on the second Tuesday of each month. All meetings are open to the public.

WHO IS ELIGIBLE

Arts organizations that have as their primary mission the presentation and/or production of art or arts programming.

Non-profit community-based organizations that provide local arts programming or projects that will be evaluated according to standard evaluation criteria. See Evaluation Criteria section.

Individual artists working in collaboration with a sponsoring 501(c)(3) arts or community-based organization.

Arts and community-based organization applicants must be located in the City of Milwaukee and have been in existence for at least two years with a 501(c)(3) non-profit status.

GRANT PROGRAM

- Only **one application** per organization can be considered.
- The **minimum** grant award is **\$1,000**. The **maximum** grant award is **\$8,000**.
- A **1-to-1 cash match** is required.
- **In-kind matches** are acceptable for first-time applicants without cash reserves.
- Project or program **activities** must occur between **June 1, 2001 and May 31, 2002**.
- **Funding** will not be available before **July 1, 2001**.
- Under City Ordinance 320-12, #3, Section C: "The board shall ensure that projects or programs that are administered by or respond programmatically to the needs of this city's racial and ethnic minorities receive at least 40% of available funds."

Please call 414-961-0113 for an application or for technical assistance.

PROJECT

ACTIVITIES

ELIGIBLE

FOR FUNDING

- Artistic fees
- Technical assistance (fees for workshops, seminars, or assistance in organizational planning; resource management and development; board and volunteer development; marketing; program evaluation; or other areas that may enhance organizational capacity and stabilization)
- Outreach and/or education programs
- Collaborative projects
- Marketing projects

ACTIVITIES

INELIGIBLE

FOR FUNDING

- Programs that are restricted to private or exclusive participation or discriminate against any person on the basis of race, color, religion, sexual orientation, ethnic background, national origin or gender
- Projects and programs that have received Milwaukee Arts Board funding for five consecutive years
- Projects by individual artists who are not affiliated with a 501(c)(3) arts or community-based organization
- Projects that have already been completed
- Prizes or awards
- Capital projects or equipment purchase
- Labor or material costs for renovating
- Receptions, refreshments, food, gratuities, travel, lodging, or transportation
- Debt reduction, contingencies, fines, penalties, interest
- Projects promoting sectarian religious purposes
- Units of government are not ordinarily funded
- Endowment funds

EVALUATION

CRITERIA

Quality

- Artistic merit of the proposed project

Feasibility

- Relationship between the mission of the organization and proposed project
- History of accomplishments of the organization and individuals involved
- History of effective programming and financial management
- A realistic timetable and adequate planning process

Impact

- Involvement of local artists
- Organization's commitment to diversify audience, staff, board, and program content. **Diversity refers to ethnic heritage, race, gender, physical, mental or economic challenges.**
- Positive economic impact on organization and community

Outreach

- Evidence of commitment to the community and community support
- Projected benefit to targeted population

Assessment/Evaluation

- Evidence that the objectives of the project are attainable
- Evidence of an effective means to evaluate the artistic quality of the project; the organization's management practices; and the community's interest in and support of the project

Note: The ranking sheet used by review panelists is enclosed for further information.

APPLICATION

DEADLINE

One copy of your application with an **original signature** of an officer of the Board of Directors and one copy of support materials (audio or video cassettes cannot be accepted) must be received at the Milwaukee Arts Board, 809 North Broadway, 3rd floor, Milwaukee, WI 53202 **no later than 4:00 p.m. on Thursday, March 15, 2001.** **There will be no follow-up calls for information that should have been submitted with this application. Use the checklist on back page of application form. If these materials are not submitted, the application will be deemed incomplete and ineligible for review. Late applications will not be accepted.**

REVIEW PROCESS

- Staff reviews the applications to determine basic eligibility.
- A Peer Panel reviews the proposals and makes recommendations to the Milwaukee Arts Board. **The Peer Panel review is open to the public.**
- The Milwaukee Arts Board considers the Peer Panel recommendations and determines the final grant awards at its May 2001 meeting.

FUNDING PROCESS

- Contracts and reporting forms are sent to all grant recipients.
- **Three contracts with original signatures by an officer of the Board of Directors** must be returned by September 4, 2001.
- Grant payments are made approximately six weeks after the receipt of signed contracts and final reports.
- **Funding will not be available before July 1, 2001.**

REPORTING REQUIREMENTS

- **Failure to file six-month and final reports** will eliminate applicants from consideration of future funding. Six-month reports for 2000 grants are due January 31, 2001. Final reports for 2000 grants are due June 30, 2001.
- Year 2001 grant recipients must file a six-month progress report by January 31, 2002.
- Final reports for Year 2001 grants documenting the precise expenditure of funds must be filed no later than June 30, 2002. These reports will be forwarded to the City of Milwaukee Comptroller.
- Reports should be sent to: Milwaukee Arts Board
809 North Broadway, 3rd floor
Milwaukee, WI 53202
- **Failure to complete the project** may require the return of all awarded grant funds to the City of Milwaukee.

CONFLICT OF INTEREST

The Milwaukee Arts Board intends to avoid all conflicts of interest or any appearance of conflict of interest and is required by law to comply with the State of Wisconsin Statutes, Chapter 19, Sub-chapter III and the City of Milwaukee Chapter 303 Code of Ethics. Copies of statutes, ordinance and complete Conflict of Interest Policy are available by calling 414-961-0113.

APPEALS AND EXTENSIONS

Applicants may appeal grant decisions under the following limited circumstances:

- a) A procedural error has been made in handling the application; or
- b) The Conflict of Interest Policy has been violated by a board, panel or staff member.

All appeals shall be made in writing within 30 days after the announcement of the grant awards to Milwaukee Arts Board, Chairperson, 809 North Broadway, 3rd floor, Milwaukee, WI 53202.

Extensions of the grant period will be permitted only under special circumstances. The request must be in writing within the **first six months of the project contract**.

PUBLIC SERVICE REQUIREMENT

Each grant recipient must perform a public service activity, such as a performance, an exhibition, etc., that is open to the **entire** community in a public facility accessible to persons with disabilities.

COVER PAGE: 2001 PROJECT SUMMARY

In the space below, please provide a brief description (75 words or fewer) of your 2001 project that may be used as a future **news release** and/or **program summary**.

ORGANIZATION NAME: _____

PROJECT NAME: _____

DESCRIPTION:

MILWAUKEE ARTS BOARD FUNDS WILL BE USED FOR:

2001 Milwaukee Arts Board Grant Application

GENERAL INFORMATION—PLEASE TYPE THE FOLLOWING INFORMATION

Organization _____
Address _____ Zip _____
Contact, Title _____ Phone _____ Fax _____ Email _____
Arts org. ___ Community org. ___ Date of incorporation _____ Federal tax-exempt no. _____
Has the organization previously received a MAB grant? _____ If so, when? _____
Number of full-time staff _____ part-time staff _____
Percentage of organization's activities taking place in the City of Milwaukee _____

LAST FISCAL YEAR (FY ____/____)
Organizational Income \$ _____
Organizational Expenses \$ _____
(Explain operating deficit in project narrative below.)

CURRENT FISCAL YEAR (FY ____/____)
Projected Income \$ _____
Projected Expenses \$ _____

RACE/ETHNICITY	No. on board	No. of staff
African American	_____	_____
American Indian	_____	_____
Asian American	_____	_____
Caucasian/European American	_____	_____
Hispanic American	_____	_____
Mixed American	_____	_____
Other	_____	_____

If you are using a Fiscal Receiver, please complete the following:

FISCAL RECEIVER NAME _____ Federal tax-exempt no. _____
Address _____ Zip _____
Contact, Title _____ Phone _____ Fax _____

PROJECT INFORMATION

Project name _____ Dates of activity _____
Location of project _____
Number of artists participating _____ Projected audience _____
Grant amount requested _____ Total project budget _____

PROJECT NARRATIVE

Clearly and concisely prepare a project narrative using the following questions and outlined evaluation criteria as your guide. **Please do not exceed four TYPED, double-spaced, 8 1/2" x 11" pages.**

Introduction

- Describe the proposed project.
- Who is the intended audience? Be as specific as possible.
- How will the project involve local artists?
- Describe the planning and implementation of the project, including who will be involved and a realistic timeline.
- How will you promote the project?

Project Evaluation

- How will the artistic quality of the project be measured and evaluated?
- What are the anticipated results of the project and how will the results be measured?
- How will you measure community support of the project?
- Describe the economic impact of the project.

Public Service Requirement

- What public service activity will you perform?
- When and where?
- Is the facility accessible to persons with disabilities?
- How will this activity be publicized to the general public?

Financial Plan

- Describe the current financial support for the project, including funding sources. **Indicate which funding is secured and which is pending.**
- How will the project be financially supported in the future?
- Explain any operating deficits.

Organizational Information

- What is the mission and constituency of the organization?
- Provide a summary of the organization's accomplishments.
- Describe ongoing efforts to diversify the staff, board, program content and audience of the organization.
- Describe the organization's interaction with the community.

If applying as a community-based organization,

- Document the organization's activity in the community.
- Describe the importance of the project to the community.
- Provide evidence of community support for the project.

Summary

- Is there anything you would like to add or clarify?

PROJECT BUDGET

- Include all costs related to the project, not only those that will be supported by the Milwaukee Arts Board.
- In-Kind Support is a contribution of equipment/materials, time, and/or services other than staff that the donor has placed a monetary value on for tax purposes.
- The time that PAID STAFF devotes to the project is CASH (not in-kind) and should appear as an expense and as income.
- Round off all figures to the nearest dollar.

EXPENSES (please itemize)

1) PERSONNEL *(staff salaries, wages, and benefits)*

a) Administrative

(It is suggested that no more than 20% of the total project budget be designated for direct administrative costs).

	\$ _____
	\$ _____
Subtotal a)	\$ _____

b) Artistic

	\$ _____
	\$ _____
Subtotal b)	\$ _____

c) Technical/Production

	\$ _____
	\$ _____
Subtotal c)	\$ _____
Subtotal 1)	\$ _____

2) OUTSIDE FEES/SERVICES

(payments to firms, consultants, employees of other organizations)

	\$ _____
	\$ _____
Subtotal 2)	\$ _____

3) SPACE RENTAL

*(rental of office, rehearsal, theater, hall, gallery, etc. required for the project. If no rent is paid by the organization, indicate the market value of space as an **in-kind** expense).*

	\$ _____
Subtotal 3)	\$ _____

4) MARKETING

(advertising, printing and postage related to project)

	\$ _____
	\$ _____
	\$ _____
Subtotal 4)	\$ _____

5) OTHER OPERATING EXPENSES

(scripts, scores, lumber, nails, props, utilities, postage, interest charges, equipment rental, insurance, shipping, non-structural renovations)

	\$ _____
	\$ _____
Subtotal 5)	\$ _____

6) TOTAL CASH EXPENSES

(should equal line 19)

(subtotals 1-5)	\$ _____
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7) TOTAL IN-KIND EXPENSES*

(total of in-kind subtotal lines 1-5) \$ _____

8) TOTAL PROJECT EXPENSE

(lines 6 and 7) \$ _____

*Please itemize on a separate page.

INCOME (please itemize)

IMPORTANT: Indicate confirmed income with an asterisk (*).

9) ADMISSIONS <i>(projected ticket sales, membership fees, other charges)</i>	_____	\$ _____
_____		\$ _____
	Subtotal 9)	\$ _____
10) CONTRACTED SERVICES <i>(fees from workshops, lectures, etc.)</i>	_____	
_____	Subtotal 10)	\$ _____
11) OTHER REVENUE <i>(estimated ad sales, concessions, rental income, parking, catalogue and gift shop sales, dividend or interest income, etc.)</i>	_____	\$ _____
_____		\$ _____
	Subtotal 11)	\$ _____
12) CORPORATE SUPPORT <i>(contributions from businesses and corporate foundations)</i>	_____	\$ _____
_____		\$ _____
	Subtotal 12)	\$ _____
13) FOUNDATION SUPPORT <i>(contributions from private foundations)</i>	_____	\$ _____
_____		\$ _____
	Subtotal 13)	\$ _____
14) PRIVATE SUPPORT <i>(individual donations, United Way or United Performing Arts Fund, fund-raising events)</i>	_____	\$ _____
_____		\$ _____
	Subtotal 14)	\$ _____
15) GOVERNMENT SUPPORT-- <i>(do not include this grant request here)</i>		
A. Federal _____		\$ _____
B. State _____		\$ _____
C. Local _____		\$ _____
	Subtotal 15)	\$ _____
16) APPLICANT CASH	_____	
	Subtotal 16)	\$ _____
17) CASH INCOME (subtotals 9-16)		\$ _____
18) MILWAUKEE ARTS BOARD GRANT AMOUNT REQUESTED		\$ _____
19) TOTAL CASH INCOME (lines 17 and 18)		\$ _____
20) IN-KIND SUPPORT*		\$ _____
21) TOTAL PROJECT INCOME (should equal line 8)		\$ _____

*List sources on a separate page.

ORGANIZATIONAL ASSURANCES

The Applicant HEREBY ASSURES THAT

- 1) The activities and services for which grant assistance is sought will be administered by or under the supervision of the Applicant.
- 2) A. It will comply with Title VI of the Civil Rights Acts of 1964 (42 U.S.C. 2000d et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 79u); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); where applicable; Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) The Applicant HEREBY GIVES ASSURANCE that it immediately will take any measures necessary to comply.
B. It will comply with Section 5(j) of the National Foundation on the Arts and Humanities Act of 1965 (20 U.S.C. 954(j)). Section 5(j) provides that:
 - (a) All professional performers and related or supporting professional personnel employed on projects or productions which are financed in whole or in part under this grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation for persons employed in similar activities; and
 - (b) No part of any project or production which is financed in whole or in part under this grant will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such project or production. Compliance with the safety and sanitary laws of the State of Wisconsin shall be prima facie evidence of compliance.
- C. It will comply with the Laws of 1981, Chapter 112, of the State of Wisconsin which require agencies not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, physical condition, developmental disability as defined in 5. 51.05(5), sexual orientation, or national origin. These laws place specific obligations for affirmative action upon grant recipients of the State. The organization HEREBY GIVES ASSURANCE that it will immediately take any measures necessary to comply.
- 3) **The filing of this application has been authorized by the governing board of the Applicant and Fiscal Receiver organization, if applicable.**
- 4) Funds received as a result of this application will be expended solely on the described projects and as represented.
- 5) The figures, facts, and representations made in this application, including all exhibits and attachments, are true and correct to the best of the Applicant's knowledge and belief.

This assurance is given in connection with any and all financial assistance received from the Milwaukee Arts Board after the date this form is signed. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in the assurance, and that the City of Milwaukee, shall have the right to seek judicial enforcement for this assurance. The assurance is binding on the Applicant, its successors, transferees, and on the official whose signature appears below.

AUTHORIZATION

I certify that the information contained in this application is, to the best of my knowledge, true and correct.

Board Officer's Signature _____ Date _____

Print or type name _____ Title _____

ATTACHMENTS CHECKLIST (1 complete set)

- ___ Cover Page 2001 Project Summary (original)
- ___ 2001 Grant Application (original)
- ___ Resumes for key personnel and artists involved in the project (**do not exceed one page per person**)
- ___ List of current Board of Directors and addresses, with officers and affiliations indicated
- ___ IRS Form 990 for most recent fiscal year.
If using a fiscal receiver, submit IRS Form 990 for that organization.
- ___ Applicant and fiscal receiver (if applicable) financial statements for last and current fiscal years
- ___ Organizational budget for current fiscal year
- ___ FIRST TIME APPLICANTS, submit IRS Letter of Tax Determination, Articles of Incorporation, and By-Laws
- ___ Additional support materials, e.g., long range plan, letters of support, etc. (OPTIONAL)

Please keep a copy of all material you submit to the Milwaukee Arts Board.