



Wisconsin Regranting Program Guidelines

FY 2024

Deadline: March 1, 2024

For Continuing Applicants Only

PURPOSE OF THE WISCONSIN REGRANTING PROGRAM

The Wisconsin Arts Board's Regranting Program (RGT) provides funds to participating local arts agencies and community foundations around the state, termed Regranting Program Partners. (Participating community foundations engage people who are skilled in and knowledgeable about the arts - paid or volunteer - as advisors and panelists for the Regranting funds that the foundations award.) These partners re-grant the funds to non-profit groups engaged in arts activities within the region of Wisconsin that they serve, and/or to artists within those regions, for arts-related projects.

These RGT grants further the Arts Board's community development and individual creativity related goals (see Goals 1 and 3 in the Arts Board's [strategic plan](#)) in part by aligning grants and services with the differentiated needs of WI's communities, and by maximizing broad demographic participation in the Wisconsin Arts Board's programs.

ELIGIBILITY REQUIREMENTS

In order to be eligible to apply to the Wisconsin Regranting Program (RGT) in Fiscal Year 2024, applicants must have received a RGT Award within the past 5 years.

In the rare instance when one of the participating Regranting Partner organizations chooses to "sit out" for a year and not apply - thus freeing up some additional money within the program - other Regranting Partner applicants may request additional funds that year. In order to request additional funds, the applicant must maintain its previous year's match and increase that match in an amount equal to the additional funds it requests.

As a reminder, recipients of RGT grants must:

- Demonstrate ongoing administrative competency by having:
 - A permanent mailing address
 - A phone number
 - A plan to inform the public that the applications and re-granting funds are available
 - A place that people can pick up application forms during regular business hours (or a website through which people can access the forms)
 - A person*
 - who will act as a contact to provide technical assistance to the sub-grantees
 - who will administer the re-granting program
 - who will evaluate the program and complete the final report to the Wisconsin Arts Board
- * These may all be the same person.
- Continue to match the grant at least 1:1 with existing or new dollars
- Strongly encourage sub-grantees (sub-grantees can be individuals and non-profit organizations and are the entities to whom the re-granting agency provides grants) to match their awards. That match may be a combination of cash and in-kind donations. Sub-grantees may not use WI Arts Board funds that they received from other WAB grant programs in their application budget as part of their award match.

- Require that each grant made be accompanied by a public service activity, such as a concert, an exhibition, etc., that is open to the entire community.
- Hold open grant application review panel meetings that include the entire funding decision-making discussion.
- Base funding decisions on the merits of the submitted application. “Earmark” or “entitlement” funding is not acceptable.
- Never make a grant to itself.
- Comply with civil rights laws and ensure that the recipients of these RGT funds also comply.
 - Specifically, the Applicant certifies that it does not discriminate:
 - On the grounds of race, color, or national origin (including limited English proficiency), in accordance with [Title VI of the Civil Rights Act of 1964, as amended](#) (42 U.S.C. 2000d et seq.).
 - [NEA's implementation of Section 504 requirements](#).
 - On the basis of age, in accordance with the [Age Discrimination Act of 1975](#) (42 U.S.C. 6101 et seq.).
 - On the basis of sex, in any education program or activity, in accordance with [Title IX of the Education Amendments of 1972](#) (20 U.S.C. 1681 et seq.).

Two areas of these laws are of particular note here:

- This means that funded projects might focus on engaging a particular population but cannot exclude other populations. For example, a theater program designed to serve people with developmental disabilities cannot exclude others from auditioning. It may, however, set criteria for selection or participation as a focus. (The director might use the criterion “must authentically convey the challenges and opportunities of being a wheelchair user” for casting a role, for example.)
- This also means that projects must be held in spaces that are accessible to everyone. For example, if an arts center’s project is held on the second floor and no elevator is available, they must figure out how to offer the project in an integrated setting. (Offer the program on the second floor and also show the program in a separate room on the accessible first floor for those who cannot use the stairs via concurrent video or separate program. It will not comply with the law, however, if only people with mobility disabilities are in the accessible space, separated from the rest of the viewing audience. It will comply if there are an equal number of people with and without disabilities in the accessible space as there are on the second floor.)
- Send at least one staff/board person to the annual Regranting Program Evaluation Meeting, held in person, virtually, or in a hybrid environment on a date to be determined each year.
- Credit the Wisconsin Arts Board - using its [logo and credit line](#) - in all materials relating to the re-granting process. Require and ensure that sub-grantees do likewise. In FY24, the WAB’s 50th Anniversary Mark can be found here: <https://wab50.com/50th-mark-and-animations/>

- Ensure that their grant program guidelines clearly state which items are eligible and which items are ineligible for support with RGT funds. (The list of eligible and ineligible costs is on the last page of these guidelines.)

APPLICATION PROCESS

- Applicants use their existing account information to log into the Wisconsin Arts Board's [online grant application system](#).
- Applicants complete the application form and submit the required support material online.
- **The application deadline is 3:00 pm on Friday, March 1, 2024.**

Narrative (these narrative questions are also embedded in the application form)

1. What were the strengths and weaknesses of your regranting process (your panels, the administration of the program)?
2. What were the strengths and weaknesses of your regranting program (your provision of technical assistance, the projects funded, the impact of the program on your community)?
3. As you evaluated the strengths and weaknesses of the above, what did you measure, and how did you measure it? How did you involve the community in this evaluation? How will you use the results in the coming year? Describe the specific tools that you use to document your evaluation.
4. What did the Wisconsin Arts Board's regranting dollars enable you to do that you otherwise could not have done?
5. Explain any changes to your organization's structure, board, staff, and programs. Please include the name of the person(s) who will be administering and providing technical assistance for the regranting program.
6. Prior to sending your grant award check to your grant recipients (whether this was in the application materials or the grant contract materials), did you ask them where they will place the WAB [logo and credit line](#) (in FY24, the 50th anniversary mark) in their project related materials (print and online)?
(Note: This is a new question. We ask that you ensure that your applicants do this going forward. As the WAB enters its 50th year, this is one way to make the "invisible hand of the Arts Board" more visible.)
7. As noted in these guidelines, civil rights compliance is required of the WAB, its Regranting partner organizations, and their grant recipients. How do you ensure that your grant recipients comply with these civil rights laws?
 - Include this requirement in your grant contracts. *(This is what the WAB does.)*
 - Include a compliance-related question in your final reports. *(WAB is considering this.)*
 - Other - please describe. *(When WAB staff conducts site visits or connect via phone/Zoom and see a red flag, they ask clarifying questions to ensure that the grant recipient is complying.)*

Required Support Material

1. Three digital images of projects that your program supported. These images should be in .jpg format, and of high quality so that we can reproduce them if needed – in the 4-6 MB size range.

The information that must accompany these images is found within the application form (such as the name of the photographer, the date, confirmation of permission, etc.).

Please do not submit images of posters or other promotional material.

2. A list of individuals or non-profit organizations funded with Wisconsin Regranting Program dollars, including the total project budget for each funded project
3. The number of audience and artists served by your regranting program (taken from grantees' final reports)
4. A list of the peer panelists who served and their affiliations
5. An uploaded copy of your regranting materials *if changed from last year* including:
 - Application Form
 - Conflict of Interest Policy
 - Appeals Process
 - Sample Contract/Letter of Agreement

Eligible Costs

Note: The allowability of costs is based on National Endowment for the Arts legislation and 2 CFR 200.

- Construction and renovation-type projects—e.g., accessibility-related construction and renovation, substantial exhibition design, the installation of climate control systems for a museum, etc., are allowable. Projects that involve construction labor must comply with the provisions of the Davis-Bacon Act. Page 15 of 39

- Conferences (2 CFR 00.432).

Costs of conferences (including meetings, retreats, seminars, symposia, workshops or other events whose primary purpose is dissemination of technical information) are still generally allowable, however: ☐ Conference sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary, and managed in a manner that minimizes costs to the Federal award.

- Fundraising (2 CFR 200.442). A percentage of salaries and fringe benefits for development or fundraising staff, or fees to contractors who raise funds to implement the National Endowment for the Arts project during the period of performance may be allowable costs. However: ☐ Salaries or other costs for general fundraising activities or events, including those for donors, or that benefit the organization as a whole, are unallowable. ☐ Costs associated with activities such as galas or parties, picnics or other community gatherings where food and beverages are provided, are unallowable (see also Entertainment.)

- Individual Artist Scholarships/Fellowships/Awards to individuals or organizations to honor or recognize achievement (P.L. 111–88, October 30, 2009, Sec. 438 (2)) are unallowable. Emergency relief funds for housing, food, etc. to an individual artist are also unallowable. *However, support to individual artists may be allowable if the award funds programs and activities and is not a one-time monetary recognition award to an individual artist. Awards to individuals should include presentations, training, research, and/or creation of an artwork, with tangible outcomes required by the subaward. This is considered a stipend to the artist for the work undertaken and completed.*

Because neither the Arts Endowment Partnership Agreement funds nor the cost share/matching funds can support a fellowship solely as an honorific, costs for this type of award program must not be included.

(C) Goods for resale (National Endowment for the Arts guidelines, 2 CFR 200.421(e)(3). Costs of goods for resale are unallowable. This includes the sale of concessions, promotional merchandise, including clothing, or items purchased for sale, even if related to your programming. It also includes any associated staffing or facilities costs. However, costs of items that are produced as part of the approved project activity (e.g., publishing books or exhibition catalogs, or making recordings or films for distribution) and that are incurred during the period of performance are allowable.

Ineligible Costs

- Compensation to foreign nationals, including travel to or from foreign countries, when those expenditures are not in compliance with regulations issued by the U.S. Treasury Department Office of Foreign Assets Control (OFAC Sanctions/National Endowment for the Arts guidelines) are unallowable.
- Entertainment (2 CFR 200.438). Entertainment, including amusement and social activities such as receptions, parties, galas, dinners, community gatherings, etc., and any associated costs including food, catering, alcoholic beverages, as well as costs for the planning, staffing, and supplies, for such, etc., are unallowable. ☒ Specific costs that might otherwise be considered entertainment but have a programmatic purpose may be allowable.
- Funding cash reserve or endowment accounts or instruments is unallowable.
- Home Office Workspace (2 CFR 200.465(f)). Rental of any property owned by any individuals or entities for purposes such as a home office workspace is unallowable.
- Costs associated with subawards made to ineligible recipients are unallowable.
- Prohibited telecommunications and video surveillance services and equipment (2 CFR 200.216 and .471). You may not buy or obtain, nor extend or renew a contract for, covered telecommunications and video surveillance services and equipment that is prohibited by P. L. 115-232, section 889.
- Visa costs paid to the U.S. Government (P.L. 109-54, Title III General Provisions, Sec. 406); however, the cost of preparing material (legal documentation, etc.) for submission is allowable.
- The purchase of vehicles, including but not limited to cars, vans, buses, trucks, sport utility vehicles, etc.