

**WISCONSIN ARTS BOARD
FY 2019 ACI-CAPACITY BUILDING FOR MINORITY ORGANIZATIONS
PROGRAM GUIDELINES**

Application Postmark Deadline: November 28, 2018

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Mission

Created in 1973, the Wisconsin Arts Board (Arts Board) is the state agency that nurtures creativity, cultivates expression, promotes the arts, supports the arts in education, stimulates community and economic development and serves as a resource for people of every culture and heritage. This mission is encapsulated in our positioning statement: **Creativity. Culture. Community. Commerce.**

The Arts Board fulfills this mission by communicating the vital role that the arts play in our state's economy and quality of life, and by providing funds, services, and information to artists, arts organizations, educational institutions, communities, and all other interested citizens of the state. It supports the work of arts organizations and artists with funds from the citizens of Wisconsin through a biennial state appropriation by the Wisconsin State Legislature and annual funding from the National Endowment for the Arts, a federal agency.

Board and Staff Members

The Arts Board is governed by a Board of 15 members 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. Click [here](#) to apply/nominate to be a board member.

The Board sets the mission and goals for the agency, evaluates the Arts Board's progress toward these goals, formulates policy, and makes the final decisions on the use of funds. The Board has final authority in granting funds. The members meet a minimum of four times per year, and all meetings are open to the public. The Arts Board's program and support staff implements Board policy, administers the Board's initiatives, partnerships and funding programs, and provides assistance to the state's communities through its work with the state's creative industries – primarily including arts organizations, artists, and arts programs.

ACI CAPACITY BUILDING FOR MINORITY ORGANIZATIONS GRANTS PROGRAM

Program Description

The ACI Capacity Building for Minority Organizations Grants Program is designed to provide the Arts Board with a critical tool to work with Wisconsin's minority arts organizations to build their organizational capacity and long-term sustainability. Applicants will receive funds to undertake specific capacity building activities such as hiring direct consulting services for specific operational or policy issues; addressing human resource needs; or focusing on other programmatic or operational capacity issues.

The time period for this grant's activity is July 1, 2018 – June 30, 2019.

Articulating the Public Value of Capacity Building Grants

If awarded a grant, the grantee organization agrees to tell its legislators about the value of state and federal investment of the arts to the community that the grantee serves. Please note: This validation will occur in the form of education, not lobbying. To do so, the grantee will:

- Send a letter to the organization's State Representative, State Senator, and the Governor describing specifically how this Capacity Building grant has allowed the organization to provide a valuable activity in the community it serves. Keep a copy of these letters in the organization's files.
- Send personal invitations to the organization's State Representative and State Senator to attend, participate in programming, or interact with audiences and staff of the organization. Keep a copy of these invitations in the organization's files.
- Submit Final Reports and support materials in a timely fashion as summarized in the Final Report section of the Capacity Building guidelines.

Please note: The above requirements help educate legislators and do not constitute lobbying. Grantees should call Arts Board staff with any questions about this distinction. Samples of the above letters and invitations are available on the Arts Board's website.

Public Service Activity Requirement

Section 44.56 of the Wisconsin Statutes requires that each Arts Board grant recipient perform a public service no earlier than July 1 and no later than June 30 of the fiscal year for which the grant is awarded. The public service should increase the public's awareness of Wisconsin's artists and artistic resources, the economic impact of the arts, the importance of formal K-12 arts education for our children, or the importance of lifelong learning in the arts.

To fulfill this requirement, organizations must:

- make a public announcement of the activity that reaches the largest possible number of community members;
- ensure that the activity relates clearly to the project supported by the Capacity Building grant; and
- conduct the activity within Wisconsin in a public facility that is accessible to persons with disabilities.

Public service activities include, but are not limited to the following: an exhibition, a performance, a publication, a lecture/demonstration, a workshop, a residency, or a media presentation. A fee for admission or publication may be charged.

Who May Apply

Basic Eligibility Requirements – The following conditions must apply for an application to be eligible for funding through the ACI Capacity Building for Minority Arts Organizations grants program:

1. Art is central to the mission of the applicant organization.
2. The applicant has substantial policy, management and artistic control by members of the African – American, Hispanic-American, Native American, or Asian-American communities. (This means that the majority of the artists, board, and administrative staff of the applicant organization are of the community of color on which the organization focuses its primary mission/service.)

3. The applicant must be incorporated in and conduct business in Wisconsin in order to apply for support.
4. The applicant must hold tax-exempt status from federal income tax under Section 501(c)(3) of the Internal Revenue Code.
5. The applicant must be a professional organization with paid or equivalent administrative staff (equivalent means regular and consistent administration by volunteer board or staff).
6. The organization must document three or more consecutive years of arts programming or arts service at date of application. (First public performance, exhibit, or activity must have occurred on or before December 1, 2015.)

IMPORTANT: nonprofit organizations that fulfill these general eligibility requirements may apply to this program only if their organization has substantial policy, management and artistic control by members of the African-American, Hispanic-American, Native American, or Asian-American communities. This means that the majority of the artists, board, and administrative staff of the applicant are of the community of color on which the organization focuses its primary mission/service.

Not eligible

1. Individual artists
2. 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.
3. 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.

DUNS Number: A Federal Identification Number, assigned by the Internal Revenue Service, and a DUNS number are required before a grant can be made. DUNS stands for “data universal numbering system,” a coding method developed by Dun and Bradstreet (D&B) to track businesses in their database. Many state and national arts groups, including the Wisconsin Arts Board, use a powerful advocacy tool (the Creative Industries project) that in turn uses DUNS numbers to identify each for-profit and nonprofit arts-related business in the country. The more accurate the information is, the more successful our combined efforts to increase awareness of the national scope and importance of the arts industry will be.

For more information regarding this financial history “DUNS” number, please visit: <http://www.americansforthearts.org/by-program/reports-and-data/research-studies-publications/creative-industries/sign-up-and-be-counted>. This website has instructions on how to apply for a number via the internet. **Please allow six weeks (thirty business days) for a number to be assigned via the internet at no cost.**

If an applicant can show it has applied for, but not yet received a DUNS number prior to the Arts Board’s application deadline, the Arts Board will accept its grant application for review pending receipt of that number. Please note: Dun and Bradstreet sales people may follow up and seek to sell their products and services to your organization. Applicants are under no obligation to purchase anything; this is simply standard procedure on their part.

Types of Activities Funded

The following capacity building activities are eligible under this program:

- Artist Fees
- Human Resources/Staff Salaries
- Consultant Fees for services related to specific operational or policy issues
- Conference, Seminar, or Workshop Costs
- Strategic Planning (could include Succession Planning)
- Evaluation and Assessment Costs
- Other Infrastructure Support
 - Marketing
 - Information Technology
 - Financial Systems
 - Fundraising Processes
 - Program Design and Implementation

Types of Activities Not Funded

In general, the Arts Board does not fund the following nor can the match for Arts Board funds be used for these expenses:

- Capital equipment (items costing more than \$5,000 with a useful life of more than one year) or capital expenditures, e.g., renovation of existing facilities;
- Endowments;
- Benefit/fundraiser activities;
- Prizes or awards;
- Competitions;
- Deficits incurred from past activities;
- Individual tuition;
- Activities for which academic credit is given;
- Out-of-state travel;
- Hospitality expenses, i.e. entertainment, refreshments or food at receptions, parties, gallery openings;
- Activities that have already been completed by the beginning of the grant period;
- Activities that have a religious purpose;
- General operating expenses;
- Curriculum expansion;
- Activities not open to the general public (Activities conducted in public schools are considered to be public).

Grant Amounts and Matching Requirements

No grant will exceed 25% of the applicant's operating budget. With that caveat, grant amounts will be determined by equally dividing the dollars available in the program by the number of eligible applicants. Grants must be matched at least dollar for dollar in either cash or a combination of cash and in-kind contributions. (See Glossary of Terms, page 23, for definition of "In-kind.") **At least one-half of the amount granted must be matched with cash.**

The following information relates to the application process of the Arts Board and to the subsequent procedures once an award has been made. Please read all guidelines carefully prior to submitting an application.

Grant Proposal Writing Assistance

The Arts Board staff is available to provide grant proposal writing assistance throughout the year. The staff can explain and clarify eligibility requirements, review criteria, and definitions. The staff can also discuss proposals and alternative ideas. Discussions with the staff, however, do not influence funding decisions.

Call (608) 266-0190 weekdays between 7:30am and 4:30pm for assistance.

Preparing Applications

Application Deadline: Postmarked or hand delivered by November 28, 2018.

While submitting a draft of an application is not required, all applicants are strongly encouraged to submit a **draft application** at least one week prior to the final deadline date. The draft will be reviewed by Arts Board staff members and the applicant will receive feedback on the completeness of the application. An applicant may also choose to request that Arts Board staff make a more in-depth, qualitative review of the draft. The chances of receiving a qualitative review are higher the earlier the draft is submitted. *Please note:* Receiving staff assistance does not guarantee funding.

Application Process

Hard Copy by Mail

All paper documents – including one original of the application (form and narrative) with an original signature, must be submitted together with one copy of the supporting materials in one package, and postmarked or hand delivered on or before November 28, 2018 to the Arts Board's office. The package should be addressed to the Wisconsin Arts Board, PO Box 8690, Madison, WI, 53708 (street address for hand delivery is 2nd floor, 201 W. Washington Ave., Madison). Late or incomplete application packets will not be accepted. It is the responsibility of the applicant to have proof of mailing for all materials mailed to the Arts Board. Proper support materials will be copied back-to-back when practical, and secured with clips. No three-hole punching is necessary. Applicants must keep copies of everything that is sent.

Narrative Questions

Within the application form, applicants will be asked to briefly provide the following information (bulleted lists are acceptable) in the space available.

1. Outline any major changes to your organization that have occurred within the past year (in mission, staff/board structure, artistic programming, etc.).
2. Provide a one-page synopsis of your organization's work in 2018, and your planned activities through June 30, 2019 (artistic and organizational).

3. Identify the capacity building activity/activities to which you will apply grant funds received through this program. (Please check all that apply.)
 - Artist Fees
 - Human Resources/Staff Salaries
 - Consultant Fees for services related to specific operational or policy issues
 - Board Development and Engagement
 - Conference, Seminar, or Workshop Costs
 - Strategic Planning (could include Succession Planning)
 - Evaluation and Assessment Costs
 - Other Infrastructure Support
 - Marketing
 - Information Technology
 - Financial Systems/ Fundraising Processes
 - Program Design and Implementation
4. Provide details on how you will apply ACI-Capacity Building for Minority Organizations program funds to the eligible activities you checked above and how those activities further your mission.

Required Financial Documentation and Support Materials

The check list of required application and support materials is included as part of the application form, and will assist applicants in gathering and organizing materials. All required and suggested application materials are included on this checklist – the content of which is contained within the application form.

Service Contract/Grant Agreement

Read the Service Contract carefully (sample available by clicking [here](#)). By signing this grant agreement document, you are assuring that your organization will make necessary, reasonable accommodations to assure access to your activities for all individuals. The Arts Board must receive a signed Service Contract before any funds are disbursed. At no time shall payment by the Arts Board to a grantee exceed the amount specified in the Service Contract. Grant funds are not transferable. If you require clarification concerning the Service Contract, contact our office at (608) 266-0190.

Review Process

Steps of the Review Process

1. Arts Board staff is available throughout the application process to advise applicants, this advice does not represent the decision of the panel or the Board, nor bind the Board in future determinations.
2. Arts Board staff reviews applications to determine compliance with basic eligibility requirements and alignment with the program's goals.
3. Staff recommends eligible applicants to the Arts Board.
4. The Board reviews and accepts or denies the staff recommendations.

5. Checks will be available as soon as possible after January 1, 2019, provided the grant recipient has returned a signed grant contract and other required material, that the legislature has passed the state budget, and that the Arts Board has the funds in hand.

Timeline

Postmark/hand delivery deadline for required hard copy of application and Support Materials	November 28, 2018
Arts Board Grant Determination Meeting	December 8, 2018
Grant award announcement and mailing of grant agreement/contract	As soon as possible after January 1, 2019
Grant activity begins	July 1, 2018
Final Report due	July 31, 2019

Acknowledgment of Arts Board Support

Each grantee must give credit for grant-supported activities in all printed, online, and broadcast promotion, publicity, advertising, and printed programs by including the following credit line: "This project 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."

The Wisconsin Arts Board logo must also be used on the grantee's website and in all printed materials. A camera-ready copy of the logo can be found on our [website](#) together with specific size and color requirements. In order to demonstrate the public value of the partnership between the Arts Board and the grantee through this grant, the Arts Board requests that grantees place the logo on their website's home page. If that is in conflict with the policy of the grantee organization, put it where mention of funded activities occurs.

In addition, applicants are required to inform their State Representative, State Senator and the Governor of the importance of the arts – especially of those activities funded by this grant – to Wisconsin's economy and quality of life.

Final Reports

A Final Report must be submitted at the end of the project by July 31, 2019. This report may be in the form of a video. Contact staff for more information. Applications from organizations that have not filed final reports for past grants will not be accepted for panel review. Grant recipients are required to include appropriate high-quality digital images, digital video, or digital sound recordings relating to the funded activities that can be celebrated in future Arts Board materials, upon request. Recipients should make plans accordingly to capture digital images, etc. of the funded activities during the course of the year.

Retention of Records

Grant recipients may be subject to an audit by the Arts Board or the National Endowment for the Arts. Organizations must retain financial records, including supporting documents, and all other information pertinent to an Arts Board grant for six years after the receipt of

the award. This includes invoices, canceled checks, receipts, itemization of in-kind contributions, and general ledger records.

Accessibility Compliance and Documentation

All Wisconsinites should have access to the arts, both as audience members and artists. In order to comply with state and federal laws prohibiting the Wisconsin Arts Board, as a recipient of federal funds, from providing support to people or entities that discriminate against individuals with disabilities, each grantee is required to provide assurances that it will comply with Section 504 of the Rehabilitation Act of 1973 ("Section 504") and the Americans with Disabilities Act of 1990 ("ADA"), in making its programs and activities accessible to individuals with disabilities.

By signing the Arts Board application and service contract, grantees acknowledge that their programs, services, and facilities should be accessible to people with disabilities. Monies will not be granted and the Arts Board's endorsement or sponsorship will not be provided unless the applicants are able, upon request, to provide documentation of their efforts to be in compliance. Such documentation might include, but is not limited to, records of accessibility efforts completed to date, readily achievable facility access changes which have been accomplished, provision for maintaining accessibility features, training or education efforts designed to improve accessibility by individuals with disabilities, and efforts to involve such individuals in planning and achieving access to facilities and programs.

Affirmative Action Plan

The Arts Board encourages all organizations to be as inclusive as possible in their hiring practices. In addition to this, it is a requirement of the State of Wisconsin that organizations with ten or more employees that receive grants of \$25,000 or more must submit a written affirmative action plan acceptable under Wisconsin Statutes and Administrative Code within fifteen working days after the contract is awarded. Some exemptions apply. Arts Board staff will contact your organization should it be required to submit an affirmative action plan.

Appeals

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 sent 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.

GLOSSARY OF TERMS

The current Glossary of Terms is located at:

<https://artsboard.wisconsin.gov/Documents/GlossaryOfTerms.pdf>