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ACI Deadlines

**eGRANT Submission:
 August 1, 2008**

**Paper Application Package:
 Postmarked by August 4, 2008**

Record-Keeping Procedures Handbook

The Arts Board has developed a handbook to assist arts organizations in establishing and maintaining appropriate financial records.

This guide provides information in lay terms on basic record-keeping procedures, including methods to establish appropriate financial records; maintain the records at an appropriate level of detail; and use the financial information to present year-end revenue and expense totals.

Please call the Wisconsin Arts Board at 608/266-0190 to request *Basic Record Keeping Procedures: A Handbook for Grant Applicants*, or view on our website at artsboard.wisconsin.gov/static/recordkeeping.pdf

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The Wisconsin Arts Board

About the Agency

The Wisconsin Arts Board is the state agency responsible for the support and development of the arts throughout Wisconsin. Since 1973, the Arts Board has supported artists and arts organizations with funds from the state legislature and the National Endowment for the Arts.

Mission Statement

It is the mission of the Wisconsin Arts Board to take a leadership role in enhancing the appreciation of and ensuring the continued vitality of the arts in Wisconsin. The Wisconsin Arts Board is committed to creating an environment of free expression and open interpretation in which the arts can flourish, and to preserving the heritage and multiplicity of artistic standards of the state's cultural groups. The Wisconsin Arts Board is further pledged to strengthening arts education, to supporting artistic excellence, to encouraging financial stability, and to ensuring full access to and full participation in these assets for all Wisconsin citizens throughout the state regardless of disability, race, age, sex, religion, or national origin.

The Wisconsin Arts Board fulfills this mission by advocating the importance of the arts and by providing funds, services, and information to artists, arts organizations, educational institutions, communities, and all other interested citizens of the state.

Board and Staff Members

The Arts Board is governed by a fifteen-member board appointed by the Governor to serve three-year terms. Board members are Wisconsin citizens recognized for their accomplishments in the arts, humanities, business, education or public service. The board includes members from urban and rural areas across the state and from diverse racial, economic and cultural backgrounds. Board members set policy for the agency and approve funding recommendations made by the peer review panels. The members meet a minimum of four times per year, and all meetings are open to the public.

The agency's program and support staff members implement policies and programs and provide technical and informational services to the public.

The Arts Challenge Initiative

Introduction to ACI

The Arts Challenge Initiative (ACI) is intended to spur the fund-raising efforts of arts organizations by providing state funds to organizations whose fund-raising efforts meet or exceed the total amount of eligible income raised in the previous year.

ACI is different from other Wisconsin Arts Board programs in two major ways:

- ACI is formula-driven. Once an organization is accepted into the program, funding levels are determined solely based on the growth of eligible income reported. Peer panels are not convened to recommend funding levels.
- ACI funds may be used to support the organization's administration as well as ongoing artistic programs and activities.

ACI Eligibility

The Minority Arts Organizations Program has specific eligibility requirements listed on page iv. In order to participate in ACI every minority arts organization must first meet the following conditions:

- The applicant must be a Wisconsin arts organization;
- Organizational applicants must hold tax-exempt status from federal income tax under Section 501(c)(3) of the Internal Revenue Code or be part of a larger nonprofit institution, i.e., a music department of a private college, a museum or performing arts facility of the University, or a city or county arts council. If part of a larger nonprofit institution, the applicant must demonstrate that a) its programming serves the broader community beyond the institution and b) has a budget that identifies it as a distinct unit.
- The applicant must be a professional organization with paid or equivalent administrative staff (equivalent means regular and consistent administration by volunteer board or staff);

- The organization must document three or more consecutive years of arts programming or service at date of application. (First public performance, exhibit or activity must have occurred on or before June 30, 2005.)

Units of state and local governments, including universities, must satisfy two additional requirements:

1. The applicant organization must be the most appropriate sponsor for the proposed activities; and
2. The programs presented by the unit must benefit a general cross section of the interested public.

Not Eligible

- Individual artists;
- Organizations that are exclusively fund-raising entities, such as United Arts Funds.

Member arts organizations that receive funds from a United Arts Fund are entitled to include such funds as income eligible for determining ACI match. If a United Arts Fund provides programs and services in addition to the fund-raising, the private funds generated through those activities are eligible for match.

- Organizations that serve an exclusive membership not open to the general public.

If you have any questions regarding eligibility, please discuss these with the ACI Coordinator at the Wisconsin Arts Board.

Allowable Use of Grant Funds

ACI funds may be used to cover costs which are necessary to maintain and support the core artistic programs and overall administration of the organization.

The ACI funds may not be used to finance:

- endowments;
- capital expenditures in excess of \$10,000 or 6% of the organization's operating budget, whichever is the lesser amount.

Amount of Grant Awards

First-time applicants apply for acceptance into the program and are not eligible to receive an award until the following fiscal year. The first application establishes the organization's initial Base Year level, used to figure the award during the next grant cycle. To remain active in the program, continuing participants should apply to ACI each year.

The grant awarded to an organization is based on the amount of cash income the organization raises, provided this amount increases from one year to the next. Some types of fund raising income are included for this calculation and others are excluded.

Contributions to the organization's general operations made by individuals, businesses, corporations, foundations and from local United Arts funds are included when calculating the award amount. Income from the sale of tickets, concessions, contracted services, advertising and other earned income that is directly related to the operations of the organization is also included in the award calculation.

Income excluded from the award calculation process are: contributions to endowment or capital funds, income from endowments or investments, and money from government grants.

Organizations participating in ACI frequently raise eligible income that totals more than the Arts Board is able to award. In this situation, ACI legislation requires that funding levels be prorated. It is anticipated that the award amounts will be substantially lower than the ratios outlined for each program.

Notification of Awards

The Wisconsin Arts Board determines applicant eligibility based on the materials submitted. Applicants will be notified of the Arts Board decisions on or about October 1.

Arts Challenge Initiative Definitions

Current Year -- The organization's most recent fiscal year, ending on or before June 30, 2008, is considered the Current Year for the FY09 Arts Challenge Initiative. All documentation and reporting must pertain to that period and will be compared against the Base Year of the organization.

Base Year -- The organization's fiscal year completed on or before June 30, 2007, is considered the Base Year for the FY09 Arts Challenge Initiative.

Total Income -- An organization's Base Year total income is used to determine in which ACI category the organization belongs.

Total Eligible Income -- Awards are calculated using only the cash funds listed in the organization's Base Year total eligible income. (Admissions, Contracted Services, Other Revenue, Corporate Support, Foundation Support, Other Private Support, United Funds, and Net Benefits. See items 1-8 on Budget Definitions, page 10, for details.)

The Minority Arts Organizations Program

Who May Apply

Nonprofit organizations that fulfill the general eligibility requirements stated on pages ii. and iii. may apply to this category if their organization has substantial policy, management and artistic control by members of the African-American, Hispanic-American, Native American or Asian-American communities.

Amount of Award

Raw awards of up to \$1 for each dollar of total eligible Base Year income are available, provided the total eligible Current Year income is not less than the total eligible Base Year income. Please note that these raw award amounts will be prorated based on the number of dollars available and the number of eligible applicants, and final award amounts are usually less than the raw award.

Instructions

Submitting Through eGRANT

Requests for grants must first be submitted through the Wisconsin Arts Board eGRANT system, available on our website at <http://www.arts.state.wi.us>. The electronic grant submission must be received by 3:00 pm on August 1, 2008. Please see eGRANT Tips and Instructions on our website for more information.

Review the guidelines before completing the application. It is the applicant's responsibility to be familiar with this information.

Compiling Your Paper Application Package

After submitting the ACI application through eGRANT, a paper application package is also required. Copies of the completed ACI application forms and supporting materials must be mailed under single cover and received by the Wisconsin Arts Board, postmarked or hand delivered no later than one working day later, or August 4, 2008.

Refer to the checklist on page 10 of the application to assist you in organizing the following materials:

Additional materials that must be submitted by new applicants:

- One (1) copy of the organization's most recent Letter of Tax Exempt Determination from the Internal Revenue Service. Applicants that are part of a larger institution must provide the institution's letter.
- Samples of programming including selected performances, exhibits or publications.
- Eight (8) copies of three (3) original letters of recommendation indicating quality of programming and community support.
- Eight (8) copies of resumes of key personnel. The maximum length is one page each. Include training, education and employment summary. (**Continuing applicants** should submit one (1) copy only if changed from last year.)
- Eight (8) copies of a list of Board members/officers and their affiliations, and volunteer administrators. (**Continuing applicants** should submit one (1) copy only if changed from last year.)

The following documents are required by all organizations with a Base Year total annual operating budget exceeding \$100,000:

One copy of the organization's audited financial statement or a limited financial review prepared by an external auditing firm. These statements must cover the organization's fiscal year ending on or before June 30, 2008 (ACI Base Year). Either of these financial statements must detail how revenues and their sources are reported, e.g., for income verification, the Arts Board would require interest income, government grants, endowment contributions and capital funds to be identified separately. **If these statements are not completed at the time of the application, please enclose a memo informing the Arts Board of the completion and submission date.** Please note, however, that grant distribution will be delayed until final audited reports are submitted.

Authorizing Signatures

An authorizing official of the organization must sign on the Organizational Assurances (application page 9). An authorizing official is one who has legal authority to enter into contracts for the organization, i.e., Executive Director of the organization, or the President, Chairman or Financial Officer of the Board.

Read the Organizational Assurance carefully. By signing this document, you are assuring that your organization will make necessary, reasonable accommodations to assure access to your activities for all individuals.

If you require clarification concerning the Organizational Assurances, contact our office at (608) 266-0190.

Mailing Address

Continuing applicants should submit a single set of application materials plus additional materials, new applicants must submit eight copies of application materials plus additional materials. Mail to:

WISCONSIN ARTS BOARD
FIRST FLOOR
101 E. WILSON STREET
MADISON WI 53702

Regulations

Affirmative Action Plan

Any organization that has been awarded a Wisconsin Arts Board grant of \$25,000 or more and that retains a work force of twenty-five or more employees must have an Affirmative Action Plan on file at the Arts Board.

An affirmative action requirements booklet will be mailed with the grant contract to all organizations awarded a grant of \$25,000 or more. Federal government agencies, Wisconsin municipalities and universities, as well as organizations awarded a grant of \$25,000 or more with fewer than twenty-five employees, are all exempt from the affirmative action requirement but must, instead, submit the booklet's Request for Exemption from Submitting Affirmative Action Plan form.

Retention of Records

Grant recipients may be subject to an audit by the representatives of the Arts Board. Organizations must retain financial records and all other information pertinent to an Arts Board grant for seven years after the receipt of the award. This includes invoices, cancelled checks, receipts, itemization of in-kind contributions, and general ledger records.

Final Reports

Organizations that receive funding from the Wisconsin Arts Board are required to file a final report. To file a final report for the FY08 ACI and/or to participate in the FY09 ACI, an organization must submit the completed form and attachments as mentioned on the previous page.

Grant Agreement

The Arts Board must receive a signed Grant Agreement before any funds are disbursed. At no time shall payment by the Arts Board to a grantee exceed the amount specified in the Grant Agreement. Grant funds are not transferable.

Acknowledgement of Arts Board Support

A copy of the Wisconsin Arts Board logo can be downloaded from our website. This logo should be used to give credit to the Wisconsin Arts Board in all brochures, press releases and other publications.

In addition, please remember to thank your Legislator for his/her support of the arts.

Appeals

Applicants may appeal grant decisions under limited circumstances:

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

Board decisions are subject to reversal or modification solely on the basis of 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 or grant request cannot be considered.

The amount of grant is not appealable.

The applicant may appear before the Executive Committee to address his or her appeal. Statements by an applicant must be limited solely to the grounds for appeal listed above.

Any appeal must be submitted in writing to the Chairperson and postmarked no later than 30 calendar days after the date of the written notification of the Board's decision. Each letter of appeal must state the specific grounds under which modifications of Board action is requested and an explanation of the applicant's reason for making an appeal.

The Board Chairperson will review each appeal request 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 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.

Technical Assistance Available**Grant-Writing Assistance**

The Arts Board staff is available for grant-writing assistance throughout the year. The staff can explain and clarify eligibility requirements, review criteria, and definitions. Discussions with the staff, however, do not influence funding decisions.

First-time applicants are encouraged to contact the Arts Board prior to applying. The Arts Board cannot guarantee assistance for applicants calling immediately prior to the deadline.

You may reach the ACI coordinator by calling (608) 261-8217 weekdays between 8:00am and 4:00pm, or emailing dale.johnson@wisconsin.gov.

Application Codes

The following codes were developed by the National Standard for Arts Information Exchange. This Standard, supported by the National Assembly of State Arts Agencies and the National Endowment for the Arts, was designed and implemented to improve management and guarantee national compatibility in the collection, organization, and exchange of arts information.

Use these codes for the questions on page 1 of the application form, also on the "Applicant" page of eGRANT.

Applicant Status

Which best describes the organization's legal status?

- 02 Organization--Nonprofit
- 03 Organization--Profit
- 04 Government--Federal
- 05 Government--State
- 06 Government--Regional
- 07 Government--County
- 08 Government--Municipal
- 09 Government--Tribal
- 99 None of the Above

Applicant Institution

Which best describes the applicant organization?

- 03 Performing Group
- 04 Performing Group--College/University
- 05 Performing Group--Community
- 06 Performing Group for Youth
- 07 Performance Facility
- 08 Museum--Art
- 09 Museum--Other
- 10 Gallery/Exhibition Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Association
- 19 School District
- 20 School--Parent/Teacher Association
- 21 School--Elementary
- 22 School--Middle
- 23 School--Secondary
- 24 School--Vocational Technical
- 48 School of the Arts
- 25 School--Other
- 26 College/University
- 27 Library
- 28 Historical Society/Commission
- 29 Humanities Council/Agency
- 30 Foundation
- 31 Corporate/Business
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government--Executive
- 39 Government--Judicial
- 40 Government--Legislative (House)
- 41 Government--Legislative (Senate)
- 42 Media--Periodical
- 43 Media--Daily Newspaper
- 44 Media--Weekly Newspaper
- 45 Media--Radio
- 46 Media--Television
- 47 Cultural Series
- 49 Arts Camp/Institute
- 50 Social Service Organization
- 51 Child Care Provider
- 99 None of the Above

Discipline

Applicant Discipline: Which best describes the applicant organization's primary area of work in the arts?

Activity Discipline: Which best describes the arts discipline in which the grant activities are involved?

- 01 DANCE
 - 01A Ballet
 - 01B Ethnic/Jazz
 - 01C Modern

- 02 MUSIC
 - 02A Band
 - 02B Chamber
 - 02C Choral
 - 02D New
 - 02E Ethnic
 - 02F Jazz
 - 02G Popular
 - 02H Solo/Recital
 - 02I Orchestral

- 03 OPERA/
MUSIC THEATRE
 - 03A Opera
 - 03B Musical Theatre

- 04 THEATRE
 - 04A Theatre-General
 - 04B Mime
 - 04D Puppet
 - 04E Theatre for Young Audience

- 05 VISUAL ARTS
 - 05A Experimental
 - 05B Graphic Arts
 - 05D Painting
 - 05F Sculpture

- 06 DESIGN ARTS
 - 06A Architecture
 - 06B Fashion
 - 06C Graphic
 - 06D Industrial
 - 06E Interior
 - 06F Landscape Architecture
 - 06G Urban/Metropolitan

- 07 CRAFTS
 - 07A Clay
 - 07B Fiber
 - 07C Glass
 - 07D Leather
 - 07E Metal
 - 07F Paper
 - 07G Plastic
 - 07H Wood
 - 07I Mixed Media

Continued next column

- 08 PHOTOGRAPHY/HOLOGRAPHY

- 09 MEDIA ARTS
 - 09A Film
 - 09B Audio/Radio
 - 09C Video
 - 09D Technology/Experimental

- 10 LITERATURE
 - 10A Fiction
 - 10B Non-fiction
 - 10C Playwriting
 - 10D Poetry

- 11 INTERDISCIPLINARY/PERFORMANCE ART

- 12 FOLKLIFE/
TRADITIONAL
ARTS
 - 12A Folk/Traditional Dance
 - 12B Folk/Traditional Music
 - 12C Folk/Traditional Crafts and Visual Arts
 - 12D Oral Traditions (include folk/traditional storytelling)

- 13 HUMANITIES

- 14 MULTI-DISCIPLINARY (2+ DISCIPLINES)

- 15 NON-ARTS/NON-HUMANITIES

Race

Applicant Race: Applicants should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the one code that best represents 50 percent or more of their staff or board or membership.

Activity Race: If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the grant or activity is not designated to represent or reach any one particular group, choose the terminal code "99."

- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native
- P Native Hawaiian/Pacific Islander
- W White
- 99 No single group

Continued next page

Type of Grant Activity

Choose one of the following which best describes the type of activity for which funding is sought.

- 01 Acquisition
- 02 Audience Services
- 03 Fellowships
- 04 Artwork Creation
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility Construction/Maintenance
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Organization Establishment
- 11 Operating Support
- 12 Arts Instruction
- 13 Marketing
- 14 Professional Support--Administrative
- 15 Professional Support--Artistic
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/Conservation
- 19 Research/Planning
- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 23 Equipment Acquisition
- 24 Distribution of Art
- 25 Apprenticeship
- 26 Regranting
- 27 Translation
- 28 Writing about Art
- 29 Professional Development/Training
- 30 Student Assessment
- 31 Curriculum Development/Implementation
- 32 Stabilization/Endowment/Challenge
- 33 Building Public Awareness
- 34 Technical Assistance
- 35 Web Site/Internet Development
- 36 Broadcasting
- 99 None of the Above

Arts Education Component

Choose one of the following which best describes the project for which funding is sought.

- 01 50% or more of this project's activities are arts education directed to:
 - A K-12 students
 - B Higher education students
 - C Pre-kindergarten children
 - D Adult learners (including teachers & artists)
- 02 Less than 50% of this project's activities are arts education directed to:
 - A K-12 students
 - B Higher education students
 - C Pre-kindergarten children
 - D Adult learners (including teachers & artists)
- 99 None of this project involves arts education.

Project Descriptors

Mark which, if any, of the descriptors below comprise a significant portion (50 percent or more) of the grant's resources/activities. Mark all that apply. If none apply, or if the below descriptors apply to a small or indeterminate portion of your funding/activities, leave this field blank.

- A Accessibility
- I International
- P Presenting/Touring
- T Technology
- Y Youth at Risk
- O Older Adults
- H Health/Healing
- E Economic Development
- C Cultural Heritage Tourism

Budget Definitions

Income

- 1) **Admissions** -- Include ticket sales, season subscriptions, and memberships.
- 2) **Contracted Services** -- Include fees earned from workshops, residencies, lectures, and performances.
- 3) **Other Revenue** -- Include program advertisement sales, rental income, concessions, parking, catalogue and gift shop sales.
- 4) **Corporate Support** -- Include contributions from businesses, corporations and corporate foundations.
- 5) **Foundation Support** -- Include contributions from private foundations. Do not include grants from city, county, state or federal agencies.
- 6) **Other Private Support** -- Include individual donations not included under any other category.
- 7) **United Funds** -- Include contributions from the United Way and United Arts Funds.
- 8) **Net Benefits** -- Include income from fund-raising events such as fund-raising dinners sponsored to benefit your organization. Subtract benefit costs, which include direct costs associated with the benefits, such as food costs for fund-raising events to equal net benefit income.
- 9) **Interest Income** -- Include all investment income, such as interest on endowment funds, dividends, and savings accounts.
- 10) **Government Contracts** -- Include fees earned from government contracts for specific services.
- 11) **Government Support** -- Include government grants and appropriations to operating funds.
- 12) **Contributions to Endowment and Capital Funds** -- Include individual and corporate donations directly to an endowment or capital fund.
- 13) **Applicant Cash** -- Closing balance carried into next year.

Expenses

- 14) **Personnel** -- Include salaries, wages, benefits for staff of organization.
- 15) **Outside Fees and Services** -- Include payments to consultants (artists) or employees of other organizations.
- 16) **Space Rental** -- Include rental of office, rehearsal, theater, hall, gallery and other spaces required for the operation of the organization.
- 17) **Travel** -- Include fares, hotel and other lodging expenses, food, taxis, per diem payments, toll charges, mileage, car rental, etc.
- 18) **Marketing** -- Include costs of advertising; printing and mailing of brochures, flyers and posters; food, drink and space rental when directly related to promotion. Do not include fund raising expenses.
- 19) **Remaining Operating Expenses** -- All expenses not entered in other categories. Include scripts, sets and props, food, drink, utilities, postage, interest charges, equipment rental, insurance, non-structural renovations and improvements, taxes paid, conference fees, etc.
- 20) **Capital Expenditures** -- Include acquisitions for collections, and renovations or improvements over \$5,000.

Narrative Questions

New Applicant Narrative Questions

1. What is the mission of the organization?
2. Describe the major, ongoing programs of the organization.
3. Briefly describe the plan to increase or sustain contributed and earned income during the Current Year.

Continuing Applicant Final Report Questions

If you are a continuing applicant but received no award last year, you may skip this section.

1. What has been the financial, artistic and administrative impact on your organization as a result of ACI participation?
2. How were FY08 ACI funds used?
3. What improvements or changes to the ACI program would you suggest?