City of Milwaukee

BOARD

2002 • 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 may collaborate with a sponsoring 501(c)(3) arts or community–based organization. Application must be submitted by the eligible 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, 2002 and May 31, 2003.
- Funding will not be available before July 1, 2002.
- 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 if you need a paper–copy 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 already have 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

Accessibility and 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

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 included 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) should be sent to the Milwaukee Arts Board, 809 North Broadway, Milwaukee, WI 53202 postmarked by midnight Friday, March 15, 2002. Use the checklist at the beginning of the 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 2002 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 3, 2002.
- Grant payments are made approximately six weeks after the receipt of signed contracts and final reports.
- Funding will not be available before July 1, 2002.

Milwaukee, WI 53202

REPORTING

REQUIREMENTS

- Failure to file six—month and final reports will eliminate applicants from consideration of future funding. Six—month reports for 2001 grants are due January 31, 2002. Final reports for 2001 grants are due June 30, 2002.
- Year 2002 grant recipients must file a six-month progress report by January 31, 2003.
- Final reports for Year 2002 grants documenting the precise expenditure of funds must be filed no later than June 30, 2003. These reports will be forwarded to the City of Milwaukee Comptroller.
- Reports and samples of programs, etc. with MAB acknowledgement should be sent to: Milwaukee Arts Board 809 North Broadway, 3rd floor
- 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. This public service activity may be free **or** you may charge admission.

COVER PAGE: 2002 PROJECT SUMMARY In the space below, please provide a brief description (75 words or fewer) of your 2002 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:

2002 MILWAUKEE ARTS BOARD GRANT APPLICATION

Incomplete and inaccurate applications will not be considered for grants. Staff will be happy to discuss your application PRIOR TO THE DEADLINE. STAFF FOLLOW-UP AFTER THE DEADLINE IS UNFAIR TO THOSE ORGANIZATIONS WHOSE APPLICATIONS ARE COMPLETE AND ON TIME.

The Milwaukee Arts Board goes to great lengths to ensure a fair and equitable grant process. Each application is reviewed by the peer panel and approved by the full board solely on the basis of the proposed project. Endorsement letters and other lobbying efforts are not considered and such efforts are strongly discouraged.

REQUIRED MATERIALS CHECKLIST (1	complete set)		
Cover Page 2002 Project Summary	1		
2002 Grant Application			
Resumes for key personnel and arti	•	_	
List of current Board of Directors at IRS Form 990 for most recent fiscal		ncers and anniations indicat	.eu
If using a fiscal receiver, submit IR	•	organization.	
Applicant and fiscal receiver (if app	plicable) financial stat		fiscal years
Organizational budget for current f	_		ations and Division
FIRST TIME APPLICANTS, submit IF Additional support materials, e.g.,			
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GENERAL INFORMATION—PLEASE TY	YPE THE FOLLOWING	G INFORMATION	das e ontensesonomo en el colo de ante
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Contact		Title	
Phone Fax		Email	
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Has the organization previously receive	ed a MAB grant?	If so, how many times in the	e past 5 years?
Number of full-time staff		part-time staff	
Percentage of organization's activities to	aking place in the City	y of Milwaukee	
RACE/ETHNICITY Num	ber on board	Number of staff	
African American			
American Indian			
Asian American			
Caucasian/European American			
Hispanic American			
Mixed American			
Other (
LAST FISCAL YEAR (FY	<u> </u>	CURRENT FISCAL YEAR	(FY
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Organizational Expenses \$	ngan ang sanggan sangg Sanggan sanggan sangga	Projected Expenses	
If expenses exceeded income in last fisca	al year, explain:		
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PROJECT INFORMATION
Project name Dates of activity
Location of project
Number of artists participating Projected audience
Grant amount requested Total project budget
If you are using a Fiscal Receiver, please complete the following:
FISCAL RECEIVER NAME
Address
Contact, Title Phone Fax

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 confirmed and which is unconfirmed.
- How will the project be financially supported in the future?

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.

Additional Information

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.

EXPENSE	S (please	itemize)
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•	·		
PERSONNEL (sta	aff salaries, wages, and benefits)		
) Administrative	e		
lt is suggested tl	hat no more than 20% of the total project budget be desi	gnated for direct administr	ative costs.)
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		Subtotal 3)	\$[
MARKETING advertising, prii	nting and postage related to project)		
		C	
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	TING EXPENSES		
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TOTAL PROJEC	T FXPFNSF	(lines 6 and 7)	\$

INCOME (please itemize)

9)	ADMISSIONS	
	(projected ticket sales, membership fees, other charges)	_
	Subtotal 9)	\$
10)	CONTRACTED SERVICES	
	(fees from workshops, lectures, etc.)	Φ.
	Subtotal 10)	\$
11\	MISCELLANEOUS REVENUE	
1 1)	(estimated ad sales, concessions, rental income, parking,	
	catalogue and gift shop sales, dividend or interest income, etc.)	
		\$
		\$
	Subtotal 11)	\$ 10.000
12)	CORPORATE SUPPORT	·
. –,	(contributions from businesses and corporate foundations)	
	confirmed	\$ 30,780 / 100,700
	unconfirmed	\$
	Subtotal 12)	\$
13)	FOUNDATION SUPPORT	
	(contributions from private foundations)	
	confirmed	\$
	unconfirmed	\$
	Subtotal 13)	
14)	PRIVATE SUPPORT	
	(individual donations, United Way or United Performing Arts Fund,	
	fund-raising events)	
	confirmed	
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	Subtotal 14)	
15)	GOVERNMENT SUPPORT (do not include MAB grant request here)	A
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	IN-KIND SUPPORT List sources on a separate page.	
21)	TOTAL PROJECT INCOME (add lines 19 and 20, should equal line 8)	>

ORGANIZATIONAL ASSURANCES

The Applicant HEREBY ASSURES THAT

- 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 (229 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	٠.
BOARD OFFICER'S Signature (President, Vice President, Secretary or Treasurer)	

	Title	
Print or type name	Date	

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Arts Organization "Project Name"	Florentine Opera "Children's Performance: Hansel & Grete	Florentine Opera "The Nightingale"	Florentine Opera Company "My First Trip to the Opera"	Foothold Dance/Performance "Home is Where the Heart Is"	Foothold Dance Theatre "Bilingual Dance"	Friends of the Hispanic Community 'Hispanic Visual & Performing Arts Serie	Friends of the Hispanic Community "Arts in the Hispanic Community"	Finends of the Hispanic Community "Music of the Americas"	Friends of the Hispanic Community "Mural Art of the Americas"	Friends of the Hispanic Community "Mexican Dance: Diversity of Cultures"	Generations in Jazz "Jazz & Gospel in the Schools"	Great American Children's Theatre (Celebration Series)	Great Lakes Film & Video "Among Cultures/Between Women Film	Great Lakes Film & Video "Media Artists Mentorship"	Great Lakes Opera "Zarzuelas & Operattas"	Great Lakes Opera "Two Musical Dramas"	Great Lakes Opera "Choral Workshop & Holiday Performance"
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Arts Organization "Project Name"	Next/Act Theatre, Inc. "Bee-Luther-Hatchee"	NAP Northcott Neighborhood House "African American Children's Theatre" Northcott Neighborhood House "African American Children's Theatre III	Northcott Neighborhood House "Creative Development for Youth" Northcott Neighborhood House (FR) for African American Children's Theatre	Northcott Neighborhood House (FR) for African American Children's Theatre "00/01 Season"	Northcott Néighborhood House (FR) fo African American Children's Theatre "01/02 Season"	Polaris Puppet Theatre "The Red Road" Present Music	Present Music "Neighborhood Programs" Present Music "97-98 Neighborhood Concert Series"	Present Music "Neighborhood Concert Series" Present Music "Present Music Creation Project	Renaissance Theaterworks "97-98 Season" Renaissance Theaterworks "Midnight and Moll Flanders"
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2001	\$6,800					\$6,400	\$2,000	
2000	•		\$2,754					\$6,480
1999		100 A	\$3,400			\$2,300	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	
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Arts Organization "Project Name"	Renaissance Theaterworks "Collaborative Production of Trojan Women" Riverwest Artists Association "Artistry Clay Classes"	NAP Riverwest Artists Association "Secret Garden" Riverwest Artists Association NAP "RAA Gallery"	Riverwest Artists Association "Arts Center" Riverwest Artists Association "Artwalk"	Schneider Arts Academy "Summer Program for Teens" Sherman Park Community Association "Shermanfiest"	Silver Spring Neighborhood Center "The Broken Heart" Skylight Opera Theatre "Audition Workshops"	Skylight Opera Theatre "Minority Artists Workshop" Rylight Opera Theatre (FR) for In Tand Productions "Holiday Hell"	"KidsWrites" Spirit of Milwaukee (FR) for Neighborhood Millennium Arts Initiative	Spirit of Milwaukee "Neighborhood Millennium Art Initiative String Academy of Wisconsin "Inner City Violin & Cello"
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Arts Organization "Project Name" String Academy of Wisconsin at UWM "Inner City Scholarship" String Academy of Wisconsin at UWM "Inner City Music Program" Theatre X "Austric Salary Support for JAZZ. Theatre X "Lulu' by Frank Wedekind" UWM (FR) for UWM Dance Program "Sumner Dance Festival 2001" Walker's Point Center for the Arts "Street Talk II" Walker's Point Center for the Arts "Auto Art" Walker's Point Center for the Arts "Auto Art" Walker's Point Center for the Arts "Auto Art" Walker's Point Center for the Arts "Dia de los Muertos Parade" Walker's Point Center for the Arts "Pour Voices" Walker's Point Center for the Arts "Four Voices" Walker's Point Center for the Arts "March of the Falsettos" Walker's Point Center for the Arts "March of the Falsettos" Walker's Point Center for the Arts "March of the Falsettos" Walker's Point Center for the Arts "March of the Falsettos" Walker's Point Center for the Arts "March of the Falsettos" Walker's Point Center for the Arts "March of the Falsettos" Walker's Point Center for the Arts "March of the Falsettos" Walker's Point Center for the Arts "March of the Falsettos" Walker's Point Center for the Arts "March of the Falsettos" Walker's Point Center for the Arts "March of the Falsettos" Walker's Point Center for the Arts "March of the Falsettos" Walker's Point Center for the Arts "March of the Falsettos" Wald Space Dance Co. "Audience Development" Wild Space Dance Co.	"Wild Space Near Your Place"
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00 = 2001		\$5,228					\$2,380							***************************************		
1999 2000		\$14 \$32	\$6,400				\$5,500									
8661 26	\$5,000					-	\$5,980								\$7,360	\$8,000
1996 1997		2007 2007 2007 2007 2007 2007 2007 2007		-			28			-		-			\$7,640 \$7,	
1995		318 543 543				ANCHO COLORO CONTRACTOR CONTRACTO							50 \$7,200	\$7,200		
1993 1994				\$5,000		\$6,500		-		\$6,000		-	\$3,000	***************************************		1 (w)
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Arts Organization "Project Name"	Wild Space Dance Co. "Exploring Local Histor	Wild Space Dance Co. "Art Moves"	wild space Lance Co. (Fr. Lincoln Center of the Aris "Multicultural Millennium N		Wisconsin Black Historical "Historical Mural Project"	Wisconsin Con "City Music"	Wisconsin Conservato "Rhythms of Diversity"	Woodland Pattern "Writing & Book Workshop"	Woodland Pattern "Publishing an Anthology"	Woodland Pattern "Jump Start for Writers"	Woodland Pattern "Women of Color"	Woodland Pattern "New Music Across America"	Woodland Pattern. "Cross Cultural Connections"	Woodland Pattern "Teen Writer's Workshop"	Woodland Pattern "Discovering the Heartland"	Woodland Pattern "Intersecting Boun
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Arts Organization "Project Name"	1661	1992	1993	1994	18661	8661 2661 9661	1997	1998	1999	2000	2001
Woodland Pattern "Intercultural City Project"									· · · · · · · · · · · · · · · · · · ·	86,800	008 :9\$
YMCA "Harambee Video Project"					\$7,173	\$6,957				,	
Youth Leadership Academy, Inc.: "Boys, Choir"							\$7,360	\$8,000	\$6,400		
NAP YWCA of Greater Milwaukee "Art Wise"	\$5,000	\$3,000	\$2,800	\$4,725			,				
YWCA of Greater Milwaukee 'YWCA Youth Expressions"									\$4,800		
									-1		
TOTALS	\$125,699	\$188,500	\$209,500	\$167,734	\$167,800	\$125,699 \$188,500 \$209,500 \$167,734 \$167,800 \$164,660 \$161,927 \$182,300 \$177,084 \$171,296 \$192,705	\$161,927	\$182,300	\$177,084	\$171,296	\$192,705
TOTAL 1991 - 2001	\$1,909,205										