



**Woodland Indian Arts Initiative
Grant Program Guidelines
Fiscal Year 2020 (FY20)**

FY20 Deadline: October 31, 2019

This program is supported with funding from the State of Wisconsin.

Purpose:

The Woodland Indian Arts Initiative (WIAI) is designed to promote and develop a foundation of cultural and economic support for traditional and contemporary Native American arts in Wisconsin. Its goal is to strengthen Native arts in Wisconsin for the long term. As part of this work, the Wisconsin Arts Board annually distributes funds from Gaming Compact monies to support artistic activities among [Wisconsin’s tribes, bands and urban Indian communities](#).

Types of Activities Funded:

Funding priority goes to activities that work to build a long-term structure of support for Native arts in Wisconsin. These include but are not limited to:

- Professional arts administration positions in support of Native arts,
- Documentation of arts activities and cultural knowledge in Wisconsin’s Native communities,
- Technical assistance and professional development to Native artists and arts organizations,
- Presentation and promotion of Wisconsin’s Native artists through festivals, markets, exhibitions, various media and other forms of presentation, and
- Planning grants in preparation for any of the above.

New, expanded or existing projects are eligible. Traditional and contemporary art forms are welcome.

Who Can Apply:

Applicants must be organizations that provide direct services to members of Wisconsin’s Indian communities and:

- are a unit of tribal government or hold tax-exempt status from federal income tax under Section 501(c)3 of the Internal Revenue Code;
- are incorporated in and conduct business in Wisconsin and have been doing so for at least 3 years;
- conduct arts-related work that involves and benefits Wisconsin’s Native American communities;
- are the most appropriate sponsor for the proposed activities;
- and are able to match each dollar of Arts Board support with cash constituting at least ½ of the match. The other half of the match can be in-kind, cash, or a combination of the two.

Unincorporated nonprofit groups and incorporated nonprofit organizations that have been doing mission-related work for at least three years but lack 501(c)3 status from the Internal Revenue Service (IRS) can apply using a separate nonprofit organization as a [fiscal receiver](#).

Timeline:

Thursday, October 31, 2019

Electronic applications due

Monday, November 25, 2019

Panel meets to review applications

Friday, December 6, 2019

WAB votes on panel’s funding recommendations

December 2019

Contracts are mailed to successful applicants. Awardees must sign and return contracts and other required paperwork. Checks will be issued upon WAB receipt of all necessary materials.

January 1, 2020 – November 30, 2020

Activities may occur in this period.

December 31, 2020

Final report due

To Apply:

Applicants must complete the Woodland Indian Arts Initiative application and submit it electronically by Thursday, October 31 to the Wisconsin Arts Board. Applications submitted after 3 pm that day will not be accepted. **If you are unable to complete an electronic form, please contact the Arts Board to make alternative arrangements.**

- **Access WAB's Online Application System** (<http://wab.smartsimple.com/>)
- Click the **'Register'** button under the log-in section and complete the registration.
- User and log-in information will be emailed to the address provided within your registration.
- After setting your password, log-in and click 'Funding Opportunities,' select the 'Apply Now' button under Woodland Indian Arts Initiative.
- Complete the application form, clicking 'Save Draft' at the end of each page.
- When finished, click 'Submit.' *Reminder: Submission deadline is **October 31, 2019.***
- You will receive a confirmation email once your submission has been accepted.

Award:

The award range is **\$1,500 - \$4,000**. Your grant request cannot be less than \$1,500 or more than \$4,000. Often there are more requests than funds available. It may not be possible to fund all of the deserving applicants at 100% of their request in a particular year.

A 1:1 [match](#), half of which must be cash, is required for these funds. This means that the amount of the grant request cannot be more than half the overall budget of the project.

Payments can be made to a [fiscal receiver](#) on behalf of the applicant.

Grant Proposal Assistance:

Arts Board staff is available to provide assistance throughout the year. This includes answering eligibility questions, refining proposal ideas, discussing fiscal receiver issues, reviewing drafts of the proposal and providing other forms of assistance. Call Kaitlyn Berle at (608) 266-8106 or email kaitlyn.berle@wisconsin.gov for those types of issues. For technical questions about the on-line application, contact Dale Johnson at (608) 264-8191.

Discussions with staff do not influence funding decisions.

Application Form:

First complete the **Application Information** tab and click the 'Save Draft' button at the bottom of the page.

Next, click the round letter icon in the top righthand corner of the form and select 'Organizational Profile.' Scroll to the bottom of that page and complete the Mission Statement and Brief Organizational History sections. Click on the 'Save' button at the bottom of the page.

At this point, you may begin completing the other 5 tabs:

Project Details

Summary information of the project, those involved in and affected by it, and budget.

Budget

You will create and attach a one-page budget for the proposed project. In that budget include INCOME and EXPENSES. Basically, the Total Project Expenses should equal the Total Project Income (which is the Grant Amount Requested + [Matching Funds](#)). A [sample budget](#) is included in these guidelines.

- The **grant amount requested** can range from \$1,500 to \$4,000.
- The **matching funds** can come from cash income or in-kind income.
 - o The matching funds must be at least equal to the amount you are requesting from WAB. (Overmatching is OK.)
 - o At least half of the matching funds must be in **cash**. Cash can be any funds coming from sources such as foundations, government agencies, or individual contributions; ticket sales; earned income; as well as any funds the applicant organization is contributing via staff time, space usage, printing expenses, supplies, etc.
 - o The remainder of the matching funds can be either cash or [in-kind](#) or a combination of the two. **In-kind** can be any donation of goods and services, or any contribution made by partners such as staff time, space usage, supplies, etc. The dollar equivalent of volunteer time or donated materials is in-kind as well. All items included as in-kind income must be included in the budget as expenses.
- Please asterisk (*) those income items that are "pending" and not yet confirmed.
- Think about the different types of **expenses** for the proposed project's budget:
 - o **Salaries and wages** of the personnel involved in the project, including administrative personnel. Include fringe benefits when appropriate.
 - o **Travel**. Include transportation, meals, and lodging. Identify the travelers.
 - o **Other Expenses**. Include contractual services of artists or technical/production specialists, promotion and marketing, telephone, photocopying, postage, supplies and materials, publication, distribution, translation, transport of items, rental of equipment, and other project-specific costs.
- Applications that do not have a **balanced budget** or the required match will not be considered in the panel review.

When planning your budget, know that **Arts Board funds cannot be spent on the following** types of items: capital expenditures (e.g., renovation of a building); benefit/fundraiser activities; prizes, awards, or competitions; individual tuition or activities for which academic credit is given; out-of-state travel; hospitality expenses (e.g., refreshments at receptions, gallery openings, etc.); space rental; general operating expenses; deficits incurred from past activities; or activities that occurred before the start of the grant period.

Narrative

Describe the proposed activity in 500 words or less. Be sure to include the following information:

- A brief introduction of the applicant organization (If appropriate, you could use the mission statement of the organization as the introduction),

- A general description of the proposed activity (describe the project in 1 or 2 sentences. It's good to include the goal of the project here)
- Details about the proposed activity that include the:
 - o who (who will be doing the work? Who are the specialists involved? Who are the partners involved? Who is the audience or beneficiaries? If an artist is involved, why is this artist the most appropriate one for the activity?),
 - o what (what will occur in the project?),
 - o when (in what month will the activity begin? In what month will it end?),
 - o where (where will the activity occur?),
 - o the how of the project (if not already covered in previous parts of the summary, describe how the work will get done),
 - o the why of the project (eg, why are you doing this? Why does the community need this activity? How will this activity strengthen the foundation for Native arts in Wisconsin?),
 - o and whether this is an expansion or continuation of an existing activity. If it is a continuation, explain how this proposed activity is connected to the existing activity.

If the applicant organization has received WIAI funding for the proposed activity in the past, provide a brief update on the progress and evaluation methods of the ongoing project.

The **Community Description** should be a brief explanation of the community in which this activity will occur or the community that will benefit most from the activity.

Work Samples

Along with the application, you will need to include a work sample. This is supporting material that gives evidence of the high quality and/or cultural significance of the proposed art or personnel. Applicants may include up to 10 digital images, provide web links to audio or video samples, upload audio or video files, literary work, a résumé or position description, or mail work samples to the Arts Board. If you choose to upload, use the fields provided in the application form to submit your work samples.

- **Images** - For each visual artist involved in the proposal, upload up to 10 excellent quality images of recent work in JPEG format (jpg). Images that show past events or products appropriate to the current proposal are also welcome.
- **Audio/Video Files or Links** – For each performing artist involved in the proposal, upload an audio or video file, or include a link to an audio or video sample that illustrates high quality recent work. Video that shows past events or products appropriate to the current proposal are also welcome.
- **Literary Work** –If available electronically, upload (or a link to) a literary sample. Otherwise, mail it.
- **Other/Administrative Documents** – If appropriate to the project, upload a file that provides details about a proposed professional's experience and qualifications, or a description of the qualities that will be sought in such a professional.

Follow the instructions provided in the application form to upload work samples. After uploading work sample images/audio/video, **click 'Edit Metadata'** to add the **title, year, and a brief description** for each file. Be sure to include this information. If the work sample is physical, send a copy of the work, not an original, to **Wisconsin Arts Board, PO Box 8690, Madison, WI 53708**. If you hand deliver or use a mailing service other than the US Postal Service, the street location is 201 W. Washington Ave, 2nd Floor, Madison, Wisconsin 53703. Mailed work samples will not be returned to applicants.

Use this general guide for selecting appropriate work samples:

- Professional arts administration positions in support of Native arts – résumé of proposed administrator or job description for proposed administrator
- Documentation of arts activities and cultural knowledge in Wisconsin’s Native communities – work samples that show the types of artists and arts activities expected to be documented
- Technical assistance and professional development to Native artists and arts organizations – résumé of proposed trainer/provider of assistance
- Presentation and promotion of Wisconsin’s Native artists through festivals, markets, exhibitions, various media and other forms of presentation – work samples of proposed artists and/or work samples that show the quality of past presentations by the applicant organization
- Planning grants in preparation for any of the above – work sample as described above.

Certification

Use the ‘Signature’ box to provide an electronic signature from an [authorized representative](#) of the applicant organization, and if appropriate, an authorized representative of the fiscal receiver organization.

To Submit:

To submit a completed application, click the ‘Submit’ button at the end of the application form by the 3 pm deadline of **Thursday, October 31, 2019**. That will send an electronic version of your application – along with any work samples you uploaded – to the Arts Board. **No hardcopy material is required this year.**

Tips for working with the application form:

- You can obtain a printed copy of the form by choosing the [Application Summary](#) button.
- By using the ‘Save Draft’ button, you will be able to work on the form and then return to it later.
- The questions marked with a red asterisk * are required. If you skip any, you will be prompted to complete them before you are able to submit.

Application Advice:

The application will ask questions about the applicant organization, the proposed activity, the proposed budget, and the artists and communities involved in the activity. Regarding specific questions asked in the application:

- Applicants must have a [DUNS number](#) before they can receive an Arts Board grant. To obtain a **DUNS number**, go to <http://www.dnb.com/get-a-duns-number.html>. If you are using a fiscal receiver, the fiscal receiver organization must have a DUNS number (and the applicant organization does not need one). You will be able to submit the application while you are waiting to receive a newly-applied-for DUNS number.

- Only those applicants using a **fiscal receiver** need complete that part of the application. If you answer 'yes' to the question about using a fiscal receiver, the Fiscal Receiver Organization Information section of the application will appear.
- Some of the questions on the application refer to information the Arts Board is required to send to our federal partner, the National Endowment for the Arts.
- The [Applicant's Current Year Organizational Budget](#) should be for the most current fiscal year possible.

Evaluation Criteria:

A review panel will convene on November 25, 2019 to evaluate the applications and make funding recommendations. Anyone can attend these meetings as a silent observer; the meetings are convened by phone from the Arts Board office in Madison. The panel's recommendations will be reviewed by the Wisconsin Arts Board at its December meeting. WAB staff will notify applicants as to how their application fared following the board meeting.

Applications to the WIAI grant program will be evaluated on the following criteria:

1. The degree to which the proposed activity will serve a need or interest in one or more of the identified Indian communities in Wisconsin.
2. Quality of the proposed art form,
3. The feasibility of the proposed activity,
4. The feasibility of the proposed budget,
5. And the degree to which the proposed activity will develop a foundation of cultural and economic support for Native arts in Wisconsin.

Definitions:

Authorized representative – This is a person with authority to commit an applicant legally, usually the executive director or the president of the board of directors.

DUNS number – DUNS stands for “data universal numbering system,” a coding method developed by Dun and Bradstreet (D&B) to track businesses (including nonprofit organizations) in its 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. Visit [this site](#) for more information regarding this financial history “DUNS” number.

Fiscal receiver – An incorporated, nonprofit, tax-exempt organization that provides administrative and financial services for projects initiated by unincorporated, nonprofit organizations – or by incorporated, nonprofit organizations that do not have financial/administrative capability or meet the 3-year requirement. The fiscal receiver accepts responsibility for administering paperwork and project funds throughout the Arts Board’s grant process. The unincorporated group or organization completes the project activity.

In-kind contributions – goods or services contributed to the applicant organization by individuals, other agencies, or businesses that have a demonstrable cash value. These may include items such as donated or discounted space and equipment rental, printing, advertising costs, professional services and other labor, etc. In-kind contributions are valued at fair market price and must be capable of being verified upon request.

Matching funds – the portion of the activity costs not borne by the Wisconsin Arts Board. Matching funds must amount to at least 50 percent of total costs.

Organizational budget – all funds budgeted for an organization’s operations, activities, programs, and services during a fiscal year. Operating expenses do not include capital funds, endowment funds, reserve funds or any other funds not allocated to the annual operating cycle of the organization.

Wisconsin’s Native American bands, tribes and urban Indian communities –

Bad River Band of Lake Superior Chippewa Indians

Brothertown Indian Nation

Forest County Potawatomi Community

Ho-Chunk Nation

Lac Courte Oreilles Band of Lake Superior Chippewa Indians

Lac du Flambeau Band of Lake Superior Chippewa Indians

Menominee Indian Tribe of Wisconsin

Oneida Nation of Wisconsin

Red Cliff Band of Lake Superior Chippewa Indians

Sokaogon Chippewa Community

St. Croix Chippewa Community

Stockbridge-Munsee Band of Mohican Indians

Urban Indian populations in Milwaukee, Madison, Green Bay, La Crosse and other urban centers

WIAI Sample Budget

Applicant Organization Name
Woodland Indian Arts Initiative
FY20 Budget Proposal

INCOME

Cash –

Applicant Organization staff time	\$5,000
County Dept. of Human Services	\$ 500
*Ticket sales at concert, 70 @ \$10	<u>\$ 700</u>
Total Cash Income	\$6,200

In-Kind Contribution–

Volunteer ushers at concert, 10 @ \$15/hour equivalent	\$ 150
University of Wisconsin Extension staff time & exhibit	<u>\$ 1,500</u>
Total In-kind Income	\$1,650

Total Match \$7,850

Grant Amount Requested

Wisconsin Arts Board funds will be used for:

Artist honorarium, printing & marketing \$2,750

Total Income: \$10,600

EXPENSES

Cash—

Salaries and wages of Applicant Organization staff for event	
2 staff @ 10 hrs/week for 10 weeks @ average \$25/hr	\$ 5,000
Guest artist fees for concert & 3 school workshops	\$ 2,500
Travel for guest artist	
Mileage for 4 round trips (352 miles/trip @ \$.51/mile),	\$ 720
4 nights lodging (@ \$82.00/night), meals (@ \$38/day)	\$ 480
Printing & marketing	<u>\$ 250</u>
Total Cash Expenses	\$8,950

In-Kind Expense—

Volunteer ushers at concert, 10 @ \$15/hour equivalent	\$ 150
University of Wisconsin Extension staff time & exhibit	<u>\$ 1,500</u>
Total In-Kind Expenses	\$1,650

Total Expenses: \$10,600

*indicates pending income