



CREATION AND PRESENTATION Grant Program

INTERIM Year Guidelines

Fiscal Year 2018

Wisconsin Arts Board – FY18 Creation and Presentation Program Interim Year Guidelines

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THE WISCONSIN ARTS BOARD

Mission

Created in 1973, the Wisconsin 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.

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 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.

Contact

Mailing: Wisconsin Arts Board
PO Box 8690
Madison, WI 53708

Physical Location: 201 West Washington Ave
2nd Floor
Madison, WI 53703

Email: artsboard@wisconsin.gov

Phone: 608-266-0190

CREATION AND PRESENTATION GRANTS PROGRAM

Purpose

The arts play an important role in the lives of every person in Wisconsin. All communities benefit from participating, experiencing, sharing and learning through the arts. Funding from this program supports organizations that provide essential arts programming to their communities and are integral to their communities' cultural legacies. Through direct financial support of ongoing programming by arts organizations, the Arts Board sustains the vitality of Wisconsin culturally, educationally and economically.

Creation and Presentation grants provide artistic program and operational support to established nonprofit arts organizations that have art at the core of their mission, that create or present ongoing arts programming that makes a significant local, regional, or statewide impact on the cultural life of Wisconsin, and that further the Arts Board's community development and arts education goals (see [Goals 1 and 2 in the Arts Board's strategic plan](#)).

The program supports 501(c)(3) nonprofit arts organizations with strong operations - including stable management, ongoing assessment and evaluation, high artistic quality, and programming appropriate to the communities they serve. These grants also fund overall operating support for eligible arts programs of tribal governments and universities. In these cases, the organizations will use either government or university nonprofit status.

Applicants to this program may not have received a Creative Communities grant this year.

This is a multi-year grant program wherein applicants will submit a full application in their designated year, and submit interim applications in the other three years of the cycle. This allows us to collect information needed for accountability, but in a way that reduces the amount of work required of the applicant, and spreads that work over a four year period. The full year application takes organizational size and capacity into account, even while it continues to be a rigorous tool upon which applicants can draw for applications to other funders. The interim year application provides an artistic and organizational health "check-in." In both full and interim years, the application form and narrative continue to be based on past performance rather than future projections.

Interim Year Applicants in Fiscal Year 2018 (FY18)

FY18 grants support activities in Fiscal Year 2018 (July 1, 2017 - June 30, 2018).

In FY18, applicants in all categories except music will submit interim year applications.

Music organizations will submit full year applications this year.

Important Note: **New applicants** to the program are defined as those organizations that did not receive a FY17 Creation and Presentation grant award in the last fiscal year. They must submit a full year application this year, regardless of their discipline. Please contact Arts Board staff prior to beginning a full year application.

Click [here](#) to see the extended timeline for full year applications by discipline category.

Funding

The program is designed to provide grant amounts that are as consistent as possible from year to year to those applicants that continue to meet eligibility requirements. If the applicant pool remains consistent, the quality of the applications remains high, and the Arts Board's grant budget remains consistent, the award amounts should be consistent between the full year award and the subsequent interim year awards. Likewise, if the funding for the program decreases or increases, the award amounts will decrease or increase.

Funding Amounts

Actual award amounts are determined by a formula that includes peer advisory grant application review panel score, the applicant's 3-year-average operating revenue, the number of eligible applicants to the program, and the amount of funding available for the program. Award amounts may vary somewhat from year to year, according to that formula, the Arts Board's allocation from the state legislature, and the WAB's grant award amount from the National Endowment for the Arts. No more than 8% of the Arts Board's available funds through this grant program will go to one organization. Grants will not exceed 25% of the average of an applicant's last three years of operating revenue.

The minimum grant amount that will be awarded through this program is \$2,000.

Applicant Board Involvement: Articulating the Public Value of Creation and Presentation Grants

The grantee will be accountable and responsive to the Wisconsin Legislature by validating the value of state and federal investment in 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 appoint a board member annually who will a) ensure that the organization articulates a message to its community and to the legislature regarding the value that it provides to its community; and b) will notify its entire board about the following required activities related to the Creation and Presentation grant, and the impact of these required activities on their duties as board members.

Required activities:

- Annually, **send a letter** to the organization's State Representative, State Senator, and the Governor discussing the importance of the arts to Wisconsin's economy and quality of life, describing specifically how this Creation and Presentation grant has affected the organization, and describing specifically the value that the grant has allowed the organization to provide to the community it serves and its thanks for that. Keep a copy of these letters in the organization's files and share a copy with the Arts Board. (Sample letters and invitations are available on the Arts Board's [website](#).)
- At least annually, **send personal invitations** to the organization's State Representative and State Senator (not U.S. Congressional representatives) 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 and share a copy with the Arts Board. (Sample letters and invitations are available on the Arts Board's [website](#).)
- Encouraged activity: Annually, **meet with** the organization's State Representative and State Senator to discuss the public value of this state funding for the organization and its community. Meet with local staff members of the organization's U.S. Congressional representatives if there is an office in the vicinity.

Please note: The above actions help educate legislators and do not constitute lobbying. Grantees should call Arts Board staff with any questions about this distinction.

Goals of the Creation and Presentation Grants Program:

- to promote and sustain art of the highest artistic quality;
- to promote and sustain organizational and financial stability;
- to ensure artistic relevance and effective arts organizations through appropriate organizational planning, ongoing assessment and evaluation, community input, and sound promotion;
- to increase local, regional, and statewide leadership among arts organizations in Wisconsin;
- to increase audience participation in, and appreciation of, programs created and presented by Wisconsin arts organizations;
- to help arts organizations articulate the value of the work that they do – and the impact of that work on community and economic development – to their local and state officials and to the people in their community;
- to encourage arts organizations to work to enhance arts education efforts in their community.

These goals are essential to the long-term vitality of arts organizations, and the communities that they serve.

Public Service Activity Requirement

Section 41.53 of the Wisconsin Statutes requires that each Arts Board grant recipient perform a public service activity no earlier than July 1 and no later than June 30 of the fiscal year for which the grant is awarded. 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. The activity should increase the public's awareness of Wisconsin's artists and artistic resources, the impact of the arts on economic and community development, the importance of formal K-12 arts education for our children, or the importance of life-long learning in the arts.

To fulfill this requirement, organizations must:

- make a public announcement of the activity that is designed to reach all members of the community;
- ensure that the activity relates clearly to the general artistic programming supported by the Creation and Presentation grant; and
- conduct the activity within Wisconsin in a public facility that is accessible to persons with disabilities.

Who May Apply

Only organizations that received a FY17 Creation and Presentation grant are eligible to submit an Interim Year Creation and Presentation application. These organizations must also continue meet each of the [Basic Eligibility Requirements](#) for the Creation and Presentation program.

First Time Applicants

Organizations that have never applied to the Creation and Presentation Grant Program previously must submit a Full Year application – not this Interim Year application. Please visit the [Creation and Presentation web page](#) to access the Full Year Guidelines and application form.

Who May Not Apply

Organizations that did not receive a FY17 Creation and Presentation grant – and all Music organizations - may not apply for a FY18 Interim Year grant. (FY18 is the Full Year in the application cycle for Music organizations.)

In addition, arts organizations that have delinquent final reports due to the Arts Board, or organizations that received a *Creative Communities* grant in this fiscal year may not apply.

Types of Activities Funded

Specific activities include:

- General operating expenses;
- Artistic and technical/production personnel (staff) expenses;
- Outside (non-staff) artistic fees and services;
- Marketing/promotional expenses;
- Artistic space rental/expenditures;
- Production/exhibition expenses;
- Acquisition of artwork.

Types of Activities Not Funded

In general, the Arts Board does not fund the following, nor can the direct dollar for dollar 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;
- Benefit/fundraiser activities;
- Cash prizes or awards;
- Competitions;
- Deficits incurred from past activities;
- Individual tuition;
- Activities for which academic credit is given;
- Curriculum expansion;
- 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;
- Lobbyists' payments;
- Activities not open to the general public.

Grant Award Determination

Interim Year grant amounts are as consistent as possible to those of the previous Fiscal Year's award amounts. The funding formula incorporates a) the peer advisory grant application review panel's score, b) the organization's average operating revenue, based on the three most recently completed fiscal years, c) the number of eligible applicants in the pool, and d) the amount of funding available for the program. (See Funding, p.5.)

Matching Requirements

All Creation and Presentation grants require at least a 1:1 cash match. In-kind goods and services may not be used to match Arts Board funds through this program, but are useful to include in the application as an indication of community support.

THE GRANTING PROCESS

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.

Deadlines

- October 16, 2017 (3:00 pm) – eGrant online application deadline
- October 17, 2017 – Support Material deadline
 - 3:00 pm deadline for Dropbox material to be shared with artsboard@wisconsin.gov
AND
 - Postmark deadline for print material OR deadline for hand delivered print material

Grant Proposal Writing Assistance

The Arts Board staff is available for grant proposal writing assistance throughout the year. The staff can explain and clarify eligibility requirements, review criteria, and definitions. Discussions with the staff do not influence funding decisions. Call (608) 266-0190 weekdays between 7:45am-4:30pm for assistance, or email artsboard@wisconsin.gov.

Preparing Applications

A completed Creation and Presentation grant Interim Year application must be submitted online using the Arts Board's eGrant system by **3pm on October 16, 2017**. At that time, the system will lock and no further changes can be made to the application. The required hard copy application material must be sent to the Arts Board and postmarked no later than the next day of business.

Arts Board Technical Assistance: All applicants have the opportunity to submit a final draft **application form review** request at least one week before the October 16 deadline date. The draft will be reviewed for completeness by Arts Board staff members. To submit a draft, simply email a request for draft review (including the name of your organization) to artsboard@wisconsin.gov. Please note: receiving staff assistance does not guarantee funding.

APPLICATION PROCESS

Note: Vital links are embedded in the following instructions. Please review the instructions electronically in order to access these links.

Submitting the Electronic Application

1. Go to the Arts Board's [Creation and Presentation web page](#).
2. Read the information there.
3. Read the [tips](#) section for using eGrant.
4. Go to the **WAB's** eGrant site: <https://wab.egrant.net>
5. Log onto eGrant and follow eGrant instructions through the application process.
6. Deadline for submission is 3 pm, 10/16/17.
7. Deadline for uploading material to/sharing Dropbox folder with WAB is 3pm, 10/17/17.

Submitting the Application Hard Copy Materials by Mail

Ordering the Application Hard Copy Materials

After uploading support material to Dropbox electronically (see p. 11 for instructions), send one hard copy set of all of the required print materials (including your narrative and application checklist filled out in pen) via the US Postal Service or other delivery service by 10/17/17. To determine which print materials your organization is required to send, please refer to the checklist found on p. 17 of these Guidelines. Order materials of the set that you send in the same order as they are listed within the checklist. All paper materials should be copied back-to-back and secured with clips. Please, no binders, folders, or 3-hole punching.

Note: Located at the end of the .pdf that generates once you submit the eGrant application, **contracts** must have an original signature; the **checklist** must be filled out in pen.

All paper documents must be submitted in one package and postmarked or hand delivered by October 17, 2017 to:

Wisconsin Arts Board
PO Box 8690
Madison, WI 53708

(Hand delivered applications as well as those sent via FedEx/UPS/etc. should go to Wisconsin Arts Board, Second Floor, 201 W. Washington Ave., Madison, 53703.)

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. Applicants must keep a set of copies of everything that is sent.

SUPPORT MATERIALS

Checklist: The checklist of the required support materials for interim year applicants is located on p. 17, at the end of these Guidelines, and identifies which support materials are required as part of the application package. This checklist – which must be printed, filled out, and included with the other application materials – will assist applicants in gathering and organizing electronic and hard copy materials.

Dropbox: When submitting the electronic support materials via Dropbox, it is critical that you number and title the documents according to the following instructions. Once you have your Dropbox account, click [here](#) to see the “Model Dropbox” Template for Interim Year Application Support Materials. Open the model documents for details on what to include.

Titling and Numbering Support Material PDF Documents: Before uploading them to Dropbox, all material should be in .pdf format whenever possible. Each piece of your Interim Year application support material must be numbered and titled as in the following table on p. 10.

Note: Your organization's full name should replace the generic "ABC Arts Organization" in the examples below.

Dropbox Material for Interim Year Applications:

- 01_ABC Arts Organization FY18 C&P Narrative
- 02_ABC Arts Organization FY18 C&P Required Financial Documentation
- 03_ABC Arts Organization FY18 C&P Board List
- 04_ABC Arts Organization FY18 C&P Staff List
- 05_ABC Arts Organization FY18 C&P Last Season Brochure
- 06_ABC Arts Organization FY18 C&P Current Season Brochure
- 07_ABC Arts Organization FY17 Final Report Image1
- 08_ABC Arts Organization FY17 Final Report Image2
- 09_ABC Arts Organization FY17 Final Report Image3
- 10_ABC Arts Organization FY17 Final Report Image Descriptions
- 11_ABC Arts Organization FY17 Final Report Letter copies

To see a model of what your Dropbox submission should look like, please go to the Model Dropbox Template link found on the [Creation and Presentation Program page](#).

Dropbox Instructions

Follow these steps to submit the Application Support Materials via Dropbox.

Step 1

Uploading Support Materials into Dropbox:

Applicants will upload files to a folder in Dropbox and then share that folder with the Arts Board. Here's how:

1. Be sure to use your organization's Drobox account. Personal Dropbox accounts are not acceptable for this process.
2. Go to the Dropbox home screen at www.dropbox.com.
3. To create a new folder, click on "New folder" on the right side of the screen.
4. Title your new folder with your organization's complete name (no acronyms please), followed by your discipline (dance, theater, music, presenting, etc.). For example: "OrganizationName_music"
5. Once this folder has been created, click on this folder to open it.
6. Click "Upload files" on the right side of the screen.
7. Click "Choose files."
8. Select files from your computer, making sure they are in pdf format (except images are to be jpg), and that they are numbered and titled according to the instructions on p. 10 of these Guidelines.
9. Click "Add more files" until all files are uploaded, then click "Done."

Step 2

Sharing Dropbox Folder with the Arts Board

1. Once you have created your new folder and have uploaded all desired files (all of which should be in pdf format, except images), return to your Dropbox home screen (at the top of the page, click the name Dropbox or the blue box icon next to it).
2. Click on the left side bar link "Sharing."
3. Click "Create shared folder."
4. Click "I'd like to share an existing folder" and click "Next."
5. Select your folder from the list that appears and click "Next."
6. Type in artsboard@wisconsin.gov after "To: Email or name" at the top of the form.
7. Leave all other setting at their default and click "Share."
8. Click here to see [Illustrated Steps](#).

Required Financial Documentation

- Very small organizations (budget revenues of \$50,000 and lower) that are only required to submit IRS Form 990-N must submit one copy of the organization's operational budget (revenues and expenses) from the most recently completed fiscal year.
- College/university/school applicants must submit one copy of the relevant arts program's budget (not the university's entire budget) from the most recently completed fiscal year. Be sure that it includes line items for artist fees, staff salaries (where relevant), marketing, development, overhead and depreciation.
- All other organizations must make certain that the IRS Form 990 from their most recently completed fiscal year is available on Guidestar.com. Alternatively, the applicant can include an electronic copy of that IRS Form 990 as part of its application support materials.

In cases where the IRS Form 990 from the applicant's most recently completed fiscal year is not yet submitted to the IRS by this application deadline, then applicants should use the IRS Form 990 from the previous year. Applicants should then include the numbers from that previous year, and the two years preceding it, in Section B of the eGrant application form – so that the income and expense numbers on the 990 that you submit match the numbers that you include in Section B for “most recently completed fiscal year.” As always, call the WAB staff with any questions.

- **Note:** Large organizations (revenue over \$700,000) must also submit a copy of their most recent financial audit report/audit review/Financial Statement Review.
- Please be sure to explain any differences between the total revenue and total expenses provided in your audit, and the total revenue and total expenses provided in your IRS Form 990.
- Be sure that the numbers that you provide in Section E of the eGrant application form for total revenue and total expense match the numbers in the relevant IRS Form 990s.

FY17 Final Report Images

Applicants will upload to Dropbox three high quality jpg images that illustrate your artistic activities from the time period covered by the FY17 grant. In a separate document, include a short description for each image of the subject matter, the date the image was taken, and the photographer's name. Note that by submitting these images, you agree that you have obtained permission to take and share these images for documentation purposes; and that you give permission to the Wisconsin Arts Board to use these images in our reports and electronic media.

FY17 Final Report Letters and Invitations

In a separate document uploaded to Dropbox, applicants will include a copy of one of the letters sent to legislators and Governor acknowledging their support of the Wisconsin Arts Board and thanking them for this grant. Also include a copy of one of the invitations that you sent to your legislators and Governor (if different than the acknowledgement letter) to attend/participate in your programs. If applicable, include a copy of one of the letters that you sent to Wisconsin's U.S. Senators and your organization's U.S. Congressperson.

Application Evaluation Criteria

Interim year applications will be evaluated based on the purpose and goals of the Creation and Presentation program, and specifically on the following:

Artistic/Educational/Cultural Value

- Applicant fully answered the narrative questions and provided required support materials.
- Applicant continues to do essentially the same kind of work that it outlined in its Full Year proposal, with essentially the same organizational structure.
- Applicant provided the name and contact information for the board member responsible for the public value related required activities (see p. 5 of these Guidelines).

Narrative Questions

Within the eGrant application, applicants will be asked to upload a narrative that responds to the following questions in two pages or less.

1. Looking back over the past twelve months, briefly describe:
 - the changes (if any) within your organization, its staff and board, its planning/evaluation processes, and its artistic direction;
 - an overview of your artistic and organizational work;
 - the achievements of which you are most proud (share a story or two);
 - your greatest challenge, and how you handled it.
2. Identify the specific expense item(s) on which your organization spent its FY17 Creation and Presentation (C&P) grant funds, and the amount spent from the grant award for that expense (each of those expenses).

Example:

<u>Expense Item:</u>	<u>Amount of C&P funds spent on that item:</u>
<i>Musicians fees for Spree concert on 3/3/17</i>	<i>\$1,000</i>

3. One goal of the Creation and Presentation grant program is to increase community participation in, and support of, your organization. How has your organization worked to expand or intensify your connections with your community during this grant period?
4. During the current fiscal year, will your organization's work or mission fundamentally change from that which you described in your most recent Full Year application?
5. How did you involve legislators further in your activities over the past year (such as inviting them to join one of your board members at an educational outreach activity, etc.)?
6. Provide the name and email address of the board member who is meeting the public value requirements listed on p. 5 of these Guidelines in the current year.

Review Process

1. Wisconsin Arts Board (WAB) staff reviews the application to determine compliance with basic eligibility requirements, and whether it meets the evaluation criteria noted above.
2. The WAB staff review recommendations are considered and accepted or denied by the WAB Board members prior to making all awards.

Funding Process

The Arts Board uses a formula to determine funding for Creation and Presentation grants. The formula incorporates average fiscal size of organizations and panel scores. For Interim Year applications, grants will be awarded in approximately the same amount as the previous year, pending available funds. While 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.

Grant Contract

The grant award agreement/service contract is part of the application form. This saves time and resources for both applicant and the Arts Board, and allows the Arts Board to mail the grant check as soon as possible after the board votes on panel recommendations, without waiting for additional paper-work from the applicant. The terms and conditions included in the grant award contract are [here](#).

Timeline

Final day that draft applications can be submitted for review (<i>optional</i>) –	October 9, 2017
Final eGrant application deadline –	October 16, 2017
Dropbox and Postmark deadline for required hard copy Support Materials and Application –	October 17, 2017
Arts Board Grant Determination Meeting –	December 8, 2017
Grant award announcement (via email) –	December 13, 2017 (approximate)
Check mailed –	December 23, 2017 (approximate)
Activities on which grant can be spent begin (no earlier than) –	July 1, 2017
Activities on which grant can be spent end (no later than) –	June 30, 2018
The Final Report for this FY18 grant is part of next year's FY19 Creation and Presentation application. Deadline –	October 15, 2018

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/performance/exhibit/event) 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, place 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 to Wisconsin's economy and quality of life – especially of those activities funded by this grant. See "Articulating the Public Value of Creation and Presentation Grants" on page 5 of these Guidelines.

Final Report Requirements

A Final Report must be submitted for this grant. For most applicants, the next year's application will include the final report. However, for those which do not choose to submit a Creation and Presentation grant application in the year following receipt of a grant, a separate final report is required – in this case, by July 31, 2018. Please contact Arts Board staff for more information.

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 contracts, 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. Please visit the [National Endowment for the Arts](#) website for more information.

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.

FY18 Creation and Presentation Interim Year Application Checklist

Checklist for Print Materials

(postmark and hand delivery deadline for print materials is 10/17/17)

<input type="checkbox"/>	Signed and Dated Contract (last two pages of the eGrant Application Form pdf, generated and printed from eGrant <u>after</u> submitting the application through eGrant)
<input type="checkbox"/>	Application Form pdf (pdf generated and printed from eGrant <u>after</u> submitting the application through eGrant)
<input type="checkbox"/>	Application Narrative
<input type="checkbox"/>	Most Recent and Current Season/Exhibit Brochures (if you choose to submit hard copy instead of an electronic version)
<input type="checkbox"/>	This checklist, filled out in ink.

Checklist for Materials Uploaded to Dropbox

(deadline for Dropbox Materials is 3 pm 10/17/17)

<input type="checkbox"/>	Application Form pdf (pdf generated and printed from eGrant <u>after</u> submitting the application through eGrant)
<input type="checkbox"/>	Application Narrative
<input type="checkbox"/>	<p>Required Financial Documentation (see <u>p.12</u> of the Guidelines)</p> <p>For Small Organizations (under \$225,000):</p> <ul style="list-style-type: none"> • IRS Form 990 from most recently completed fiscal year <p><i>If most recent year's 990 is not yet available, submit the 990 from the prior year. Make sure that the information in the eGrant "Operating Budget" Section E. matches the 990 information that you submit.</i></p> <p><i>Note:</i> Organizations with budgets below \$50,000 that are only required to submit IRS Form 990-N, must submit one copy of the organization's operational budget (revenues and expenses) from the most recently completed fiscal year.</p> <p>For Mid-Size Organizations (\$225,000 to \$700,000):</p> <ul style="list-style-type: none"> • IRS Form 990 from most recently completed fiscal year <p><i>If most recent year's 990 is not yet available, submit the 990 from the prior year. Make sure that the information in the eGrant "Operating Budget" Section E. matches the 990 information that you submit.</i></p> <p>For Large Organizations (\$700,000 and above):</p> <ul style="list-style-type: none"> • IRS Form 990 from most recently completed fiscal year • Most recent financial audit report/audit review/Financial Statement Review <p><i>If 990 or audit is not yet available from most recently completed fiscal year, then submit the 990 or audit report/audit review/Financial Statement Review from the prior year. Please note that the submitted 990 and audit material must be from the same fiscal year. Make sure that the information in the eGrant "Operating Budget" Section E. matches the 990/audit/review information that you submit.</i></p>
<input type="checkbox"/>	Board of Directors List - or document containing web link to the list
<input type="checkbox"/>	Staff Members List - or document containing web link to the list
<input type="checkbox"/>	Most Recent and Current Season/Exhibit Brochures (if you choose to submit electronic instead of hard copy)
<input type="checkbox"/>	Final Report IMAGES and image description page for FY17 C&P Grant (see p.12 of the Guidelines)
<input type="checkbox"/>	Letters and invitations sent to legislators & Governor, U.S. Senators, Congressperson (see p.12 of the Guidelines)