

City of
Milwaukee



Program Details

POSTMARK DEADLINE: Monday, March 20, 2006

2006 Project Guidelines

Purpose

The Milwaukee Arts Board, with the support of the Mayor's Office, 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.

The Milwaukee Arts Board was established in 1990. Its members are appointed by the Mayor and approved by the Common Council. Milwaukee Arts Board meetings are scheduled for the second Tuesday of each month. All meetings are open to the public.

Organization Eligibility

You are eligible to apply if you are:

a nonprofit, tax-exempt 501(c)(3) organization located in the City of Milwaukee that has as its primary mission the presentation and/or production of art or arts programming

Or

a 501(c)(3) tax-exempt organization with a department or subsidiary which has a primary mission of the presentation and/or production of art or arts programming, e.g. a private college or social service organization that has such a department or branch.

Applicant organizations must be located in the City of Milwaukee and have had 501(c)(3) non-profit status for at least two years.

You are not eligible to apply if you are:

an individual artist, religious organization, government agency, or public educational institution.

Organizations may not use a fiscal agent for the purpose of this application.

Overview

Only one application per eligible organization can be considered. Please call 414-961-0113 if you need a paper-copy application or for technical assistance.

Applicants may request \$3,000, \$5,000, or \$7,000. Grants will be awarded for the amount requested or not at all. All grant requests will be reviewed according to the same evaluation criteria. The dollar amount requested is not considered in the evaluation process.

A 1-to-1 cash match is required for all but first-time applicants. First-time applicants may use in-kind goods or services for up to 50% of the required match.

Project or program activities must occur between June 1, 2006 and May 31, 2007.

Funding will not be available before July 1, 2006.

The MAB promotes the formation and growth of artistic projects or programs that are administered by and responsive to the needs of Milwaukee's racial and ethnic minorities.

Activities Ineligible for Funding

- Programs that are restricted to private or exclusive participation
- Programs that do not comply with the City of Milwaukee diversity, equal employment opportunity and affirmative action policy. See:
<http://www.milwaukee.gov/display/displayFile.asp?docid=1154&filename=/Public/DER/PDF/OffDiv2003.pdf>
- General support for an entire season or series of arts programming
- Projects and programs that have received Milwaukee Arts Board funding for five consecutive years
- Projects by individual artists or ineligible organizations that are not partnered with an eligible 501(c)(3) organization
- Projects already 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
- Projects of units of government or other taxing entities
- Endowment funds

Application Tips

Include all costs related to the project, not only those that will be supported by the Milwaukee Arts Board. First-time applicants may use in-kind goods or services for up to 50% of the required match.

In-Kind Support is a contribution of equipment/materials, time, and/or services 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.

Application Deadline

One copy of your application with an original signature of an officer of the Board of Directors should be sent to the Milwaukee Arts Board, 809 North Broadway, Milwaukee, WI 53202 postmarked no later than Monday, **March 20, 2006**. All applications will be opened and reviewed for completeness in the presence of a witness.

Use the checklist at the beginning of the application form. If all materials are not submitted, the application will be deemed incomplete.

Late, ineligible and incomplete applications will be returned.

Review Process

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. Lobbying efforts are not considered and such efforts are strongly discouraged.

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. See the Peer Panel Ranking Form at the end of the Guidelines for evaluation criteria.

The Milwaukee Arts Board considers the Peer Panel recommendations and determines the final grant awards at its May 2006 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 1, 2006.

Grant payments are made approximately six weeks after the receipt of signed contracts and final reports. Funding will not be available before July 1, 2006.

Reporting Requirements

Failure to file six-month interim reports and final reports will eliminate applicants from consideration for future funding.

Final reports for 2005 grants are due June 30, 2006. 2006 grant checks will not be sent until final reports are received.

Year 2006 grant recipients must file a six-month interim report by January 31, 2007.

Final reports for 2006 grants documenting the precise expenditure of funds must be filed no later than June 30, 2007. These reports will be forwarded to the City of Milwaukee Comptroller.

Reports and samples of programs with MAB acknowledgment should be sent to:
Milwaukee Arts Board, 809 North Broadway, Milwaukee, WI 53202.

Contractual Obligations

Grant recipients sign a contract with The City of Milwaukee to execute the project as described in the Grant Application.

Failure to alert the MAB to any changes in the funded project may require the return of some or all awarded grant funds to the City of Milwaukee.

Failure to complete the project may require the return of all awarded grant funds to the City of Milwaukee. Organizations that then fail to return ALL awarded grant funds will be ineligible to apply for future funding.

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, Milwaukee, WI 53202.

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

Public Presentation Requirement

Each funded project must include a public presentation in the City of Milwaukee. The performance or exhibition must be open to the entire community in a public facility accessible to persons with disabilities. This public presentation may be free or you may charge admission.

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2006 Project Grant Application

Required Materials Checklist

Complete and sign the following:

- 2006 Grant Application Form
- Project Evaluation Form (last page of document)

Include the following documentation with the application form:

- Resumes for key personnel and artists involved in the project (maximum of one page per person)
- List of current Board of Directors and addresses, with officers and affiliations indicated
- IRS Form 990 for most recently completed fiscal year (summary page only with "Revenue, Expenses, and Changes in Net Assets")
- Annual financial statement for most recently completed fiscal year (must be an audited statement for all organizations required by law to complete an audit)
- Organizational budget for current fiscal year
- Most recent financial statement for current fiscal year
- Confirmation letter(s) from participating organizations named in the grant application
- First Time Applicants must submit IRS Letter of Tax Determination, Articles of Incorporation, By-Laws.

Keep a complete copy of all material you submit.

General Information

Organization:
Street address:
City/State/ZIP:
Contact person and title:
Phone:
Fax:
Email:
Date of incorporation:
Federal tax-exempt #:
Organization mission statement:
Number of full-time staff:
Part-time staff:
Last fiscal year (FY /)
Organization's income: \$
Organization's expenses: \$
If expenses exceeded income in last fiscal year, explain:
Current fiscal year (FY /)
Projected income: \$
Projected expenses: \$

Project Information

Project name:
Dates of project:
Location of public presentation:
Number of artists participating:
Projected total attendance:
Total project expenses:
Grant amount requested: <input type="checkbox"/> \$3,000 <input type="checkbox"/> \$5,000 <input type="checkbox"/> \$7,000 Note: Amount requested may be no more than 50% of total project expense.
Milwaukee Arts Board funds will be used for:

Project Description Space will expand to accommodate your responses. Please do not exceed a total of 4 pages for this section of the application.

What is the proposed project?
If this is an ongoing project, how many years has this project been in existence?
Who is the intended audience?
Are there other organizations involved in the project and what are their roles? (Remember to enclose confirmation letters from these organizations.)
Describe the planning and implementation of the project, including a realistic timeline.
How will the project involve local artists or artists/educators?
How will the project involve the community?
Do you have usage rights to present any production named in the proposed project?
How will you promote the project?
What form of public presentation will you include in the project, e.g. performance, exhibition, or other form of presentation?
When and where will the public presentation take place?
Is this facility accessible to persons with disabilities?
Describe ongoing efforts to diversify the staff, board, program content and audience of the organization.

Project Budget

Expenses Detail not necessary. Provide one number only for each line in second column and round off all figures to the nearest dollar.

1) Personnel (staff salaries, wages, and benefits)	
a) Administrative (No more than 20% of the total project budget should be designated for direct administrative costs.)	a) \$
b) Artistic	b) \$
c) Technical/Production	c) \$
	Subtotal 1) \$

2) Outside Fees/Services (payments to firms, consultants, employees of other organizations)	Subtotal 2) \$
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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. See 7) below.)	Subtotal 3) \$
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4) Marketing (advertising, printing and postage related to project)	Subtotal 4) \$
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5) Other Operating Expenses (royalties, scripts, scores, props, utilities, postage, interest charges, equipment rental, insurance, shipping, etc.)	Subtotal 5) \$
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6) Total Cash Expenses total 1) — 5)	6) \$
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7) Total of Expenses Covered by In-Kind Contributions please itemize here.	7) \$
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8) Total Project Expense total 6) and 7)	Total 8) \$
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Income: List specific sources, names and amounts for **9) — 16)**

9) Admissions (projected ticket sales, membership fees, other charges)	Subtotal 9) \$
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10) Contracted Services (fees from workshops, lectures, etc.)	Subtotal 10) \$
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11) Miscellaneous Revenue (estimated ad sales, concessions, rental income, parking, catalog and gift shop sales, dividend or interest income, etc.)	Subtotal 11) \$
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12) Corporate Support (contributions from businesses and corporate foundations)	Total confirmed: <input type="checkbox"/> \$
	Total unconfirmed: <input type="checkbox"/> \$
	Subtotal 12) \$

13) Foundation Support (contributions from private or community foundations)	Total confirmed: <input type="checkbox"/> \$
	Total unconfirmed: <input type="checkbox"/> \$
	Subtotal 13) \$

14) Private Support (individual donations, United Performing Arts Fund, fund-raising events)	Total confirmed: <input type="checkbox"/> \$
	Total unconfirmed: <input type="checkbox"/> \$
	Subtotal 14) \$

15) Government Support (do not include MAB grant request here)	A) Federal \$
	confirmed: <input type="checkbox"/> unconfirmed: <input type="checkbox"/>
	B) State \$
	confirmed: <input type="checkbox"/> unconfirmed: <input type="checkbox"/>
	C) Local \$
	confirmed: <input type="checkbox"/> unconfirmed: <input type="checkbox"/>
	Subtotal 15) \$

16) Other	Subtotal 16) \$
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17) Non MAB Cash Income total 9) — 16)	17) \$
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18) Milwaukee Arts Board Grant Amount Requested: Select amount <input type="checkbox"/> (\$3,000 <input type="checkbox"/> \$5,000 <input type="checkbox"/> \$7,000)

19) Total Cash Income total 17) and 18)	19) \$
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20) In-Kind Support please itemize here.	20) \$
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21) Total Project Income total 19) and 20)	21) \$ Should equal line 8) .
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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 requires 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 (President, Vice President, Secretary or Treasurer, **Not Paid Staff**)

Signature
Print name and title
Date

Organization Demographics

(This section must be completed as part of your application and is for City of Milwaukee demographic information collection purposes only.)

Organization name:

Race/Ethnicity	Number of board members	Number of staff members
African American		
American Indian		
Asian American		
Caucasian/European American		
Hispanic American		
Mixed American		
Other		

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2006 Project Evaluation

Name of project:

The People

Provide projected totals and brief description of the following:

	Total number	Brief Description
Performers/artists/artist-educators		
Hands-on participants (students, neighborhood residents, etc., if applicable)		
Audience (if applicable)		

The Dollars

Total projected expense:

Total projected income:

For multi-year projects:

How many years has it been produced/conducted?

How many consecutive years has MAB funded it?

Project Impact Measures

What tools (surveys, focus groups, interviews, talkbacks, etc.) will you use to measure the impact of the project on:

	Description
Performers/artists/artist-educators	
Hands-on participants (students, neighborhood residents, etc., if applicable)	
Audience (if applicable)	

Project Quality Measures

How will you measure the quality of the project? (This might include reviews, audience/participant/artist feedback, etc.)

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