

# Annual Grant Program Guidelines

Madison Arts Commission  
City of Madison Department of Planning and  
Community and Economic Development  
Planning Division  
215 Martin Luther King, Jr. Blvd., Suite LL-100  
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[www.cityofmadison.com/mac](http://www.cityofmadison.com/mac)



## Madison Arts Commission Grants Program

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The Madison Arts Commission Grants Program distributes funds to Madison artists and non-profit arts organizations through these three annual grant programs:

- **Project:** Project Grants will provide up to \$3,000 to artists and non-profit arts organizations for performances, exhibits, events or other projects that enrich the cultural lives of Madison's residents. DEADLINE: **MARCH 15**, GRANT PERIOD: **JUNE 1 TO MAY 31**
- **ArtWORKS!:** ArtWORKS! Grants will provide up to \$5,000 for neighborhood after-school arts-based educational programming. DEADLINE: **MARCH 15**, GRANT PERIOD: **JUNE 1 TO MAY 31**
- **Signature:** The Signature Grant will provide up to \$5,000 to artists and non-profit arts organizations for a cultural activity that is a new, original work. One Signature grant is award annually. DEADLINE: **OCTOBER 15**, GRANT PERIOD: **JANUARY 1 TO DECEMBER 31**

(The BLINK Temporary Public Art Program is a MAC funding source for Madison artists to create temporary experimental works of art. For more information, guidelines and application, visit: [www.cityofmadison.com/MAC/grants/Blink.cfm](http://www.cityofmadison.com/MAC/grants/Blink.cfm).)

## Madison Arts Commission (MAC)

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MAC is an 11-member citizen commission appointed by the Mayor to advise the City on municipal art policy. The Madison Arts Commission's mission is to foster an appreciation for the arts by initiating partnerships, developing new audiences, and sponsoring diverse artistic activities by emerging and established artists and arts organizations while preserving Madison's rich artistic tradition.

## Eligibility

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- **Who:** Madison residents or Madison non-profit organizations may apply. Non-profit organizations and institutions applying for grants must present proof of their federal tax-exempt status under Section 501(c)(3) of the Internal Revenue Code, be in the process of obtaining such status, or must name such an organization as fiscal receiver.  
  
While MAC has a strong interest in collaborating with other City agencies on arts and cultural programs, it does not make direct grants to those agencies.  
  
MAC does not make grants to public or private elementary or secondary schools. Post-secondary schools will be given consideration only for proposed projects whose main audience extends beyond enrolled students.
- **Where:** Project must occur within the City of Madison
- **When:** All activities funded by the Madison Arts Commission **Project Grant and ArtWORKS!** must take place between **June 1 and May 31**, and all activities funded by **Signature Grant** must take place between **January 1 and December 31**. Grant funds must be spent **WITHIN** this designated funding period.

## Restrictions

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All applicants **MUST** contact the Arts Administrator prior to submittal to discuss their application.

Individuals and/or organizations may apply for only one Project grant per funding year. Individuals and/or organizations may apply for the ArtWORKS! Grant in addition to their Signature or Project grant proposal. Individuals and/or organizations may apply for the Signature grant in the October grant round. If they are awarded the signature grant they cannot apply for additional funding from MAC through a different grant category. However, if their signature grant application is denied, they may choose to modify their idea/budget and resubmit it as a project grant in a subsequent project grant round. The same project will not be funded twice in the same calendar year.

Grants **MAY** be used for artists' fees, legally required royalties, production expenses, space rental, marketing costs, purchase of expendable materials, etc. MAC Grants **CANNOT** be used to fund prizes or awards, grantee's tuition, purposes other than outlined in the grant, permanent equipment, travel outside the City of Madison, refreshments or debts incurred for past activities.

Projects are not eligible for MAC funds if they are receiving other cash funding (not in-kind) from the City of Madison. If applicable, individual artists may list all or part of their time as a project expense. Hours that you are not requesting funding for should be listed as an in-kind expense/income.

The Madison Common Council must first approve all award recommendations. Then a contract between the Grantee and the City must be signed and approved by both parties before the grant becomes official. Any work done, or expenses incurred prior to signing the contract and receiving Council approval will not be reimbursed.

All information submitted to the Madison Arts Commission and its staff, including public art proposals, grant and exhibition applications and supporting material, emails, and information collected from web-based forms, may be made available to requesting parties under the City of Madison and State of Wisconsin public records laws.

## Compliance

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Grantees must comply with all Federal, State and local laws, ordinances and codes. You must assume full liability and responsibility for the conduct of the project and agree to indemnify the City of Madison, its employees and representatives for any sum which the City, its employees and representatives may become liable to pay in consequence of activity under the project. You must observe Madison's General Ordinance (MGO) Sec. 39.03 (Equal Opportunities Ordinance), regarding your staff and the public availability of your performance or display spaces. This ordinance requires equal opportunities in housing, employment, public accommodations and City facilities and credit to persons without regard to sex, race, religion, color, national origin or ancestry, age, handicap, marital record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or the fact such person is a student. (You may request a copy of the ordinance from the MAC Office.)

**Nondiscrimination Based on Disability.** Contractor shall comply with Section 39.05, Madison General Ordinances, "Nondiscrimination Based on Disability in City-Assisted Programs and Activities." Under Section 39.05(7) of the Madison General Ordinances, no City financial assistance shall be granted unless an Assurance of Compliance with Sec. 39.05 is provided by the applicant or recipient, prior to the granting of the City financial assistance.

Contractor hereby makes the following assurances: Contractor assures and certifies that it will comply with Section 39.05 of the Madison General Ordinances, "Nondiscrimination Based on Disability in City Facilities and City-Assisted Programs and Activities," and agrees to ensure that any subcontractor who performs any part of this agreement complies with Sec. 39.05, where applicable. This includes but is not limited to assuring compliance by the Contractor and any subcontractor, with Section 39.05(4) of the Madison General Ordinances, "Discriminatory Actions Prohibited."

Contractor may not, in providing any aid, benefit or service, directly or through contractual, licensing or other arrangements, violate the prohibitions in Section 39.05(4), listed below:

Discriminatory Actions Prohibited: Contractor assures that, in providing any aid, benefit, or service, it shall not, directly or through contractual, licensing, or other arrangements, on the basis of disability:

1. Deny a qualified person with a disability the opportunity to participate in or benefit from the aid, benefit, or service;
2. Afford a qualified person with a disability an opportunity to participate in or benefit from the aid, benefit, or service, or the City facility, that is not equal to that afforded others;
3. Provide a qualified person with a disability with a City facility or an aid, benefit, or service that is not as effective as that provided to others;
4. Provide different or separate City facilities, or aid, benefits, or services to persons with a disability or to any class of persons with disabilities unless such action is necessary to provide qualified persons with a disability with City facilities, aid, benefits, or services that are as effective as those provided to others;
5. Aid or perpetuate discrimination against a qualified person with a disability by providing significant assistance to any agency, organization, or person that discriminates on the basis of disability in providing any aid, benefit, or service to beneficiaries of the recipient's program;
6. Deny a qualified person with a disability the opportunity to participate as a member of planning or advisory boards; or
7. Otherwise limit a qualified person with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit, or service from a recipient, or by others using City facilities.

Contractor shall post notices in an accessible format to applicants, beneficiaries, and other persons, describing the applicable provisions of Sec. 39.05 of the Madison General Ordinances, in the manner prescribed by Section 711 of the Civil Rights Act of 1964 (42 USCA Sec 2000e-10).

## Award Procedures

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- **MAC Review:** MAC will consider applications at their publicly noticed meetings subsequent to application deadline.
- **Approval:** Common Council approves award recommendations from MAC.
- **Notification:** Applicants will be notified of award decisions in writing after council approval.
- **Contract:** A contract between the Grantee and the City must be signed and approved by both parties before the grant becomes official. Any work done, or expenses incurred prior to signing the contract and receiving Council approval will not be reimbursed.
- **Funding Credit:** All publicity, press releases and promotional materials must acknowledge that the project is funded by the Madison Arts Commission with additional funds from the Wisconsin Arts Board.
- **Project Evaluation:** Grantees will be required to identify three evaluators to observe the project and fill out a brief written evaluation form.
- **Final Report:** Grantees are required to submit a final financial report form, and a completed project narrative to the Arts Administrator within 30 days of project completion.
- **Payment:** Payment will be issued after contract, W9, project evaluations and report are received.

The MAC encourages individual artists, teams of artists and non-profit organizations (including neighborhood groups), to apply for project grants to help support activities that enrich the cultural lives of Madison's residents. Typically, these projects are participatory, educational, and can involve professional or non-professional artists. Project grants will be made for projects that do one or more of the following: facilitate the involvement of Madison residents in arts and cultural activities; provide an opportunity for community members to participate in the creative process; are targeted to children, adults, and/or families; or provide arts and cultural programs that celebrate or enhance the identity of a specific neighborhood, ethnicity, organization or community.

The maximum award for any MAC project grant is \$3,000. Due to constraints in the availability of funding, some grant awards may be made for an amount less than requested. In the event that less money is awarded than the applicant requested, the Arts Administrator may request a revised budget.

MAC project grants may be awarded for up to 50% of the total estimated project costs. They must be matched with cash or a combination of cash and in-kind contributions. Fifty percent (50%) of your matching funds must be from non-City sources. In-kind contributions may be counted toward this match but at least 25% of the total project income must be cash. (In-kind services may include offerings of space, materials, loaned equipment and or/donated professional services, and written verification of all in-kind contributions is required of grantees in the final report.)

**Please Note:**

The City of Madison requires our grant recipients to provide **proof of insurance** (minimum - \$1M General Liability policy listing the City of Madison as an additional insured) at the time a contract is issued. If you have questions or concerns about the level of insurance your project will require you may wish to contact the Arts Program Administrator to seek clarification or request a copy of the insurance requirements as listed in a current Madison Arts Grant Agreement. The Certificate of Insurance form, that you will be asked to supply if you are issued a grant contract, can be found on the city website at [www.cityofmadison.com/finance/risk/](http://www.cityofmadison.com/finance/risk/).

The City of Madison requires our grant recipients to provide evidence that they are in **compliance with the City's Affirmative Action and Equal Employment Opportunity Ordinances** at the time a contract is issued. Organizations with less than 15 employees may file for an exemption. Those with more than 15 employees must fill out and file the Model Affirmative Action Plan for Community-Based Organizations and the Workforce Utilization Statistics Report form that. All necessary forms are the on the Affirmative Action website at [www.cityofmadison.com/dcr/aaFormsCBO.cfm](http://www.cityofmadison.com/dcr/aaFormsCBO.cfm).

W9 forms for individual artists are required for payment. Request for Taxpayer Identification Number and Certification (Form W-9) can be found on the Purchasing Services website at [www.cityofmadison.com/finance/purchasing/](http://www.cityofmadison.com/finance/purchasing/).

**FUNDING CRITERIA**

- Artistic Merit -- potential of the project to advance the quality and availability of the arts in the community
- Feasibility -- evidence of careful event and financial planning (based on narrative and budget, applicant's experience, letters of support and samples of work)
- Importance -- value to target audience, the City and its residents (for example: niche filled, audiences served, etc.), and the degree to which this project will advance the artistic capacity of the applicant
- Access -- potential of the project to reach underserved audiences
- Quality -- the organizations, artists, partnerships and services that the project will involve are sound and thoughtful

The Madison Arts Commission, as part of its mission to make the arts accessible to all of Madison's citizens, is especially committed to making arts education possible for every child. Developing the arts and integrating them more fully into the lives of Madison communities is at the heart of the ArtWORKS! grant program. The goal of the grant is to support partnerships between individual artists or arts organizations and community groups for after-school arts based activities. This arts-based education should take place on a regularly scheduled basis, should reach diverse, under-served students in elementary and middle-schools, and should occur during non-school hours.

Applicants may request up to a maximum of \$5,000 per site.

The ArtWORKS! grant must be matched at least dollar for dollar by the grant recipient. For example, if you receive a \$1,500 grant you must provide at least \$1,500 toward the project from other sources. The match can be made with cash OR in-kind contributions, OR a combination of cash and in-kind contributions. (In-kind services may include offerings of space, materials, loaned equipment and/or donated professional services.)

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- Access -- potential of the project to reach underserved audiences
- Quality: The organizations, artists, partnerships and services that the project will involve are sound and thoughtful.

The Signature Grant will be made to individual artists or arts organizations to support the commission or creation of new work. New work is work that does not yet exist. It has not yet been created, exhibited, performed or published. Proposed projects must demonstrate an understanding of the medium, showcase an individual or group from Madison, and provide arts and/or cultural programming that enriches the cultural lives of Madison's residents.

The award for a Signature Grant is \$5,000. One award will be made per funding year. MAC reserves the right to make final decisions regarding awarding of funds. If no suitable applications are received, MAC may decline awarding the Signature Grant in any given year. If an artist or organization is awarded the signature grant they cannot apply for additional funding from MAC through a different grant category. However, if their signature grant application is denied, they may choose to modify their idea/budget and resubmit it as a project grant in a subsequent project grant round.

A match is not required for individual artists. The Commission will look at additional financial support for the project. Individual grants may be matched by in-kind contributions.

Grants awarded to organizations must be matched with cash or a combination of cash and in-kind contributions for at least 50% of the total estimated project costs. Fifty percent (50%) of your matching funds must be from non-City sources. In-kind contributions may be counted toward this match but at least 25% of the total project income must be cash. (In-kind services include offerings of space, materials, loaned equipment and or/donated professional services. Written verification of all in-kind contributions is required of grantees in the final report.)

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- Quality: The organizations, artists, partnerships and services that the project will involve are sound and thoughtful

## Application Submission Checklist

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- All applicants **MUST** contact the Arts Program Administrator prior to submittal to discuss their application.
- One completed original (**application includes narrative pages**)
- Twelve (12) collated 3-hole punched copies of completed application form, including narrative and letters of support (relevant to the project), proof of partnership such as a letter of agreement between partners (if applicable). Please do not staple, paperclip preferred.
- One complete set of attachments:
  - Labeled CD containing digital version of the narrative  
(Contact the art administrator if you have technical limitations.)
  - Resumes of key personnel
  - Work Samples:     DVDs and CDs must be labeled. (These materials will not be returned.)  
DVD selections must be no longer than five-minutes. Please provide the time cue for the beginning of the selection.  
CD with digital images (maximum 5); jpeg format, 200 dpi, maximum 600 x 800 pixels, presented on a PC compatible CD-ROM. Name files and number images.  
Applicants who wish to include slide, VHS tape or audio tape submissions, please contact the Arts Program Administrator.

### ORGANIZATIONAL APPLICANTS MUST INCLUDE THE FOLLOWING ADDITIONAL INFORMATION:

- Description of organization or mission statement
- Organizational budget for the year in which the project is taking place
- IRS tax-exempt status letter
- Listing of current board members and staff for the project

### ~ LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED ~

All application materials must be received by the deadline. If the deadline falls on a weekend, your application must be received in the Madison Arts Commission office by 4:30 p.m. the following Monday.

Application Mailing Address:   Madison Arts Commission  
  P.O. Box 2985  
  Madison, WI 53701-2985

Application Delivery Address:  Madison Arts Commission  
  Department of Planning and Community and Economic Development  
  215 Martin Luther King, Jr. Blvd., Suite LL-100  
  Madison, WI 53703

Contact:     Karin Wolf, Arts Program Administrator  
                  [madisonarts@cityofmadison.com](mailto:madisonarts@cityofmadison.com)  
                  (608) 261-9134