Creative Communities

FY17 Grant program

Phase 2 Guidelines Summary

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Wisconsin Arts Board Creative Communities Program
Phase 2: FY17 Guidelines Summary

<u>**Purpose:**</u>
The Creative Communities grants program encourages arts education and community arts development in Wisconsin. It provides support for projects that are done *with* the community rather than just *for* the community, and that further the Arts Board's goals in the following three areas:
* Arts Education
* Folk and Traditional Arts
* Local Arts

Applicants are welcome to submit <u>one</u> proposal to <u>one</u> of these three categories per year. For a full overview of the Creative Community Program guidelines for Phase 1 and Phase 2, see the Creative Communities webpage.

<u>**Eligibility:**</u>
Applicants must have submitted a Phase 1 application and then have received a specific invitation from the Arts Board to submit a Phase 2 application.

<u>**Timeline:**</u>
* February 22, 2016 **–** Arts Board invites applicants recommended from Phase 1 to submit Phase 2 applications.
* March 10, 2016 – 12:15 pm Q & A phone session for Phase 2 applicants (not required).
* March 14, 2016 – Last day for applicants to submit draft applications for staff review (not required)
* **March 21, 2016 by 3:00 pm** – **Electronic (eGrant) deadline** for Phase 2 applications
* **March 22, 2016 – Postmark or hand-delivery deadline** for required Support Materials and hard copy of the application. Deadline to upload support materials to Dropbox.com.
* April 14, 2016 – Arts Education panel meets in Madison.
* April 22 – Local Arts panel meets in Madison.
* April 26 – Folk Arts panel meets in Madison.
* May 13 – Wisconsin Arts Board meets in Madison to make grant determinations.
* May 2016 – Arts Board makes grant award announcement, mails contracts and grant proposal revision report forms (provided the Wisconsin state legislature has passed the state budget)
* July 2016 – Grant recipients submit signed contracts, grant proposal revision report forms, and copies of the letters that they have sent to their legislators in which they notified them of the grant and invited them to a specific project activity/event.
* July 2016 – Arts Board mails grant check, provided the grantee has submitted the signed contract and other required materials
* July 1, 2016 – Earliest date that project activity can occur
* June 30, 2017 – Latest date that project activity can occur
* July 31, 2017 – Final Report due

<u>**Grant Amounts:**</u>
Grants will range from a minimum of $1,500 to a maximum of $6,000, and must be matched 1:1 by the applicant. At least 50% of the match must be in cash.

To Apply:
A completed Creative Communities Phase 2 grant application must be submitted online using the Arts Board's eGrant system by 3 p.m. on March 21, 2016. At that time, the system will lock and no further changes can be made to the application. In addition, the required support materials must be uploaded to Dropbox, and hard copy application materials must be sent to the Arts Board and postmarked (or hand delivered) no later than the next day of business.

How to Submit the eGrant Application:
1. Go to the Arts Board's website www.artsboard.wisconsin.gov.
2. On the right sidebar, click on "eGrant."
3. Follow eGrant instructions through the process for submitting a Fiscal Year 2017 (FY17) Creative Communities grant application.

How to Submit support material via Dropbox:
See pp. 6-7 of these guidelines.

How to Submit the Hard Copy of the Application by Mail:
Compile paper documents:
- one copy of the application (form and narrative, both of which should be copied 2 sided, back to back
- one copy of the filled-out "Application and Support Materials" check list (found at the end of these guidelines and also within eGrant)
- one copy of any support materials that could not be uploaded to Dropbox (book, exhibition catalog, etc.)

Submit them in one package and postmark or hand deliver it to the Wisconsin Arts Board by the next day of business following the eGrant deadline date. 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. Please use paper clips rather than staples. Applicants must keep a copy of everything that is sent.

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

Street location for those hand-delivering or using a mailing service other than the US
Postal System: 201 W. Washington Ave, 2nd Floor, Madison, 53703.

Required Support Materials:
Your application is not complete until every applicable item on the application check list (p. 13) is included (in most cases this means "uploaded to Dropbox"). The following addresses common questions about some of those items.

The Check List
The two-page check list of required application and support materials is located at the end of these guidelines, on pp. 13-14. After printing it, applicants should use a pen to fill it in. The checklist itself is one of the required items and will assist applicants in gathering and organizing materials. NOTE: the second page of the checklist contains optional materials.

Required Financial Documentation

One copy of the applicant organization's budgets from its most recently completed fiscal year, its current fiscal year, and a projected budget for its next fiscal year is required. *For college/ university/school/tribal applicants:* submit copies of the relevant arts program's budgets from its most recently completed fiscal year, its current fiscal year, and a projected budget for its next fiscal year.

Board of Directors List

Provide name, occupation, city, arts interest/affiliation, and years on board for all board members. Indicate by a cross (+) names of members who also are office holders (e.g. Jane Doe +).
K-12 schools are exempt from uploading this attachment.
Programs within *colleges/universities/ schools/tribes* should submit names of program governing committee members, NOT members of the college/university/school/tribal governing boards.

Staff List

Provide the name and position title/area of responsibility for all paid staff. This list should include all applicant staff, even those not directly involved with the proposed project. Organizations without paid staff are exempt from uploading this attachment. K-12 schools are exempt from uploading this attachment.

Key Artistic and Administrative Personnel Biographies

Provide the name, title and short 75-word biography of key artistic and administrative personnel. (For organizations without paid staff, please provide short biographies of key volunteers.) These should be the people most involved with the proposed project. Schools should be sure to include the key school administrator involved with the project.

Work Samples

All applicants must submit at least one work sample – a piece of supporting documentation that demonstrates the artistic merit of the proposed project (past work by the artist(s) involved in the project, work created in an earlier year/phase of the project, etc.). The Work Sample Description page that is used to describe this sample is part of the eGrant application form. The work sample should reflect the artistic quality of the activity and not be simply a marketing piece for the artist or group. Up to two work samples are allowed; submit a second work sample only if multiple artists or genres are involved in the project. Most work samples will be digital files uploaded by the applicant via Dropbox (pp. 6-7 of these guidelines). If the work sample is physical, send a copy of the work, not an original. Mailed work samples will not be returned to applicants; do not submit a return envelope with the work sample.

NOTE: During the panel meeting, total work sample review time is at the discretion of the panel and is often less than 3 minutes. Applicants should keep this in mind as they select their work samples, and consider that the panel bases the majority of its Artistic Value score on the work sample. Panelists will have the opportunity to review prior to the panel meeting only those work samples that have been submitted via Dropbox.

The following guidelines will help you to prepare the work sample. Applicants must submit one work sample from the following categories (and may submit up to two if multiple artists/genres are involved):

1. Digital Images
Applicants may submit up to, but not more than, 10 digital images. This set of 10 images serves as one work sample. Each digital image should be submitted in the following format:

- High quality JPEG saved with quality setting of 90% or better. To maintain the highest quality, all editing should be done in full resolution and files should be saved using a lossless format like TIFF or PSD. Only after editing is complete should the applicant resize and save a copy to the JPEG format.

- Images should be in proper orientation for viewing (upright on monitor).

- Limit the file size to no more than 5MB per image.

- File name should be in the following format: number_applicant name_title.jpg.

- Number should be two digits with a leading 0 if under 10. This will allow for easy ordering of the images to match your Work Sample Description page submitted via eGrant. Use succinct file names. For example: 01_(applicant name)_SculptureWing.jpg or 02_(applicant name)_SculptureTorso.jpg Please abbreviate or use initials if your organization has a long name.

Work sample images should be submitted by [uploading files to a Dropbox folder and sharing it with the Wisconsin Arts Board](#) (see pp. 6-7 of these guidelines for details) and then filling out the Work Sample Description page of the eGrant application form.

2. Videos
Applicants may submit one video. A video file may be in one of the following formats: .avi, .mov, .mp4 or .wmv. Videos should not be a series of still images that plays automatically (if still images are preferred, they can be submitted as described above under "Digital Images").
The file name should be in the following format: applicant name_title.mov, for example. Videos can be submitted in one of three ways:

a) by [uploading a file to Dropbox](#), (see pp. 6-7 of these guidelines for details) and then filling out the Work Sample Description page of the eGrant application form

b) providing a link in the Work Sample Description page of the eGrant application form to a video on a website such as YouTube, and then also uploading to Dropbox a document with the website address typed on the first line, making sure that it is a working hyperlink

c) by mailing a DVD with other Support Materials. To mail a DVD, be certain that it can be played on a standard DVD player and television, not on a computer only. Label the DVD with the applicant organization's name and mail it with the other hard copy submission materials. Remember, it will not be returned.

NOTE*:* Panels typically view no more than 2-3 minutes of a video so make sure to identify the point at which you want the panel to begin viewing.

3. Audio Tracks
Applicants may submit one .mp3 audio track (or up to two tracks if two separate artist/groups are involved in the project). The file should be of CD-quality with a bitrate of at least 128 kbps. The file name should be in the following format: applicant name_title.mp3. Audio tracks can be submitted in one of three ways:

a) by uploading files to Dropbox (see pp. 6-7 for details) and then filling out the Work Sample Description page of the eGrant application form

b) providing a link in the Work Sample Description page of the eGrant application form to an audio file on a website such as YouTube, and then also uploading to Dropbox a document with the website address typed on the first line, making sure that it is a working hyperlink

c) by mailing a CD with other Support Materials. To mail a CD, be certain that it can be played on a standard CD player. Label the CD with the applicant organization's name and mail it with the other hard copy submission materials. Remember, it will not be returned.

NOTE*:* Panels typically listen to no more than 2 minutes of an audio track so make sure to identify the point at which you want the panel to begin listening.

4. Literary Works
Mail the literary work with the other hard copy submission materials, unless it is available electronically, in which case upload it to Dropbox. See pp. 6-7 of these guidelines for details.

5. Web Links
Applicants may submit a link to a work sample that is on a website (such as a video posted on an organization's YouTube channel). Submit the website address by typing the web link into the Work Sample Description page in eGrant, and by uploading to Dropbox a document with the website address typed on the first line, making sure that it is a working hyperlink. Make sure to submit a site that conveys the artistic quality of the work related to the proposed project. Do not submit a link to general marketing material or to the applicant's website (which is provided elsewhere in the application).

Working with Dropbox
Work samples (digital images, videos and audio tracks/mp3 files), and all other materials that support your application should be submitted via Dropbox no later than one business day following the eGrant application deadline.

See specific instructions for preparing Work Samples on pp. 5-6 of these guidelines. Applicants will upload files to a folder in Dropbox (Step 1) and then share that folder with the Arts Board (Step 2).

Submitting the Application Support Materials via Dropbox (deadline 3 pm 3/22/16)

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Step 1
Uploading Support Materials into Dropbox:
Work samples (digital images, videos and audio tracks/mp3 files), and all other materials that support your application should be submitted by using Dropbox.com.

Applicants will upload files to a folder in Dropbox and then share that folder with the Arts Board.

Here's how:
1. If your organization does not already utilize a Dropbox account, create a free account for your organization at www.dropbox.com/register.
    (Personal Dropbox accounts are not acceptable for this process.)
2. Once your Dropbox account has been created, go to the Dropbox home screen at www.dropbox.com.
3. Click on the icon of the folder with a green (+), "New folder," at the top of the screen.
4. Title your new folder with your organization's complete name (no acronyms please), followed by either "AE" (Arts Ed), "FA" (Folk Arts), or "LA" (Local Arts). For example: Applicant Name_LA. Once this folder has been created, click on this folder to open it.
5. Click the icon of the paper with a blue arrow, "Upload", at the top of the screen.
6. Click "Choose a file"
7. Select a file from your computer, making sure that the file is in PDF format.
8. Repeat for all files you upload.

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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 the work sample and final report images), return to your Dropbox home Screen by clicking on the name Dropbox or the blue box icon next to it at the top of the page.

2. Click on the side bar tab, "Sharing."

3. Click "New shared folder."

4. Click "Existing folder."

5. Select your folder from the list that appears.

6. Type in artsboard@wisconsin.gov in the invitee field of the next window that appears.

7. Enter your organization's name and Creation and Presentation subcategory (Dance, Theater, Presenting, etc.) in the Message field.

8. Uncheck the "Allow members to invite other people" check box.

9. Click "Share folder."

10. Click here to see Illustrated Steps.

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Glossary of Terms

Please note that a glossary of terms relating to all Wisconsin Arts Board grants can be found at: http://artsboard.wisconsin.gov/sublink.asp?linksubcat2id=2540&linksubcatid=3331&linkcatid=3398&linkid=1653

Narrative Questions

The narrative is a crucial part of the application. Instructions on how to complete the narrative portion of the application are found within the eGrant application. The narrative questions are included here for your reference. The maximum allowed length of the narrative is 4 pages.

1. Why are you doing this project? What change/s are you intending to effect in the community?
   - What key community needs /issues will be addressed by the project?
   - How did you identify those needs /issues?
   - How were community members and partner organizations involved in identifying these needs/ issues and in designing the project? How will they be involved in implementing the project?
   - For projects in their second or third year, how does this year's project build on prior years? How have previous evaluation results informed this year's project?

2. During the course of the project and when it is done, how will you determine if the project is making the change you intended in the community? How will you determine the project's public   value/contribution to the common good?
   - What is the intended outcome of the project? What are your goals for the project?
   - What will you measure/observe to compare the starting point with the end point in order to determine the success of the project?
   - How will you make these measurements/conduct these observations?
   - How do the project goals intersect with the goals of the Creative Communities Program component to which you are applying (Arts Education, Folk Arts, Local Arts)?
   - *For Arts Education applicants only:* How will you assess arts learning for project participants? For projects in schools, which specific curriculum standards will be part of the project goals and evaluation? If the project integrated across the curriculum, use curriculum standards from all relevant subject areas.

3. What specific elements of the project will contribute to its success?
   - What specific activities will occur?
   - Where and when will the activities take place? Please include a detailed timeline.
   - Who are the direct participants (artists, adults, children, seniors, audience, volunteers, partners)?
   - What type and quality of art is involved?
   - Who are the skilled and experienced personnel involved in the project? Please provide a description of their responsibilities in the project.
   - *For Folk Arts and Local Arts applicants only:* What are the specific strategies that you will use to persuade people to participate directly in your project? (Examples of participation strategies include creative marketing/ communication strategies, pre- or post- performance lectures/discussion, programming in non-traditional venues such as churches, taverns, libraries, etc.)

Evaluation Criteria

Each application will be evaluated based on the purpose of the Creative Communities program (p. 2) and specifically on the following criteria:

a) Artistic/Educational/Cultural Value   *(The highest score for this category is 30 points.)*
- For projects directly involving artists, the proposed activity has high artistic merit.
- For all others, the overall quality of the proposed project is high.
- Proposed activities are appropriate to the community that the applicant serves, and demonstrate artistic, cultural and/or educational value for that community.

b) Organizational and Financial Management *(The highest score for this category is 20 points.)*
- Appropriately skilled and experienced people including (when applicable) artists, staff, board and committee members are involved in the project with clearly defined roles.
- The activity is feasible as planned with a realistic timetable and attainable goals.
- The project is financially feasible.
- There are adequate earned and/or contributed matching funds from an appropriate variety of public and private sources, relative to the community.
- Project budget correlates to the applicant's narrative.
- Applicant demonstrates ability to develop and manage resources appropriately.
- If there is an organizational deficit, applicant has a plan to reduce it.

c) Community Participation & Accessibility *(The highest score for this category is 30 points.)*
- The level of community involvement in the planning and implementation of this project is appropriate to the project.
- Applicant has forged appropriate partnerships for this project with an appropriate variety of public and private organizations.
- Activities address the educational, economic and/or social needs of the community.
- Activities indicate understanding and inclusion of the diverse community that the project serves.
- Activities meet the goals of the relevant Creative Communities component.
    - For Arts Education Applicants: The project supports arts opportunities that foster imagination, creativity, and innovation in K-12 formal and informal education.
    - For Folk Arts Applicants: The project enhances the appreciation of and ensures the continued vitality of the folk and traditional arts of Wisconsin.
    - For Local Arts Applicants: The project supports the creation and development of the arts at the local level.

d) Evaluation and Documentation *(The highest score for this category is 20 points.)*
- The level of community involvement in the evaluation and documentation of this project is appropriate to the project.
- There is evidence of appropriate evaluation methodology and tools.

For projects in their second or third year, there is evidence that previous evaluation results have been used in planning this project.

Review Process
Peer Advisory Panels
The Arts Board uses a peer advisory panel review process for grant application review. Panels, comprised of individuals knowledgeable in the arts, review grant applications and make recommendations for approval of funding to the Board, which makes the final funding decisions. The Arts Board strives to select panelists who represent various geographic areas and diverse aesthetic and cultural perspectives. The panels, chaired by members of the Board who serve as non-voting facilitators, are comprised of arts administrators, artists, educators and other professionals and volunteers knowledgeable in the arts. Membership on panels rotates so applicants should not assume that the panelists have any prior knowledge of the applicant.

NOTE:
• The information provided in the application is the principal source of information for panel review. Therefore, applications should be clear, complete, and compelling in presenting all information.
• The responsibility for making a compelling case for state government support rests entirely with the applicant.
• Only the information required or suggested by the Arts Board will be presented to the panel. Therefore, applicants must adhere to the limits on support materials and work samples.
• The panel may recommend little or no support if information is missing, incorrect or unclear.

Steps of the Review Process
1. Arts Board staff reviews Phase 2 applications to determine compliance with basic eligibility requirements.
2. A link to the application materials is sent to the peer advisory panel which is comprised of five panelists and chaired by a member of the Board who serves as a non-voting facilitator. Panelists' names will not be released to the public until the day of the panel meeting, as exempted from the open meeting law according to Wisconsin Statutes s.19.85(1)(e).
3. Panelists review all applications prior to the panel meeting. In addition, each panelist is assigned specific applications to study in-depth and present during the meeting. Panelists are instructed not to contact or discuss pending applications with applicants prior to the panel meeting.
4. Panel meets in Madison in April (specific panel meeting dates are noted on p. 2 of these guidelines and posted on the Arts Board's website). The meetings are open to the public. Applicants are encouraged to attend.
5. At the panel meetings, panelists score applications based on evaluation criteria established by the Board (see Evaluation Criteria within these guidelines). The panel makes qualitative recommendations to the Board.
6. The recommendations of the peer advisory panel are reviewed by the fifteen members of the Arts Board, and accepted or denied at the Board's May quarterly board meeting wherein grant awards are determined.
7. By mid-June, applicants will be notified of the Board's decisions.
8. Applicants that did not receive a grant have thirty days from receiving Board notification to appeal the decision. Appeals must follow the appeals process outlined within these guidelines.

Funding Process
The Arts Board uses a formula that incorporates the panel scores to determine funding for Creative Communities awards. While Arts Board staff is available throughout the application process to

advise applicants, this advice does not represent or influence the decision of the panel or the Board, nor bind the Board in future determinations. Once the Board has determined the awards, the Arts Board will notify the applicants.

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 is 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 and National Endowment for the Arts logos must be used in all printed and online materials. Please use the camera-ready copy of the WAB logo, together with specific size and color requirements found on our website, as well as the NEA logo.

Articulating the Public Value of Creative Communities Grants
Applicants are required to write to their State Representative, State Senator and the Governor about the fact that they have received a Creative Communities grant from the Arts Board, how their project will serve their community, and to invite them to connect with the project in some specific way. These letters will help to inform their elected representatives of the importance of the arts – especially the arts involved in this proposed project – to Wisconsin's economy and quality of life.

Final Reports
A Final Report must be submitted at the end of the project, no later than July 31, 2017. Forms will be available the preceding January on the Arts Board website. Grant recipients are required to include with the final report appropriate high-quality digital images, digital video, or digital sound recordings related to the funded activities that can be celebrated in future Arts Board materials. NOTE*:* Applications from organizations that have not filed final reports for past grants will not be accepted for panel review.

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 that prohibit 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 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.

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 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.

APPLICATION AND SUPPORT MATERIALS CHECKLIST

This checklist is a required part of the application package. You may either use this copy of the checklist or the copy of the checklist that is generated when you submit your application form via eGrant. Use a pen to check the box before each item that is applicable and of which you have included a hard copy in your application materials. (NOTE: Several of these items should also be uploaded to your Dropbox folder.) Cross through any item that is not applicable to your organization. Items left blank will flag your application as potentially ineligible or incomplete. Refer to pp. 3-5 of these guidelines for more information. Items must be submitted in the following order. Do not place in binders or folders.

Application Component		Paper Copy for WAB Office ONE set labeled "Originals"
Completed Checklist:		
This Checklist - with boxes checked	☐	Required
Core Application Materials:		
Application Sections A-N (part of eGrant)	☐	Required (also submit via Dropbox)
Project Narrative	☐	Required (also submit via Dropbox)
Work Sample (either uploaded to Dropbox or mailed hard copy)	☐	Required - see p. 4 of Guidelines
Required Financial Documentation	☐	Required - see p. 4 of Guidelines (also submit via Dropbox)
Board of Directors List	☐	Required - see p. 4 of Guidelines (also submit via Dropbox)
Staff List	☐	Required - see p. 4 of Guidelines (also submit via Dropbox)
Key Artistic & Administrative Personnel Biographies	☐	Required - see p. 4 of Guidelines (also submit via Dropbox)
Letter of Commitment from Partner Organization(s) (if applicable)	☐	Required - see Glossary (also submit via Dropbox)
New Applicant Materials:		
IRS Proof of Nonprofit Status	☐	Required of First Time Applicants <u>only</u> (also submit via Dropbox)
W-9 Form (from Arts Board website) *Note: "Name of the Organization" on p.1 of the eGrant application must match either the "Name" or "Business Name" on W-9 form.*	☐	Required of First Time Applicants <u>only</u>
Fiscal Receiver Materials:		
Letter of Agreement Between Applicant Organization and Fiscal Receiver Organization	☐	Required of Applicants Using Fiscal Receivers <u>only</u> (also submit via Dropbox)
IRS Proof of Non-profit Status of Fiscal Receiver Organization	☐	Required of Applicants Using Fiscal Receivers <u>only</u>
W-9 Form (from Arts Board website) *Note: "Name of the Organization" on page 1 of the eGrant application must match either the "Name" or "Business Name" on W-9 form.*	☐	Required of Applicants Using Fiscal Receivers <u>only</u>

APPLICATION AND SUPPORT MATERIALS CHECKLIST - OPTIONAL

The following materials are **OPTIONAL** parts of the paper package. They also should be uploaded to your Dropbox folder. Include no more than **four** items from the following list (example: "up to three letters of support" would constitute one item). During the draft application process, discuss with Arts Board staff which materials are best suited to support your application.

Application Component	Paper Copy for WAB Office ONE set labeled "Originals"	
Examples of Educational Materials from the Recent Past	☐	One Copy (also submit via Dropbox)
Up to Three Letters of Support from Past Participants (no more than two years old)	☐	One Copy (also submit via Dropbox)
Up to Three Sample Evaluation Tools (that you have used recently or plan to use)	☐	One Copy (also submit via Dropbox)
Newsletter	☐	One Copy (also submit via Dropbox)
Press Clipping (no more than two years old)	☐	One Copy (also submit via Dropbox)
Press Release (no more than two years old)	☐	One Copy (also submit via Dropbox)
Other Materials You Would Like to Submit (please contact Arts Board staff first)	☐	One Copy (also submit via Dropbox)

All required application and support materials must be uploaded to Dropbox - and also submitted in one package and postmarked or hand delivered - no later than one business day after the eGrant deadline.

Mail To:
Wisconsin Arts Board
PO Box 8690
Madison, WI 53708

(If using a mailing service <u>other</u> than the US Post Office, please address your package to:
Wisconsin Arts Board
201 W Washington Ave - 2nd FL
Madison, WI 53703

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