

City of  
Milwaukee

**ARTS** BOARD

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**2005 • Grant  
Application  
and Guidelines**

## **Purpose and Eligibility**

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, 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 scheduled for the second Tuesday of each month. All meetings are open to the public.

### **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, public educational institution.
- Ineligible organizations may not use a fiscal agent for the purpose of this application.

# Overview

## Grant Program

***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 \$2,000, \$4,000, \$6,000 or \$8,000. 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, 2005 and May 31, 2006.
- Funding will not be available before July 1, 2005.
- The MAB promotes the formation and growth of artistic projects or programs that are administered by and responsive to the needs of this city'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

## Evaluation Criteria

30% Quality of the project

30% Benefit to the citizens of Milwaukee

30% Benefit to the organization and/or the artistic community

10% Probability of successful completion of the funded activity

## **Overview** (continued)

### **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 **post-marked by Monday, March 21, 2005**. 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**

- 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 2005 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, 2005.
- Grant payments are made approximately six weeks after the receipt of signed contracts and final reports.
- Funding will not be available before July 1, 2005.

### **Reporting Requirements**

- Failure to file six-month and final reports will eliminate applicants from consideration for future funding. Six-month reports for 2004 grants are due January 31, 2005. Final reports for 2004 grants are due June 30, 2005.
- Year 2005 grant recipients must file a six-month progress report by January 31, 2006.
- Final reports for 2005 grants documenting the precise expenditure of funds must be filed no later than June 30, 2006. These reports will be forwarded to the City of Milwaukee Comptroller.
- Reports and samples of programs, etc. with MAB acknowledgment should be sent to: Milwaukee Arts Board, 809 North Broadway, Milwaukee, WI 53202.
- Failure to complete the project may require the return of all awarded grant funds to the City of Milwaukee.
- Failure to alert the MAB to any changes in the funded project may require the return of all awarded grant funds to the City of Milwaukee.

## **Overview** (continued)

### **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, such as a performance or exhibition, that is 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.

## **2005 Project Summary**

In the space below, please provide a brief description (75 words or fewer) of your 2005/06 project that may be used as a future news release and/or program summary.

**APPLICANT 501(c)(3) ORGANIZATION NAME:**

**PROJECT NAME:**

**DESCRIPTION:**

**MILWAUKEE ARTS BOARD FUNDS WILL BE USED FOR:**

# 2005 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. Lobbying efforts are not considered and such efforts are strongly discouraged.

**Required Materials Checklist** Keep a complete copy of all material you submit.

- 2005 Project Summary
- 2005 Grant Application
- 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 (Summary page **only** with "Revenue, Expenses, and Changes in Net Assets")
- Applicant financial statements for last and current fiscal years
- Organizational budget for current fiscal year
- Support letters from participating organizations, if applicable

**First Time Applicants**, submit IRS Letter of Tax Determination, Articles of Incorporation, and By-Laws.

**General Information**—Please type the following information:

Organization:

Address:

Zip:

Contact:

Title:

Phone:

Fax:

Email:

Date of incorporation:

Federal tax-exempt no.:

Number of full-time staff:                      part-time staff:

**Last Fiscal Year (FY / )**

Organizational Income: \$

Organizational Expenses: \$

If expenses exceeded income in last fiscal year, explain:

**Current Fiscal Year (FY / )**

Projected Income: \$

Projected Expenses: \$

**Project Information**    NOTE: Projects and programs that have received Milwaukee Arts Board funding for five consecutive years are not eligible.

Project name:

Dates of project:

Location of project:

Number of artists participating:

Projected audience:

Grant amount requested:    \$2,000            \$4,000            \$6,000            \$8,000

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.

## **A. Introduction**

- Describe the proposed project.
- Who is the intended audience? Be as specific as possible.
- Who are the other organizations involved in the project, if any?
- How will the project involve local artists and artists/educators?
- Describe the planning and implementation of the project, including a realistic timeline.
- How will you promote the project?

## **B. Project Evaluation**

- How will the quality of the project be measured and evaluated?
- If this is year two or more of an ongoing project, please provide a measure of progress toward project goals (% of growth in attendance or audience served, etc.).
- What are the anticipated results of the project and how will the results be measured?
- How will you measure the impact of the project on the community ?
- How will you measure the impact of the project on your organization?

## **C. Public Presentation Requirement**

- What form of public presentation will you include in the project, e.g. performance, exhibition, or other form of presentation?
- When and where?
- Is the facility accessible to persons with disabilities?

## **D. 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.



# Project Budget

- 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.
- 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, props, utilities, postage, interest charges, equipment rental, insurance, shipping, etc.)  
\$  
\$  
**Subtotal 5) \$**
- 6) TOTAL CASH EXPENSES (subtotals 1-5, should equal line 19)  
\$
- 7) TOTAL OF EXPENSES COVERED BY IN-KIND CONTRIBUTIONS Please itemize on a separate page.  
\$
- 8) TOTAL PROJECT EXPENSE (lines 6 and 7, should equal line 21)  
\$

## Income (please itemize)

- 9) ADMISSIONS (projected ticket sales, membership fees, other charges)

**Subtotal 9) \$**

- 10) CONTRACTED SERVICES (fees from workshops, lectures, etc.)

**Subtotal 10) \$**

- 11) MISCELLANEOUS REVENUE (estimated ad sales, concessions, rental income, parking, catalogue and gift shop sales, dividend or interest income, etc.)

**Subtotal 11) \$**

- 12) CORPORATE SUPPORT (This includes contributions from businesses and corporate foundations. List specific sources, names and amounts.)

confirmed:

unconfirmed:

**Subtotal 12) \$**

- 13) FOUNDATION SUPPORT (This includes contributions from private or community foundations. List specific sources, names and amounts.)

confirmed:

unconfirmed:

**Subtotal 13) \$**

- 14) PRIVATE SUPPORT (This includes individual donations, United Performing Arts Fund, fund-raising events. List specific sources, names and amounts.)

confirmed:

unconfirmed:

**Subtotal 14) \$**

- 15) GOVERNMENT SUPPORT (Do not include MAB grant request here.)

A. Federal  confirmed  unconfirmed \$

B. State  confirmed  unconfirmed \$

C. Local  confirmed  unconfirmed \$

**Subtotal 15) \$**

- 16) OTHER

**Subtotal 16) \$**

- 17) CASH INCOME (subtotals 9–16) \$

- 18) MILWAUKEE ARTS BOARD GRANT AMOUNT REQUESTED: Select amount  
(\$2,000, \$4,000, \$6,000 or \$8,000)

- 19) TOTAL CASH INCOME (add lines 17 and 18): \$

- 20) IN-KIND SUPPORT Please itemize on a separate page.

- 21) TOTAL PROJECT INCOME

(add lines 19 and 20, should equal line 8) \$

# 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

**FOR STAFF USE ONLY**

**Organization name**

**RACE/ETHNICITY**

**Number on board**

**Number of staff**

African American

American Indian

Asian American

Caucasian/European American

Hispanic American

Mixed American

Other ( )