

(Applicant Name, Fiscal Year, Application Type)

Section D: Public Service Activity

What public notice of your season's activities occurred:

Where did the above activities occur:

Facility(ies) is(are) accessible in: parking entrance restrooms level access signage

Are your programs accessible in other ways? If so, how?

Section E: Community Demographics

Name of city or county in which the applicant is located:

Population: _____

Median household income: \$ _____

Percentages of population that are:

American Indian and Alaska Native _____ %

Asian persons _____ %

Black persons _____ %

Persons of Hispanic or Latino origin _____ %

Native Hawaiian/Other Pacific Islander _____ %

White persons not Hispanic _____ %

Percentages of population that:

are school age (under 18) _____ %

are over 65 years old _____ %

are below poverty level _____ %

are high school graduates _____ %

hold bachelor's degree or higher _____ %

have a disability _____ %

Major businesses or activities that support your community's economy:

For Reference Only, Creation and Presentation Grant Program

Section F: Mission Statement

Section G: History of Your Organization

Section H: Community Description

DRAFT

(Applicant Name, Fiscal Year, Application Type)

Section I: Board of Directors List

Name

Occupation

City

Arts Interest/Affiliation

DRAFT

(Applicant Name, Fiscal Year, Application Type)

Section J: Staff Members List

Name

Position Title/Area of Responsibility

DRAFT

For Reference Only, Creation and Presentation Grant Program

Section K: Key Artistic and Administrative Personnel Biographies

Name:

DRAFT

Section L: Narrative

What Do You Do?

1. What has your organization done to date over your current and two most recently completed fiscal years? Provide a brief overview of who was involved, what happened, and when and where activities took place. Please note new or expanded artistic activities that were developed in the last year, and arts education activities.
2. Why did your organization decide to offer these activities to your community? Include a description of the planning process leading to this decision and how your community was involved.

How Do You Do It?

3. Briefly describe the internal and external strengths/assets that have given your organization the capacity to provide these programs and services over the past two years.
4. Briefly explain the challenges – both internal and external – that your organization has faced over the past two years, and how you have addressed them.

What Difference Do You Make?

5. Briefly describe your organization’s past and current efforts to broaden, deepen and diversify participation in your activities. Include how your organization is building participation in your activities by eliminating practical, perceptual and experiential barriers. Please provide specific examples.

How Do You Know?

6. How has information from past evaluation/assessment methods been used to make decisions about your programs and services? What assessment methods did your organization use during the past two years?
7. What impact does your organization have on your community as a whole? How do you communicate that impact? Does your organization participate or provide leadership on the state, regional, national or international level? Please reference specific examples of your organization’s public value in your response.



(Applicant Name, Fiscal Year, Application Type)

Section M: Facilities

Name	Type	Stage Size	Capacity	Rent/Own
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Section N: Attendance Statistics

Most Recently Completed Fiscal Year

Subscribers x # Events:

Single Admissions: = Total Attendance: ÷ Season's Total Capacity: = % of Overall Capacity: %

Unpaid Attendance:

Prior Fiscal Year

Subscribers x # Events:

Single Admissions: = Total Attendance: ÷ Season's Total Capacity: = % of Overall Capacity: %

Unpaid Attendance:

(Applicant Name, Fiscal Year, Application Type)

Section Oa: Most Recently Completed Fiscal Year Programming

Most Recently Completed Season Year:

Total Artist Fees:

Artist or Company	Discipline	Home Location	Dates Presented	Artist Fee
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(Applicant Name, Fiscal Year, Application Type)

Section Oa: Most Recently Completed Fiscal Year Programming continued

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(Applicant Name, Fiscal Year, Application Type)

Section Ob: Prior Year's Programming

Prior Season Year:

Total Artist Fees:

Artist or Company	Discipline	Home Location	Dates Presented	Artist Fee
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(Applicant Name, Fiscal Year, Application Type)

Section Ob: Prior Year's Programming continued

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Section P: Work Sample Description

Type: Digital Image DVD CD Literary Work Sample

DVD

Sample

Title: _____ Year: _____

Begin at: _____

End at: _____

Description: _____

CD

Sample

Title: _____ Year: _____

Begin at: _____

End at: _____

Description: _____

Literary Work

Sample

Title: _____ Year: _____

Description: _____

Digital Images

Sample

Title: _____ Year: _____

Description: _____



(Applicant Name, Fiscal Year, Application Type)

Section Q: Application & Support Materials Checklist

This checklist is a required part of the application package. Check the box before each item that is applicable and is included in your materials. Cross through any item that is not applicable. Items left blank will flag your application as potentially ineligible or incomplete. Refer to the guidelines for more information.

Items must be collated in the following order and assembled in sets: one set labeled originals and eight panel review sets. Copy back-to-back when possible. Please bind with clips and not rubber bands. Do not place in binders or folders.

Application Component	For WAB Office ONE set labeled "Originals."		For Panel Review Collated sets.	
	<input type="checkbox"/>	Required	<input type="checkbox"/>	Eight Copies Required
Application Sections A-L	<input type="checkbox"/>	Required	<input type="checkbox"/>	Eight Copies Required
Application Sections M-O	<input type="checkbox"/>	Required of Presenting Organizations <u>only</u>	<input type="checkbox"/>	Eight Copies Required of Presenting Organizations <u>only</u>
Section P: Work Sample Description	<input type="checkbox"/>	Required of ALL applicants <u>except</u> Presenting Organizations	<input type="checkbox"/>	Eight Copies Required of ALL applicants <u>except</u> Presenting Organizations
Artist Descriptions (1 page per artist from current & last season)	<input type="checkbox"/>	Required of Presenting Organizations <u>only</u>	<input type="checkbox"/>	Eight Copies Required of Presenting Organizations <u>only</u>
Organization's Season or Exhibition Brochures/Schedules	<input type="checkbox"/>	Required	<input type="checkbox"/>	Eight Copies Required
Section Q: Checklist	<input type="checkbox"/>	Required		—
Section R: Contract	<input type="checkbox"/>	Required (with original signatures)		—
Required Financial Documentation from last 3 years	<input type="checkbox"/>	Required	<input type="checkbox"/>	One Copy Required
Organization's Long-Range or Strategic Plan	<input type="checkbox"/>	Required	<input type="checkbox"/>	One Copy Required
Letter of Commitment from Partner Organization	<input type="checkbox"/>	Required of Organizations with Partners <u>only</u>	<input type="checkbox"/>	One Copy Required of Orgs with Partners <u>only</u>
Marketing Plan for Most Recently Completed Season (4 pages or less)	<input type="checkbox"/>	Required of Organizations with Budgets Over \$100,000 <u>only</u>	<input type="checkbox"/>	One Copy Required of Orgs with Budgets Over \$100,000 <u>only</u>
Up to Three Examples of Educational Materials from most recently completed season, if applicable	<input type="checkbox"/>	Required of Orgs with Budgets over \$100,000 <u>only</u>	<input type="checkbox"/>	One Copy Required of Orgs with Budgets over \$100,000 <u>only</u>
IRS Proof of Nonprofit Status	<input type="checkbox"/>	Required of First Time Applicants <u>only</u>		—
W-9 Form (from Arts Board website)	<input type="checkbox"/>	Required of First Time Applicants <u>only</u>		—
Up to Two Labeled Work Samples	<input type="checkbox"/>	Required of ALL applicants <u>except</u> Presenting Organizations		—

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(Applicant Name, Fiscal Year, Application Type)

Section O: Application & Support Materials Checklist continued

The following materials are **OPTIONAL** parts of the paper package. Refer to the guidelines for more information.

Include **no more than six items** from the following list (example: "up to three letters of support" would count as one item). During the draft application process, discuss with Arts Board staff which materials are best suited to support your application.

Application Component	For WAB Office ONE set labeled "Originals."		For Panel Review Collated in sets.	
Marketing Plan for most recently completed season (4 pages or less)	<input type="checkbox"/>	One copy optional	<input type="checkbox"/>	One copy optional
Examples of Educational Materials from most recently completed season	<input type="checkbox"/>	One copy optional	<input type="checkbox"/>	One copy optional
Up to Three Letters of Support from Past Participants **	<input type="checkbox"/>	One copy optional	<input type="checkbox"/>	One copy optional
Sample Evaluation Tool from most recently completed season	<input type="checkbox"/>	One copy optional	<input type="checkbox"/>	One copy optional
Annual Report	<input type="checkbox"/>	One copy optional	<input type="checkbox"/>	One copy optional
Critical Review *	<input type="checkbox"/>	One copy optional	<input type="checkbox"/>	One copy optional
Exhibition Catalog *	<input type="checkbox"/>	One copy optional	<input type="checkbox"/>	One copy optional
Invitation *	<input type="checkbox"/>	One copy optional	<input type="checkbox"/>	One copy optional
Newsletter from most recently completed season	<input type="checkbox"/>	One copy optional	<input type="checkbox"/>	One copy optional
Press Clipping *	<input type="checkbox"/>	One copy optional	<input type="checkbox"/>	One copy optional
Press Release *	<input type="checkbox"/>	One copy optional	<input type="checkbox"/>	One copy optional
Program *	<input type="checkbox"/>	One copy optional	<input type="checkbox"/>	One copy optional
Other Materials (contact Arts Board staff)	<input type="checkbox"/>	One copy optional	<input type="checkbox"/>	One copy optional

- * No more than two years old.
- ** No more than three years old.

All application and support materials must be submitted in one package and postmarked or hand delivered no later than one business day after the eGRANT deadline.

Please keep a copy of all application and support materials submitted.

(Applicant Name, Fiscal Year, Application Type)

Section R: Service Contract

This agreement (the "Contract") is between the Wisconsin Arts Board, an agency of the State of Wisconsin, 101 E. Wilson Street, First Floor, Madison, WI 53702 (the "Arts Board"), and Name and Address of the Applicant (the "Applicant"):

Applicant Name:

Address, City, State ZIP:

WHEREAS, the Arts Board, through its administrator, is authorized to make and sign any contracts and agreements and perform any acts which may be necessary, desirable, or proper to carry out the purposes of the Arts Board, and

WHEREAS, the Applicant has made application (the "Application") to the Arts Board for the general arts activities (the "Activities") described in the Application as hereinafter set forth, and assures that its governing board has authorized the filing of this application, and that the Arts Board and the Applicant hereby agree as follows:

SECTION 1. EFFECTIVE DATE OF CONTRACT. a) This Contract becomes effective upon issuance of a grant award letter (the "Grant Award Letter") by the Arts Board to the Applicant awarding a grant to the Applicant (the "Grant Award") and upon the Arts Board's executive director signing this Agreement. b) The Application and Grant Award Letter shall be made a part of this Agreement. c) This Contract becomes null and void if the Funding Notification Letter does not award a grant to the Applicant.

SECTION 2. ACTIVITY DATES AND FINAL REPORT. The Activity beginning and ending dates (the "Beginning Date and Ending Date"), and the final report due date for this grant will be specified in the Grant Award Letter.

SECTION 3. BRICK-AND-MORTAR AND CAPITAL EXPENSES. Grant funds awarded in this Contract may not be used for brick-and-mortar activities, capital improvements, equipment purchases over \$5,000, hospitality costs, scholarship assistance, or out-of-state travel.

SECTION 4. GRANTED AMOUNT AND PAYMENT SCHEDULE. a) The amount of the Grant Award awarded by the Arts Board to the Applicant shall be specified in the Grant Award Letter. b) Under no circumstances shall the total amount paid to the Applicant exceed the Grant Award specified in the Grant Award Letter. c) The Arts Board will pay the Applicant the Grant Award as close to the Beginning Date of the Activities as possible.

SECTION 5. IMPLEMENTATION OF ACTIVITIES. The Applicant shall implement the Activities substantially as described generally in the Application.

SECTION 6. FINAL REPORT. a) The Applicant must complete and return a Final Report (including all required attachments, and unspent Arts Board funds) to the Arts Board on forms provided by the Arts Board by the date specified in the Grant Award Letter. b) The Applicant will be placed on an agency-wide funding moratorium if the Final Report and/or unspent Arts Board funds have not been returned to the Arts Board within THIRTY (30) days of the Ending Date. c) The Arts Board may initiate legal proceedings for the return of grant funds if the Final Report and/or unspent funds have not been returned to the Arts Board within THIRTY (30) days of the Ending Date.

SECTION 7. ARTS BOARD POLICIES, PROCEDURES, GUIDELINES, RULES. The Applicant shall abide by all Arts Board policies, procedures, guidelines and rules as published on the Arts Board's Web site and Chapter AB1 of the Wisconsin Administrative Code and in effect at the Beginning Date of this Contract.

SECTION 8. SPECIAL CONDITIONS. No special conditions shall apply to this Contract unless specified in the Grant Award Letter.

SECTION 9. COMPLIMENTARY ACCESS. In order to provide members of the Arts Board's Board of Directors and staff with the opportunity to view the arts programs supported by the Arts Board, the Applicant agrees to admit said individuals upon request and without charge.

SECTION 10. ACKNOWLEDGEMENT. The Applicant agrees to acknowledge Arts Board support for the Activities in all signage, program materials, promotion, publicity and advertising activities, and in other printed and electronic forms of communication pertaining to the Activities. The following credit line shall be used: "This (project/program/activity) was supported in part by a grant from the Wisconsin Arts Board with funds from the State of Wisconsin and the National Endowment for the Arts." Use the Arts Board's logo on printed material. When no printed information is used, verbal credit shall be given prior to each live performance or presentation. Logos can be accessed at: <http://artsboard.wisconsin.gov/static/logo.htm>

SECTION 11. PAYMENTS TO ARTISTS AND PROVIDERS OF SERVICE. The Applicant agrees to pay artists and other providers of services related to the Application Activities when services are rendered, which can be no later than the Ending Date of the Activities, regardless of the date the Grant Award check is received from the Arts Board.

SECTION 12. MODIFICATIONS, CANCELATIONS AND EXTENSION REQUESTS. a) The Arts Board requires that all substantial modifications to the Application or the Contract be submitted in writing by the Applicant and approved in advance by the Arts Board. Modifications shall mean a substantial change in the scale and scope of the organization's general arts Activities, change of address, change of the Applicant's contact person, etc. b) Written notification is required if the Applicant ceases doing business. The Applicant must return the Grant Award to the Arts Board if it ceases doing business. c) Extensions of the Ending Date may be requested in writing up to thirty days prior to the Ending Date.

SECTION 13. RECORDS MANAGEMENT. The Applicant agrees to maintain in its files for inspection by the Arts Board, or its duly authorized representatives, all books, documents, papers and records maintained to account for funds

expended under the terms and conditions of this Contract for a minimum of six (6) years following the Ending Date. Applicants receiving \$25,000 or more in grant funds must submit an audit report for the year in which the Grant Award is received and expended.

SECTION 14. DURATION. This Contract must be completed between the dates specified in the Grant Award Letter.

SECTION 15. TERMINATION. This Contract is subject to termination by either party with ten (10) days prior written notice.

SECTION 16. INDEPENDENT CONTRACTOR. The Applicant agrees to perform the services specified in the Application and this Contract as an independent contractor.

SECTION 17. FULFILLMENT OF AGREEMENT. If the Applicant is unable to fulfill this Contract by virtue of any act or regulation of any public authority, or on the account of any rule or order of any military or civil authority, or on account of any war or other national or state-declared emergency, or because of labor strike, riot, epidemic, act of God, or any similar cause beyond his or her control, the Applicant shall be excused from performance of the terms of this Agreement to the extent such performance is prevented. In such an event the Applicant shall promptly return to the Arts Board any unexpended or un-obligated portions of payments specified in the Grant Award Letter.

SECTION 18. INDEMNIFICATION CLAUSE. The Applicant agrees to hold harmless, indemnify and defend the Arts Board and its officers, directors, panelists, and employees from and against any and all damages, actions, causes of action, losses, injuries, liabilities, royalties, claims or other payments relating in any way to the terms and obligations of this Contract.

SECTION 19. ASSIGNMENTS. This Contract may not be assigned or transferred by either party to this agreement without prior written consent of the other party.

SECTION 20. EQUAL OPPORTUNITY AND ACCESSIBILITY. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01 (5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; lay-off or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities.

(A) Contracts estimated to be twenty-five thousand dollars (\$25,000) or more require the contractor to submit a written affirmative action plan acceptable under Wisconsin Statutes and Administrative Code. The contractor must submit the plan to the Arts Board for approval within fifteen (15) working days after the contract is awarded. An exemption occurs from this requirement if the contractor has a workforce of less than ten (10) employees. Instructions or preparing the plan and technical assistance regarding this clause are available from the Wisconsin Arts Board.

(B) The contractor agrees to post in conspicuous places, available for employees and applicants for employment, a notice to be provided by the Arts Board that sets for the provisions of the State of Wisconsin nondiscrimination clause.

(C) Failure to comply with the conditions of this clause may result in the contractor's becoming declared an "ineligible" contractor, termination of the contract, or withholding of payment.

Facilities in which programs for the projects are held shall be in compliance with Title VI, of the Civil Rights Act of 1964; Section 504, of the Rehabilitation Act of 1973; the Age Discrimination Act; and Title IX, of the Education Amendments of 1972 and the Americans with Disabilities Act of 1990.

All recipients that receive federal funds must comply with OMB Circular A-128 and A-133 requirements of the federal Government. Nonprofit organizations that receive \$300,000 or greater in federal funds, please submit a copy of your audited financial statement for the current grant year to the Wisconsin Arts Board.

SECTION 21. INTEGRATION. The Application, Guidelines, Grant Award Letter and this Contract contain the entire agreement between the parties and any representation that may have been made before the signing of this agreement is non binding, void, and of no effect. Neither party has relied on such prior representations in entering into this Contract.

SECTION 22. NON-APPROPRIATION. Notwithstanding any other provisions of this Contract, if funds anticipated for the continued fulfillment of this Contract are at any time not forthcoming or insufficient, either through the failure of the Federal Government, or of the State of Wisconsin to appropriate funds or discontinue or materially alter the program under which funds were provided, then the Arts Board shall have the right to terminate this Contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding.

The Applicant has duly adopted a resolution, motion or has taken similar action designating the undersigned person to act as an authorizing official of the Applicant for the purpose of executing this agreement.

Signature _____ Date _____

Print Name _____ Title _____

Organization's Federal I.D. Number _____

_____ Date _____

George T. Tzougros, Executive Director, Wisconsin Arts Board