

The purpose of the **Artist and Community Collaborations Grant (ACCG)** program is to encourage artists to create collaborative projects within their communities that support the development of the individual artist and projects that use the power of the arts for community renewal. Funds are available for artists to develop special projects in collaboration with a community-based organization partner.



Artist and Community Collaborations Grants are available to artists who initiate a partnership project with a community organization that will also act as the fiscal agent (nonprofit, community resource agency). Projects engage community members as active participants.

## Eligibility Requirements

Any individual artist who:

- has resided in Wisconsin a minimum of one year prior to application;
- is currently working with a nonprofit organization or wants to create a working partnership with a community-based organization; and
- wants to create a community arts project that involves community members.

## Grant Amounts and Matching Requirements

Grants may be requested for up to fifty percent (50%) of the total cost of a project. The maximum request that can be considered is \$5,000. Grants must be matched at least dollar for dollar in either cash or a combination of cash and in-kind contributions. At least 50% of the amount requested must be matched with cash (e.g., if you request \$5,000 then you must match that with at least \$2,500 in cash).

## Evaluation Criteria

Each application will be evaluated based on the purpose of this program and specifically on the following criteria:

1. Artistic Excellence - The artistic qualifications of the applicant are excellent and will be applied to the proposed project; and the artistic quality of the project's activities as described is excellent. (30 points)
2. Community Involvement - Community members\* are involved in the planning and implementation of the project and actively participate in the arts experience in a meaningful way. (20 points)  
\* If the project is focused on engaging one specific part of the community, representatives of that specific community are involved in the planning and implementation of the project.
3. Collaboration - There is clear evidence of a) shared vision, b) shared resources, c) planning and d) evaluation between the artist and the partner organization. (20 points)
4. Budget - The budget balances (income and expense are equal). In-kind support is noted. (20 points)
5. Timeline - Dates and times related to the project's activities are included in the narrative. (10 points)

**Strong Artist and Community Collaborations Projects will exemplify at least one of the following:**

- Projects that focus the power of the arts on community renewal.
- Partnerships that include a longer-term vision for building community, beyond this project.
- Collaborations that infuse the arts into the everyday work of arts and non-arts sectors. Collaborations with/among businesses, arts organizations, Main Street programs, community centers, care facilities, correctional settings, schools and other community based organizations are encouraged.
- Projects that use the arts to catalyze the community, that acknowledge the power of differences as well as shared history within a community, involve intergenerational participants, and/or involve the diversity that is reflected in the community.
- Projects that create common ground; begin intimate work among small groups and then share in larger settings with others.

**Instructions for Preparing an Application**

**Deadline: Electronic application files must be submitted by October 15, 2009 followed by the paper application package, postmarked on or before October 16, 2009.**

To be eligible to apply this year, the proposed project must be completed during the 2010 calendar year.

**Electronic and Paper Application Deadlines**

To apply for the Artist and Community Collaborations Grant, first submit an application through email by 3:00pm on **October 15, 2009** to [artsboard@wisconsin.gov](mailto:artsboard@wisconsin.gov). You must then submit a paper application package to the Wisconsin Arts Board office, postmarked on or before **October 16, 2009**. If you do not meet both deadlines, your application will not be considered.

**Project Narrative**

A Project Narrative must be sent through email and included in the paper application submission. The narrative must be typed in standard 12 pt. font and should not exceed two pages in length.

Describe the proposed project and its goals. Be sure to address how the project meets each of the five evaluation criteria listed on the first page of these guidelines. (To view sample past ACCG applications, go to <http://artsboard.wisconsin.gov/static/acgrant.htm>)

The narrative must also be supported by the letter of commitment from the nonprofit partner organization.

**Artist Resume**

The Artist's Resume or a history of artistic experiences to date must be sent through email and included in the paper application package. It must be typed in standard 12 pt. font and should not exceed two pages.

**Letter of Commitment**

A Letter of Commitment from the nonprofit partner organization must be sent through email and included in the paper application submission. The Letter of Commitment must include:

- a statement outlining the reason(s) the partner organization supports this project,
- information on the partner organization's roles and responsibilities in the project,
- the resources that it will provide, and
- the relationship to the artist (is he/she an employee?, previous work with the artist, etc.).

## Budget Tips

- The **Total Project Expenses** line of the budget (line #10) must equal the **Total Project Income** line of the budget (line #19). This means that the total of lines 8 and 9 must equal the total of lines 17 and 18. If the budget does not balance, the project is unlikely to be funded.
- **In-kind Investments** are goods or services invested in the project by individuals, agencies, or businesses that have a demonstrable cash value. These may include items such as donated or discounted space and equipment rental, printing, advertising costs, professional services and other labor, etc. In-kind investments are valued at fair market price and must be capable of being verified upon request.
- The **Artist Fee** is based on the time the artist spends on this project. In determining this fee, the artist, as a working professional, should carefully consider the amount of time that this project will require, including any preplanning hours.

## Paper Application Submission

Compile the paper application package into seven (7) sets. One set is the original application (including signature page 7 and **ONE COPY of the partner organization's Letter of Tax Exempt Determination from the IRS**) for our files, five sets for panel members, and one set for the panel chair.

Each of the seven sets should be organized as follows:

1. Application pages 1-3
2. Project Narrative
3. Artist Resume
4. Partner organization's Letter of Commitment

Please copy sections back-to-back when possible. Materials should not be stapled, and should **not** be placed in folders or binders. Keep a copy of all submitted materials for your records.

Mail the paper application package to:

**Wisconsin Arts Board  
101 E. Wilson Street, First Floor  
Madison, WI 53702**

All materials must be submitted under one cover, postmarked on or before **October 16, 2009**. Applications may be hand delivered to our office between 8:30am and 4:30pm, but must be received before 4:30pm of the deadline.

Late applications, or applications received via facsimile machine will not be accepted.

## Application Process

After a peer panel review of the application and Board ratification, the applicant will be notified regarding whether or not the project has received a grant. **PLEASE NOTE:** Requests may not be funded in full and the applicant must be prepared to scale the work according to the amount given, or to find additional funding from other sources. An Arts Board staff person is available to assist with any revisions necessary.

A check will be issued to the non-profit partner once all the required contractual materials have been submitted to the Arts Board.

## Technical Assistance

First time applicants should contact the staff of the Wisconsin Arts Board before applying. The staff of the Wisconsin Arts Board is available for technical assistance throughout the year. The staff can explain and clarify guidelines and eligibility requirements, review criteria and definitions. Discussions with the staff do not influence funding decisions. Call (608) 264-8191, weekdays between 8:30 and 4:30 for assistance. All applicants may call (608) 266-0190, weekdays between 8:30 and 4:30 for assistance.

## Appeals Policy

The Arts Board recognizes that errors may occur in its application process and is committed to acknowledging any such errors and responding to rectify the effects of an error. The following appeals process enables applicants to identify these errors and omissions, and bring them to the attention of the Board, if the applicant can satisfactorily document that the application was misrepresented or improperly reviewed through no fault of the applicant.

Applicants may appeal the Board's funding decision only on the following grounds:

- a) The Arts Board has made a procedural error in handling the application; or
- b) A member of the staff, peer advisory review panel, or the Board violated the conflict of interest policy of the Board.

Board decisions are subject to reversal or modification solely on these grounds.

The appeal must be made exclusively on the basis of materials submitted at the time of application. Changes in the applicant's situation after submittal cannot be considered. Evaluations of artistic quality or merit, including artistic excellence and leadership, the quality of the artistic activity, or the artistic work of an individual artist are not subject to appeal. The amount of the grant may not be appealed. No interpretation or judgment of relevant peer review panels may be appealed.

Any appeal must be submitted in writing to the Arts Board's Chairperson and postmarked no later than thirty (30) calendar days after the postmark date of the written notification of the Board's decision. The appeal letter should identify the error or omission and the effect such error had on the recommendation of the advisory panel.

The Board Chairperson will review each appeal in consultation with the Executive Director to determine whether grounds for an appeal exist based on the above criteria. If such grounds are determined to exist, the appeal will be forwarded to the Executive Committee of the Board for consideration. The Executive Committee will solicit staff comment, review records and otherwise seek information pertaining to the case, and then will formulate a recommendation for action to the entire Board. If the appeal is supported by the Board, funds will be awarded only if they are available.