



## 2014 Project Grants Introduction and Guidelines

**POSTMARK DEADLINE: Monday, March 10, 2014**

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### Purpose

The Milwaukee Arts Board (MAB) Grant Program's primary objective is to bring accessibility and enjoyment of the arts to the citizens of our culturally diverse city. We do this by essentially "purchasing" arts programming and arts education from Milwaukee's eligible arts organizations. By so doing, we provide a measure of financial support to our vibrant and exciting arts community. 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 minority communities.

### About us

The Milwaukee Arts Board was established in 1990. Its members are appointed by the Mayor and approved by the Common Council. Funding is provided through the Office of the Mayor and the Council with additional support from the Wisconsin Arts Board. MAB meetings are scheduled for the second Tuesday of each month and 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 (for at least 2 years) with a physical administrative office located in the City of Milwaukee\* that has as its sole mission the presentation and/or production of art or arts programming.

The Milwaukee Arts Board also will consider applications from nonprofit, tax-exempt 501(c)(3) organizations (for at least 2 years) with physical administrative offices located in the City of Milwaukee\* that have *a department* with the sole mission of the presentation and/or production of art or arts programming.

You are not eligible to apply if you are an individual artist, religious organization, government agency, or publicly-funded educational institution. Organizations may not use a fiscal agent for the purpose of this application.

\*Organizational addresses with Post Office boxes will not be accepted as evidence of City of Milwaukee residency.

## Program Overview

Only one application per eligible organization can be considered. Please call 414-286-5794 if you need a paper-copy application or for technical assistance.

**Organizations that have not received a MAB grant in the past are eligible to request \$3,500.**

**Organizations that have received one or more MAB grant(s) in the past are eligible to request a grant of \$3,500 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. All grant requests require a 1-to-1 cash match. **Funds from other City of Milwaukee agencies or entities CANNOT be used as matching funds.**

Project or program activities must occur between June 1, 2014 and May 31, 2015. Funding will not be available before July 1, 2014.

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

## What MAB Is Looking For:

- Programs/exhibits/performances that are open and accessible to the citizens of Milwaukee. These may be free or require paid admission.
- Programs that comply with the City of Milwaukee diversity, equal employment opportunity and affirmative action policy. See: <http://city.milwaukee.gov/ImageLibrary/User/kamme/OfficeOfDiversity/GeneralRegulations2003.pdf>
- A specific performance, program, exhibit or educational experience. Requests for funding for a full season or an entire educational outreach program will not be considered. MAB is looking for readily definable projects with assessable outcomes.
- A completely new (not repackaged) project or program at least every 5 years. Change is good!
- Projects presented by eligible 501(c)(3) organizations or in partnership with a 501(c)(3) organization.
- Projects that will be completed AFTER June 1, 2014.

## What MAB Is Not Able to Support:

- Prizes or awards
- Capital projects or equipment purchase
- Labor or material costs for renovation
- Receptions, refreshments, food, gratuities, travel, lodging, or transportation (These may appear in your project budget but cannot be funded by MAB.)
- Debt reduction, contingencies, fines, penalties, interest
- Projects promoting sectarian religious purposes
- Projects of units of government or other taxing entities
- Endowment funds

## Grant Workshop

**Organizations, especially first time applicants, are STRONGLY encouraged to attend the Milwaukee Arts Board Grant Writing Workshop Tuesday, February 11, from 9:30-11:00 a.m. Location: 1<sup>st</sup> Floor Board Room, 809 N. Broadway, Milwaukee, WI 53202.**

## 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 10, 2014**. 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 may be deemed incomplete. Late, ineligible and incomplete applications will be returned.**

## Review Process

**Up to March 10:** Staff will be happy to provide technical assistance regarding your application.

**Mid—End of March:** Staff reviews the applications to determine basic eligibility.

**May 7:** A community panel reviews the proposals and makes recommendations to the Milwaukee Arts Board. The panel review is open to the public. See the Panel Ranking Form at the end of the Guidelines for evaluation criteria.

**May 13:** The Milwaukee Arts Board considers the panel recommendations and determines the final grant awards.

## Reporting Requirements

**June 30, 2014:** Final reports for 2013 grants are due.

**January 31, 2015:** Year 2014 grant recipients must file a six-month interim report.

**June 30, 2015:** Final reports for 2014 grants documenting the precise expenditure of funds along with samples of programs and promotional material with MAB acknowledgment must be filed. These reports will be forwarded to the City of Milwaukee Comptroller.

Interim and Final Reports should be sent to: Milwaukee Arts Board, 809 North Broadway, Milwaukee, WI 53202.

Failure to file six-month interim report and final report indicating a successful conclusion to your project as contracted will eliminate applicants from consideration for future funding.

## 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 **August 1, 2014**.

Grant payment (75% of awarded amount) is made approximately six weeks after the receipt of 2014 signed contracts and 2013 final reports. Funding will not be available before July 1, 2014.

Final grant payment (25% of awarded amount) is made following receipt of a signed 2014 final report.

## Conflict of Interest

Members of the Milwaukee Arts Board intend to avoid all conflicts of interest or any appearance of conflict of interest and are required by law to comply with the State of Wisconsin Statutes, Chapter 19, Subchapter 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 414-286-5794.

## 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 member of the Milwaukee Arts Board, the panel or the staff. 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.

## 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 project as contracted may require the return of some or all of the awarded grant funds to the City of Milwaukee.

Projects not completed as contractually obligated are considered incomplete until the project is either completed as planned or **all** awarded grant funds have been returned. Organizations with incomplete or non-compliant projects are ineligible to apply for future funding.

## 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.