



**Woodland Indian Arts Initiative  
Grant Program  
Fiscal Year 2017 (FY17)**

**Guidelines**

*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:**

Friday, October 28, 2016	Electronic applications due
Monday, October 31, 2016	Postmark deadline for signed and printed copies of the application and work samples
Friday, November 18, 2016	Panel meets to review applications
Friday, December 2, 2016	WAB votes on panel’s funding recommendations
December 5-22, 2016	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, 2017 – November 30, 2017	Activities may occur in this period.
December 29, 2017	Final report due

**To Apply:**

Complete these three steps:

1. Submit an electronic WIAI grant application by 3 p.m. on October 28, 2016. Applications submitted after 3 pm that day will not be accepted. The application includes uploading a one-page budget.
2. Mail a printed copy of the completed application with original signatures to the Arts Board. This must be postmarked no later than the next day of business (Monday, October 31, 2016). Include a printed copy of the budget.
3. Submit a work sample by the next business day (Monday, Oct. 31). Work samples can be either mailed with the signed application or can be uploaded through the on-line application form at the time of submission.

It is the responsibility of the applicant to meet the deadline days and times.

The on-line application form is available on the Grant Programs page of the WAB website, [artsboard.wisconsin.gov](http://artsboard.wisconsin.gov).

**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 [kberle@travelwisconsin.com](mailto:kberle@travelwisconsin.com) 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:**

The WIAI grant program uses an on-line application form, available [here](#). The form is created through a service called JotForm. You will be able to type answers into the form and submit an electronic version. The Arts Board additionally requires a signed printed copy of the completed application.

Tips for working with the application form:

- You can obtain a printed copy of the form by choosing the Print Form button at the end.
- The entire form becomes available once you answer the Yes/No fiscal receiver question.
- You will be able to work on the form and then return to it with the information saved for 4 weeks from your start date, if you use the same computer and browser. Cookies must be enabled on

your computer for this to work. If you plan to fill the application out in multiple sessions, test this feature before you proceed very far to make sure it works for you.

- Write your narrative answers first in a word processing program so that you can copy and paste into the JotForm application.
- 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.
- Please submit the form electronically, then use the link sent to the Applicant Organization email address to obtain a PDF of the submitted application. Print that PDF and mail a signed version to the Arts Board.

### **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 no to the question about using a fiscal receiver, that section of the application will not 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 total [organizational budget](#) of the applicant organization should be for the most current fiscal year possible.
- The **Activity Summary** has a maximum total of 500 words length. This is about 1-page in length. 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:
    - 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?),
    - what (what will occur in the project?),
    - when (in what month will the activity begin? In what month will it end?),
    - where (where will the activity occur?),
    - the how of the project (if not already covered in previous parts of the Activity Summary, describe how the work will get done),

- 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?), 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.
- 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.
  - For the **Work Sample Description**, provide a short description of each item submitted so that the panel will know what they are seeing or hearing. Provide information on all items submitted. If images, audio tracks or video, include the title, year created, and a brief description.

**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.
  - The matching funds must be at least equal to the amount you are requesting from WAB. (Overmatching is OK.)
  - 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 is contributing via staff time, space usage, printing expenses, supplies, etc.
  - 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:
  - **Salaries and wages** of the personnel involved in the project, including administrative personnel. Include fringe benefits when appropriate.
  - **Travel**. Include transportation, meals, and lodging. Identify the travelers.
  - **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.
- All items included as in-kind income must be included as expenses.
- 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 or awards; individual tuition; hospitality expenses (e.g., refreshments at receptions, gallery openings, etc.); space rental; or activities that occurred before the start of the grant period.

**Work Samples:**

Along with the application, you will need to send work samples to WAB. This is supporting material that gives evidence of the high quality and/or cultural significance of the proposed art or personnel. Applicants may upload images within the application form, upload a document with link/s to on-line audio and/or video samples, upload 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, send 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. A total of 10 images is possible. The file name of each image should include the applicant organization’s acronym or brief name and title of work, eg. DOAA\_sunrise.jpg.

**Image Description** - For each image submitted, include a brief description in the Work Sample Description section of the application. Include the title, year created, and a short description of each image.

**Documents** – There are two types of documents to possibly upload: links to on-line audio/video work samples or administrative documents like a job description or résumé.

- **Audio/Video Links** – For each performing artist involved in the proposal, send 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. Upload a document that includes a link to the on-line audio or video, the title of video or track, year performed, and a description of the performer/s and content.

- **Literary Work** – Mail it with the other hard copy materials. If it is available electronically, upload it (or a link to it) in the Documents section of the application.

- **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.

**Mailed Work Samples** - If you choose to mail work samples to the Arts Board, include a CD, DVD or flash drive or the literary sample along with the signed printed application. Include a work sample description page along with the work sample itself. The deadline for mailing work samples is a postmark of the next business day following the application due date (for FY17 applications, that is October 31, 2016).

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.

**To Submit:**

To submit the completed electronic application, choose the [Submit Form](#) button at the end of the application form by the 3 pm deadline of Friday, October 28, 2016. That will send an electronic version of your application – along with any work samples you uploaded – to the Arts Board. *However, the Arts Board requires original signatures on the application.* After submitting electronically, an email with a link to a PDF copy of your completed application will go to the email address indicated in the Applicant Organization information. Use that link to print the PDF. Obtain signatures from an [authorized representative](#) of the applicant organization, and if appropriate, an authorized representative of the fiscal receiver organization.

Mail the printed and signed application, along with any work samples not uploaded, **by Monday, October 31, 2016.** This is a postmark deadline. Mail 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, 2<sup>nd</sup> Floor, Madison, Wisconsin 53703.

**Evaluation Criteria:**

A review panel will convene on November 18, 2016 to evaluate the applications and make funding recommendations. Anyone is allowed to attend these meetings as a silent observer; the meetings are held at 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. Quality of the proposed art form,
2. The feasibility of the proposed activity,
3. The degree to which the proposed activity will develop a foundation of cultural and economic support for Native arts in Wisconsin, and
4. The degree to which the proposed activity will serve a need or interest in one or more of the [identified Indian communities 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  
FY17 Budget Proposal

**INCOME**

Total Match for Proposal

Cash – *Wisconsin Indian Association Foundation	\$1,000
County Dept. of Human Services	\$ 500
*Ticket sales at concert, 70 @ \$10	<u>\$ 700</u>
Total Cash Income	\$2,200
In-Kind – Applicant Organization staff	\$5,000
Volunteer ushers at concert, 10 @ \$15/hour equivalent	\$ 150
University of Wisconsin Extension staff time & exhibit	<u>\$ 1,500</u>
Total In-kind Income	\$4,150
Total Match	\$6,350
<u>Grant Amount Requested</u>	\$2,000
Total Income	\$8,350

**EXPENSES**

Salaries and wages of Applicant Organization staff for event	
2 staff @ 10 hrs/week for 10 weeks @ average \$25/hr	\$5,000
Honorarium - guest artist to perform in concert & do 2 school workshops	\$ 1,000
Travel for guest artist	
Mileage for 3 round trips, 2 nights lodging, meals	\$ 450
Ushers for concert	\$ 150
Staff time, space use, and materials for exhibit at UW-Extension	\$1,500
Printing & marketing	<u>\$ 250</u>
Total Expenses	\$8,350

*Arts Board funds will be used for artist honorarium & travel, plus the printing & marketing.*