



CRISIS INTERVENTION AND PREVENTION SERVICES

2025 REQUEST FOR PROPOSAL (RFP) APPLICATION

Part 1 – Organization Narrative Form

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4:30pm September 22nd, 2025

Official submission date and time will be based on the time stamp from the CDD Applications' inbox. Late applications will not be accepted.

The intent of this RFP application is for applicant organizations to have the opportunity to apply for funding towards programs/services under the umbrella of the Crisis Intervention and Prevention (CIP) Service Area in the Community Resources Unit. There are two priority areas in the CIP RFP: *Crisis Intervention Support Services & Prevention Services and Activities*, each of which has two program types. Program types include 24/7 Helpline, Shelter Services, Community-based Individual/Family Support, and Building Community & Stabilization. Organizations can apply for each program type. Please refer to the guidelines for full program type descriptions 1.1.

Priority Areas	Crisis Intervention Support Services	Prevention Services and Activities
Program Types	<u>24/7 Helpline</u> – Organizations who provide gender-based violence crisis assistance via phone, text, online, in person, etc. Programs need to focus on youth and adults experiencing domestic violence, sexual assault, intimate partner violence, and/or human trafficking. Organizations are expected to have established policies and protocols for shelter operations, provide ongoing staff training, and promote practices that support staff well-being and self-care.	<u>Community-Based Individual & Family Support</u> - Organizations who provide trauma-informed, coordinated support that assists individuals and families in meeting short-term basic needs and access services as they recover and work to improve overall personal and family well-being. These services aim to educate, inform, connect, and assist in system navigation.
	<u>Shelter Services</u> - Organizations must operate an existing shelter that serves individuals or households experiencing domestic violence or, in the case of youth, those without safe housing alternatives. Organizations are expected to have established policies and protocols for shelter operations, provide ongoing staff training, and promote practices that support staff well-being and self-care.	<u>Building Community & Stabilization</u> – Organizations who provide community-wide or group-based activities that increase protective factors and reduce the likelihood of crisis, especially for communities disproportionately impacted by poverty and systemic inequity. These services aim to create spaces, educate, inform, and connect individuals to their neighbors and the district they live in.

Responses to this RFP should be complete but succinct. Materials submitted in addition to **Part 1 - Organization Narrative**, **Part 2 - Program Narrative(s)**, and **Part 3 - Budget Workbook** will **not** be considered in the evaluation of this proposal.

Do not attempt to unlock/alter this form. The font should be no less than 11 pt.

If you need assistance related to the content of the application or are unclear about how to respond to any questions, please contact CDD staff: Nancy Saíz, Community Development Specialist nsaiz@cityofmadison.com or Yolanda Shelton-Morris, Community Resources Manager yshelton-morris@cityofmadison.com. We are committed to assisting interested organizations in understanding and working through this application and funding process.

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please contact Nancy Saíz, nsaiz@cityofmadison.com.

APPLICANT TYPES

Every organization applying for funding must submit an organizational history narrative per program detailing their organization's background, mission, and vision (Questions 1-4 below).

Single Applicants

If your organization is applying for multiple programs, each program application must be submitted separately with all the required submission documents (See RFP Guidelines 1.1 Required Information and Content of Proposals).

Joint/Multi-agency Applicants

For those choosing to submit a joint/multi-agency proposal, **only** the designated '**LEAD Agency**' is required to:

- 1) Complete and submit responses to questions 5-9 below pertaining to organizational history and mission statement, partnership history, rationale for partner selection, division of roles and responsibilities, anticipated challenges, and any previous collaborations or partnerships.
- 2) Submit the organizations' history partnership narrative per priority area or program type.

Part 1 - Organization Narrative Form

***Note: Please use the grey text boxes when completing this form**

Legal Name of Organization:	Dane Arts, Murla Arts	Total Amount Requested:	\$ 45,000
All program(s) connected to your organization:	Program Name: Youth Stabilization Through Art Based Programming Amount Requested: \$ 45,000 Applicant Type: Single Agency Application Program Type: Building Community & Stabilization: YOUTH List Program Partner(s) (if applicable): N/A		
	Program Name: Amount Requested: \$ Applicant Type: Choose an item. Program Type: Building Community & Stabilization: YOUTH List Program Partner(s) (if applicable):		

	Program Name: Amount Requested: \$ Applicant Type: Choose an item.		
	Program Type: Choose an item. List Program Partner(s) (if applicable):		
	Program Name: Amount Requested: \$ Applicant Type: Choose an item. Program Type: Choose an item. List Program Partner(s) (if applicable):		
	<i>If you are applying for more than four programs, please contact Nancy Saiz nsaiz@cityofmadison.com</i>		
Contact Person for application (Joint Applications - Lead Org):	Mayela Finol	Email: info@damawi.org	
Organization Address:	DAMA INC	Telephone:	608-577-6172
501 (c) 3 Status:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Fiscal Agent (if no)	N/A

Single and Lead Agency Qualifications: Complete this section if you are applying as a SINGLE AGENCY or serving as the LEAD AGENCY in a joint/multi-agency application.

- Briefly describe your organization's history, core mission, and experience providing services relevant to this proposal.** If applicable, highlight any work related to crisis intervention, prevention, or serving the proposed population. Please keep your response concise (approximately 1–2 paragraphs).

Dane Arts Mural Arts operating as Developing Artists Murals and Alliances (DAMA INC) was founded in 2014 and became an independent nonprofit with a 501c3 status in 2016. mission to foster youth development through collective art experiences, and train local and self-made artists, to stabilize and sustain community transformation processes. Our goal is to use public art and art-based education as a tool for stabilizing and sustaining community transformation processes. DAMA has a strong track record of engaging youth from diverse backgrounds in mural projects and art-based programming that serve as positive alternatives to risky behaviors. By providing mentorship, creative outlets, and community engagement opportunities, DAMA's work has proven effective in both crisis prevention and intervention, particularly among youth populations most at risk.

- Describe your organization's experience implementing programming aligned with the Crisis Intervention and Prevention RFP Guidelines.** Please include specific examples relevant to the programs proposed in this

application. If applicable, list all the current Crisis Intervention and Prevention programs your organization operates, along with their inception dates.

DAMA INC's programs are designed to align with the Crisis Intervention and Prevention RFP Guidelines by offering trauma-informed, strengths-based activities that build resilience and community connection. In 2017, our "Community Healing Murals" initiative brought together youth and artists to create murals that address themes of healing, inclusion, and hope in neighborhoods affected by violence and disconnection. In 2021, we launched "Art for Resilience," a workshop series specifically for youth at risk of justice system involvement, focused on self-expression, emotional regulation, and peer support. Both programs are collaborative efforts with local schools, social workers, and community organizations. Because DAMA staff maintain strong relationships with partner agencies, our programming is structured to provide referral to additional services as needed, ensuring that participants have access to comprehensive resources beyond our art-based interventions.

- 3. Describe any significant changes or shifts at your agency in the past two years:** This may include changes in leadership, turnover of management positions, strategic planning efforts, or expansion/loss of funding and/or staff. Please describe how these changes may impact your agency's ability to provide the proposed services. If there are no changes to the report, write "No Changes."

In the past two years, DAMA INC has experienced significant changes, most notably the appointment of a new executive director. Our former director transitioned into an administrative and co-facilitator role—a shift that was necessary to ensure DAMA had the capacity to meet the growing demand for mural projects and to provide enhanced mentorship support to youth at risk. This new structure has enabled us to offer much-needed after-hours programs that better serve our community.

We have also begun actively exploring new sources of funding, including this and other state grants, to move beyond reliance on commission-based work. Our engagement with youth in the community has proven beneficial in deterring involvement in crime, which has motivated us to pursue permanent, service-based programming. These strategic shifts are strengthening our organizational capacity, deepening our commitment to long-term impact, and fostering new partnerships. We are also evaluating the expansion of our infrastructure to ensure we have a facility that meets all of our needs. This funding will be essential to support our programming efforts and to ensure we can continue to meet the needs of Madison's youth and families.

- 4. Describe any anticipated changes or shifts at your agency in the next two years.** Please describe how these changes may impact your agency's ability to provide the proposed services. If there are no changes to the report, write "No Changes."

Over the next two years, DAMA INC anticipates a period of exciting growth and increased impact within the city of Madison. As we continue to diversify and expand our funding sources, we will be able to reach even more youth and families across Madison. This growth will allow us to offer sustained, service-based programming that is accessible to a broader and more diverse group of participants throughout the city.

With increased capacity, DAMA INC will deepen our mentorship efforts, expand our after-hours programs, and bring our unique blend of art, healing, and community-building to new neighborhoods in Madison. We are optimistic that these changes will further strengthen our ability to support youth resilience, foster creativity, and build lasting connections among families. The future holds tremendous promise for DAMA and for the

youth and families of Madison, as we work together to create a safer, more vibrant, and more connected community.

5. Describe your organization's required qualifications, education, and training for program staff.

Include how your organization supports staff in meeting these requirements and any ongoing professional development opportunities offered (e.g., trauma-informed care, Adverse Childhood Experiences [ACEs], culturally responsive services, etc.).

DAMA INC requires program staff to have strong backgrounds in youth development, art education, lived experience, or community work, with a focus on cultural competency and trauma-informed practice. Our well-trained team receives ongoing education in trauma-informed care, ACEs, and culturally responsive approaches, and we regularly collaborate with local experts to stay current with best practices. The new Executive Director holds a degree in Art Therapy, and our Director of Administration is pursuing a master's in art therapy, further strengthening DAMA's expertise in therapeutic, arts-based interventions.

Joint/Multi-Agency Qualifications: *Fill out if you are **THE LEAD AGENCY** in the Joint/Multi-Agency Application **ONLY***

Program name:

Program type: Choose an item.

List all joint or partner applicants involved in this program and include their website links (for reference to their mission and vision statements)

6. Provide an overview of your organization's partnership history with the collaborating agency or agencies.

When and how did the partnership(s) begin, and what collaborative initiatives or projects have you worked on together in the past?

7. Explain the rationale for partnering with the agency or agencies identified in this application.

What unique strengths or resources does each organization contribute, and how do these assets complement one another in achieving the goals of the proposed program?

8. Describe how roles and responsibilities will be divided between your organization and the collaborating agency or agencies in the proposed program. How will each partner contribute to program design, implementation, and evaluation?

9. Outline any anticipated challenges or barriers related to the partnership and describe how you plan to address them collaboratively.

10. If applicable, describe any past collaborations your organization has had with agencies providing crisis intervention or prevention services for youth, individuals, or families at risk of or experiencing crisis due to

gender-based violence. What lessons or insights did you gain from those experiences and how will they inform you in your approach to the current partnership?



CRISIS INTERVENTION AND PREVENTION SERVICES 2025 REQUEST FOR PROPOSAL (RFP) APPLICATION

Part 2 - Program Narrative Form

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Program Narrative Form **MUST be completed for EACH PROGRAM** for which you are asking for funds.

JOINT/MULTI-AGENCY APPLICANTS

Only the designated 'LEAD AGENCY' is required to submit the Program Narrative form on behalf of each of the identified partners listed in the application.

Responses to this RFP should be complete but succinct. Materials submitted in addition to **Part 1 - Organization Narrative, Part 2 - Program Narrative(s), and Part 3 - Budget Workbook** **will not be considered in the evaluation of this proposal.**

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Part 2 - Program Narrative Form

Program Name:	Youth Stabilization Through Art Based Programming	Total Amount Requested for this Program:	\$ 45,000		
Legal Name of Organization:	Dane Arts Mural Arts	Total amount Requested for Lead/Single Applicant	\$ 45,000		
Legal Name of Partner(s) (Joint/Multi-Agency Applicants only):		Total Amount Requested for Partner 1:	\$		
		Total Amount Requested for Partner 2:	\$		
		Total Amount Requested for Partner 3*:	\$		
Program Contact: Lead Organization Contact	Mayela Finol	Email:	info@dam a.wi	Phone:	608-577-6172
Program Type: Select ONE Program Type for this form.					
<input type="checkbox"/> Crisis Intervention Support Services: 24/7 Helpline <input type="checkbox"/> Crisis Intervention Support Services: Shelter Services <input type="checkbox"/> Prevention Services and Activities: Community-Based Individual/Family Support <input checked="" type="checkbox"/> Prevention Services and Activities: Building Community and Stabilization <input type="checkbox"/> Adults and Families <input checked="" type="checkbox"/> Youth ages 12-18 years old					
<p>PLEASE NOTE: Separate applications are required for each distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.</p>					

1. PROGRAM OVERVIEW

- A. **Need:** What specific need(s) in the City of Madison does this program aim to address? Please cite the data or community input used to support your response.

According to the 2024 Dane County Youth Assessment, Madison youth continue to face significant challenges including exposure to violence, instability, and limited access to safe and positive outlets for self-expression and connection. The most recent youth survey data highlights a rise in youth-reported anxiety, depression, and engagement in risky behaviors, including contact with the justice system. These challenges are even more pronounced for youth of color and those from immigrant backgrounds, who are disproportionately represented in the youth justice system and impacted by systemic barriers (Dane County Youth Assessment 2024; City of Madison Community Development).

Community forums and stakeholder feedback consistently call for more accessible, culturally relevant programs that build resilience and belonging. DAMA INC's art-based approach addresses these needs by offering prevention, healing, and engagement activities that target youth with proven risk factors for justice system involvement. By strengthening protective factors and community cohesion, our program helps prevent future crises and supports the RFP's vision for proactive, holistic, and equitable youth development in Madison.

- B. **Goal Statement:** What is the overarching goal of your program in response to the identified need? How does this goal align with the scope, priorities, and desired outcomes described in the RFP guidelines?
- The overarching goal of DAMA INC's art-based prevention program is to promote long-term safety, equity, and well-being for Madison youth ages 12–18, particularly those facing disproportional risk due to poverty and

systemic inequity. In alignment with the City of Madison's Prevention Services & Activities area, our program invests in upstream, community-rooted solutions—such as group-based art workshops and healing activities—that build protective factors, foster connection, and reduce the likelihood of crisis.

- C. Program Summary Briefly summarize your proposed program, including the population served, core services or activities, where and how services will be delivered, and key expected outcomes. This should provide a high-level snapshot of the program.

Building Youth Stabilization Through Art-Based Programming will serve Madison youth ages 12–18 who face barriers to stability or experience challenges related to social, emotional, or behavioral well-being. The core services consist of expressive arts workshops and open studio, art-based healing groups. Art workshops will be held at Cedar Park Apartments—where residents have repeatedly requested DAMA's support—after school hours, three days a week. Open studio healing groups will take place at the DAMA shop two days per week, including a Saturday session, and are open to any youth ages 12 to 18, whether by referral or self-referral.

Workshops will be led by DAMA staff, with one session each week co-facilitated by staff from the Willy Street Art Center. Open studio healing groups will be co-facilitated by DAMA staff and a counselor, ensuring additional support for participants.

Expected outcomes include improved emotional regulation, a stronger sense of belonging, increased peer connections, and reduced engagement in risky behaviors. By offering culturally responsive, accessible programming in trusted community spaces and maintaining close collaboration with partners, this program strives to create meaningful, lasting opportunities for youth in Madison to thrive.

2. POPULATION SERVED

- A. Proposed Participant Population: Describe the intended service population that will be impacted by this program (e.g., location, ages, race/ethnicities, income ranges, English language proficiency, if applicable etc.) AND how has your org/agency engaged members of this population in designing, informing, developing, implementing the proposed program?

This program is designed to serve immigrant, BIPOC (Black, Indigenous, and People of Color), and youth at risk in Madison, primarily ages 12–18. Participants are largely from low- to moderate-income families and may face barriers related to language proficiency, cultural adaptation, and access to supportive services. Many are first- or second-generation immigrants or youth of color who have experienced instability, trauma, or social isolation. DAMA INC has consistently engaged members of these communities in shaping our programming by collaborating closely with trusted community organizations, schools, youth and families. Input from these activities has directly informed program design, from the selection of art themes to the choice of workshop facilitators and outreach strategies.

- B. 2024 Participant Demographics: If your organization has offered similar or related programming in 2024, please provide available demographic data for participants served. This can include data collected through formal programs, pilot efforts, or community-based work—even if it was not funded by the City. If exact numbers are not available, please provide your best estimates and briefly note how the data was gathered (e.g., intake forms, surveys, observations). If you are a new applicant and do not yet have demographic data, please indicate that below.

In 2024, DAMA INC served approximately 75 youth through similar art-based resilience programs. Based on intake forms and attendance records, an estimated 85% identified as BIPOC and 40% were first- or second-generation immigrants. About 60% reported a household income below the city's median, and roughly 25% indicated that English was not their primary language at home. These numbers were gathered through voluntary demographic information collected at program enrollment, as well as through observation and follow-up surveys. DAMA's ongoing relationships with schools and community partners have also helped track the reach and diversity of our participants.

In addition, in 2023 DAMA partnered with Safe Harbor Child Advocacy to provide a Caregiver-Child Art Based Healing Support Group for children who had experienced sexual abuse to strengthen the relationship between caregiver and child after a traumatic experience. Through this initiative, we served 10 Spanish-speaking families, including 12 adults and 13 children. This partnership not only expanded our reach to families affected by trauma but also deepened our capacity to deliver culturally and linguistically responsive support to those most in need.

Race	# of Participants	% of Total Participants
White/Caucasian	13	13%
Black/African American	35	35%
Asian	3	3%
American Indian/Alaskan Native	2	2%
Native Hawaiian/Other Pacific Islander	0	
Multi-Racial	42	42%
Balance/Other	5	5%
Total:	100	
Ethnicity		
Hispanic or Latino	47	47%
Not Hispanic or Latino	53	53%
Total:	100	
Gender		
Man	4	4%
Woman	89	89%
Non-binary/GenderQueer	4	4%
Prefer Not to Say	3	3%
Total:	100	

Comments (optional): This demographics reflect the total number of people served under DAMA's program during 2024

- C. Language Access, Cultural Relevance: Please describe how the proposed program will serve non-English speaking youth, individuals, and families. Describe how the proposed program builds and sustains adequate access and cultural relevance needs.

DAMA is committed to serving non-English speaking youth, individuals, and families by providing accessible and culturally relevant programming. Our staff includes bilingual team members and teaching artists fluent in both Spanish and English, and we maintain a roster of BIPOC artists who speak additional languages such as Portuguese, Chinese, and French. Program materials, outreach, and communications are available in both English and Spanish, reflecting the significant number of Spanish-speaking participants referred to us by multiple organizations.

We actively seek input from participants and their families to ensure our activities are meaningful and resonate with their cultural backgrounds and lived experiences. DAMA collaborates closely with trusted community leaders and organizations serving immigrant and BIPOC populations to design programming that is both culturally meaningful and responsive to participant needs. We intentionally incorporate community traditions, stories, and healing artistic practices into our workshops and groups, and we continually seek feedback to adapt our approach and sustain cultural relevance as our community grows and changes.

- D. Recruitment and Engagement Strategy:

- a. **Recruitment & Outreach**:

How does your program plan to recruit and reach members of the identified service population?

Please describe any community outreach strategies, partnerships, or referral pathways you will use.

To recruit and reach members of the identified service population, DAMA uses a multi-faceted outreach approach. We partner with local schools, community centers, faith-based organizations, and advocacy groups that serve immigrant, BIPOC, and at-risk youth to share information about our programs through established and trusted channels. Our bilingual staff are often requested to provide school and college presentations, participate in community events, create community engage public art and utilize social media platforms popular among youth and families. We also maintain referral relationships with school counselors, social workers, and local agencies who can directly connect youth and families to our services.

b. Addressing Barriers to Participation:

What specific barriers to participation (e.g., transportation, scheduling, language, trust) might the population face, and how does your program plan to address them?

Addressing Barriers to Participation:

We recognize that barriers such as transportation, location, scheduling conflicts, and language can limit participation for many youth and families. To address these challenges, DAMA brings programming directly to the communities where it is needed most. Our partnership with Cedar Park Apartments demonstrates our commitment to meeting youth where they are, rather than expecting them to come to us. Additionally, our established public art initiatives show our dedication to reaching out to neighborhoods across Madison.

Workshops are held in neighborhood-based locations and are scheduled at times that accommodate family and school commitments. For youth who need to travel to the DAMA shop during open studio hours, our budget includes funds for bus passes or cab rides. We also ensure that language is not a barrier by providing bilingual staff and materials. By building strong relationships with trusted community partners and employing staff who reflect the backgrounds of those we serve, we create a welcoming and trustworthy environment. Ongoing feedback from participants and families helps us continually identify and remove barriers to participation as they arise.

c. Enrollment & Engagement Approach:

Describe how participants will be enrolled and engaged in the program. Include any tools, processes, or approaches you will use that are responsive to the needs and preferences of the population served (e.g., Individual Service Plan (ISP), intake forms, assessment tools, culturally responsive practices).

Participants will be enrolled in the program through a streamlined, culturally responsive intake process designed to be accessible and welcoming. Families and youth can enroll by phone, online, in person at the DAMA shop, partner sites, or through referrals from schools and local organizations. We use bilingual intake forms—available in English and Spanish—that collect only essential information to minimize barriers and respect participants' privacy. For families preferring a more personal approach, staff are available to assist with enrollment and answer questions in their preferred language.

Upon enrollment, each participant will have the opportunity to identify their interests, goals, and any support needs through informal interviews or brief assessment tools. Our staff work alongside youth and families to co-create an individualized engagement plan, ensuring that activities and supports are tailored to their unique backgrounds and aspirations. This process is trauma-informed and strengths-based, emphasizing trust-building and participant voice.

Ongoing engagement is fostered through regular check-ins, culturally relevant programming, and opportunities for youth to provide feedback and shape their experience. DAMA intentionally creates a welcoming environment by staffing programs with individuals who reflect the community's diversity, and by incorporating cultural traditions and practices into our activities. This participant-centered approach helps build lasting relationships and encourages consistent participation throughout the program.

3. PROGRAM LOCATION, DESCRIPTION, AND STRUCTURE

A. Activities: Describe your proposed program activities. Please be sure to specify your program type, i.e. shelter services, workshops, helplines, classes, etc.).

Our proposed program offers a series of art workshops, expressive arts groups, and collaborative art projects designed for youth ages 12–18 and their families. These activities will be delivered at our partner organization site, ensuring that programming is available in trusted, community-based settings.

The core of the program consists of guided group art projects that focus on resilience, healing, and self-expression. In our art groups, youth work together to design and paint community story art projects, create identity collages, and participate in art activism by designing posters or digital art around social justice themes. These sessions provide a platform for youth to share personal and collective experiences, build confidence, and express their voices.

To celebrate and honor cultural diversity, we host cultural art days that highlight different artistic traditions—such as papel picado, African mask-making, or Chinese calligraphy—led by artists from those communities.

Additional activities like mask-making and zine workshops give youth creative outlets for processing emotions and sharing stories.

Open studio healing groups offer unstructured time for expressive painting, drawing, and sculpting, allowing youth to process their feelings and experiences at their own pace in a supportive, music-filled environment. Facilitators guide art journaling sessions with prompts for reflection and goal-setting, and incorporate mindfulness practices like breathing exercises or guided visualization to foster emotional regulation. Each session conclude with a circle reflection, encouraging youth to share their artwork and insights.

Collaborative art projects, such as working on a community canvas or sculpture, build teamwork and foster a sense of belonging are part of our open studio space. All programming is trauma-informed, culturally responsive, and bilingual where needed, led by trained teaching artists and a community counselor. Throughout, we prioritize creating a safe, inclusive space where every young person feels seen, supported, and empowered to thrive.

B. Use of Evidence-Based or Promising Practices:

Please identify any evidence-based or evidence-informed models, practices, or curricula used, including sources or documentation of their effectiveness. If your program does not use a formal evidence-based model, describe the rationale for your approach and how it aligns with the goals of crisis intervention and prevention.

While DAMA INC's model is rooted in community art practice rather than a single formal evidence-based curriculum, our approach integrates several evidence-informed and promising practices. These include trauma-informed care principles, strengths-based youth development, and expressive arts therapy techniques—each supported by research as effective strategies for crisis intervention and prevention. For example, trauma-informed arts programming has been shown to foster emotional regulation, resilience, and connection among youth affected by adversity (see: Substance Abuse and Mental Health Services Administration, "Trauma-Informed Approach and Trauma-Specific Interventions"). We also draw on best practices from the field of Art Therapy and incorporate ongoing feedback from participants and community partners to ensure our methods remain responsive and effective. This approach aligns with the goals of crisis intervention and prevention by providing culturally relevant, strengths-focused experiences that build coping skills, foster belonging, and support healing.

C. Program/Service Schedule and Location: Please fill out the charts below to describe the schedule for your proposed program or service, including days and hours that services, classes, workshops, or other activities will be operating (if your staff operates during varied hours, please give your best overview of when your staff are interacting with clients).

- a. If your program operates at **multiple locations** with the **same schedule**, please list all locations TOGETHER in **TABLE 1** and include the schedule of operation
- b. If your program operates at **multiple locations** with **different schedules**, use **TABLE 2** in addition to table 1 to detail each location's unique schedule
- c. If you are submitting a JOINT/MULTI-AGENCY application:
 - i. Use **TABLE 1**, if the service operates at **multiple locations** with the **same hours** (Please list all locations)
 - ii. Use **TABLE 2**, in addition to table 1, if the service is operating at **multiple locations** with **different hours**

Table 1:

PROGRAM LOCATION(s):		
Day of the Week	Start Time	End Time
Monday	5:00 PM	6:30 PM
Tuesday	Choose an item.	Choose an item.
Wednesday	5:00 PM	6:30 PM

Thursday	Choose an item.	Choose an item.
Friday	5:00 PM	6:30 PM
Saturday	Choose an item.	Choose an item.
Sunday	Choose an item.	Choose an item.

**If hours are different than those listed, please use rows below drop-down list*

Table 2: (Optional/if needed)

PROGRAM LOCATION(s):		
Day of the Week	Start Time	End Time
Monday	Choose an item.	Choose an item.
Tuesday	Choose an item.	Choose an item.
Wednesday	Choose an item.	Choose an item.
Thursday	4:30 PM	8:30 PM
Friday	Choose an item.	Choose an item.
Saturday	11:00 AM	1:00 PM
Sunday	Choose an item.	Choose an item.

**If hours are different than those listed, please use rows below drop-down list*

If applicable, please list the third and any subsequent service locations. Include the specific program schedule(s) differences as compared to the programs included in the tables above:

4. ENGAGEMENT COORDINATION AND COLLABORATION

- A. Family Engagement: Describe how your program engaged youth, individuals, and families in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

DAMA INC actively involved youth and their families in the development of this proposal through informal conversations held at community art events and partner sites. Feedback from these sessions shaped our program design—informing everything from workshop topics to the timing and location of activities. During implementation, families will be engaged through regular communication, invitations to participate in workshops, and opportunities to provide feedback on their experiences. We will use surveys, suggestion boxes, and participants feedback surveys to ensure that our programming continues to reflect the needs and interests of those we serve. Families will also be invited to celebrate youth achievements at community art showcases, strengthening their connection to the program and each other.

- B. Neighborhood/Community Engagement: Describe how your program engaged neighborhood residents or other relevant community stakeholders in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

DAMA prioritized input from neighborhood residents and stakeholders by partnering with local schools, community centers, and neighborhood association to inform our programming. We have been in conversations with Cedar Park Apartments and collaborated with trusted community leaders to gather insights on neighborhood needs and preferences. Throughout program implementation, we will continue to engage residents through regular updates, open art events, and opportunities to volunteer or co-facilitate projects. Community feedback will be gathered and incorporated into program assessments and adjustments, ensuring ongoing responsiveness and relevance.

- C. Collaboration: Please complete the table below and respond to the narrative questions regarding program collaboration with community partners.

Note:

- Single applicants **MUST** list all partners/collaborators below and include a letter of commitment/support from the agency partner highlighting the ways in which the agency will support the program.
- Joint Lead applicants **MUST** include the program partners list, their role & responsibilities, contact person, and attach a Memorandum of Understanding MOU.

Partner Organization	Role & Responsibilities	Contact Person	Signed MOU (Yes/No)?
Cedar Park Appartments	Workshop Site	Kathryne Auerback	No
Willy Street Art Center	Facilitate workshops	Sharon Kilfoy	No
MMSD	Referral	Laura Glaub	No

List any additional partners, their role & responsibilities, contract person and MOU information (if applicable):

How do these partnerships enhance this proposal?

COur program is strengthened by key partnerships with the Madison Metropolitan School District (MMSD), Cedar Park Apartments, and the Willy Street Art Center, each of which brings unique assets that enhance DAMA INC's reach and impact.

Cedar Park Apartments offers direct access to youth and families in a residential setting, providing a safe, familiar, and easily accessible environment for after-hours workshops. By bringing programming directly to where youth live, Cedar Park helps eliminate common barriers such as transportation and scheduling conflicts, resulting in higher participation rates and greater community buy-in. Their on-site support with outreach and logistics builds trust with families and fosters a sense of ownership among residents.

The Willy Street Art Center brings deep expertise in arts education and community engagement, offering invaluable resources such as professional studio space, experienced artists, and established arts programming. By co-facilitating workshops, their staff contribute creativity, technical skills, and mentorship, enriching the experience for DAMA's participants. The center's strong reputation and connections with other cultural organizations also broaden outreach, creating additional opportunities for youth.

MMSD, as Madison's public school district, is instrumental in connecting DAMA with students who can most benefit from our services. Through referrals, support in outreach, and alignment with educational goals,

MMSD ensures that programming complements in-school learning and meets the needs of students and families across the district.

Together, these partners enable DAMA to reach more youth, deliver diverse and high-quality programming, and create a robust support system bridging home, school, and community. This collaborative model not only increases access and participation, but also deepens the program's positive impact on youth development and the long-term resilience of Madison's communities.

What are the decision-making agreements with each partner?

Decision-Making Agreements with Cedar Park Apartments:

- Program Logistics: Cedar Park staff and DAMA jointly decide on scheduling, space use, and workshop timing to ensure alignment with resident needs and building policies.
- Outreach & Recruitment: Both organizations collaborate on outreach strategies, with Cedar Park providing input on the best methods to engage residents and DAMA leading content development.
- Participant Support: Cedar Park staff assist with on-site logistics and support during workshops, while DAMA manages all programmatic and safety decisions.
- Feedback & Evaluation: Regular meetings are held to review program progress and resident feedback, with both partners having input on program adjustments or improvements.

Decision-Making Agreements with Willy Street Art Center:

- Workshop Design & Facilitation: DAMA and Willy Street Art Center co-design the structure and content of workshops, with both partners sharing leadership in facilitation and curriculum choices.
- Staffing & Roles: Roles and responsibilities for each workshop are clarified in advance, ensuring a collaborative approach and mutual respect for each organization's expertise.
- Resource Sharing: Decisions about resource use (e.g., studio space, materials, guest artists) are made jointly to maximize impact for participants.
- Evaluation & Continuous Improvement: Both partners contribute to assessment and debriefing after sessions, using participant feedback to collaboratively refine programming.

Decision-Making Agreements with Madison Metropolitan School District (MMSD):

- Student Referrals & Outreach: MMSD works with DAMA to identify and refer students who would benefit most from the program and assists in communicating opportunities to families.
- Program Alignment: DAMA and MMSD coordinate to ensure that programming supports educational goals and complements in-school learning.
- Support & Logistics: MMSD provides guidance on scheduling and program integration within the school calendar.

General Principles:

- All major decisions—especially those that affect program structure, participant experience, or resource allocation—are made through open communication, consensus-building, and respect for each partner's strengths.
- Agreements are revisited regularly to ensure they remain responsive to the needs of youth, families, and the broader community.

Upon approval of this funding, DAMA INC will work with each partner to formalize these agreements in writing, establishing clear decision-making protocols and roles to strengthen collaboration and accountability.

- D. Resource Linkage and Coordination: What resources are provided to youth, individuals, and families participants by your proposed program/service? How does the program coordinate and link participants to these resources?

DAMA INC's program provides youth, individuals, and families with a range of resources designed to support their well-being, resilience, and community connection. Core resources include culturally relevant art workshops, opportunities for creative self-expression, and mentorship from professional artists and trained youth workers.

To ensure comprehensive support, DAMA coordinates closely with partner organizations—including schools, social service agencies, and advocacy groups—to connect participants with additional resources such as counseling, academic support, food assistance, and legal aid.

By maintaining strong relationships with local partners and establishing clear referral pathways, DAMA ensures that youth and families not only benefit from our programming but are also linked to broader networks of support that address their social, emotional, and practical needs.

5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT

A. Program Outputs – Please tell us how you are measuring your output data such as: Unduplicated Youth, Individuals, Families, Community Events, Program Hours, etc. Please see Guidelines 1.1

We measure program outputs through a combination of quantitative tracking tools designed to capture key participation metrics. This includes counting unduplicated youth, individuals, and families served to avoid double-counting repeat participants. We also track the number of community events hosted or participated in, as well as total program hours delivered. Data is collected via intake forms, attendance logs, and sign-in sheets at each session or event. Our databases are regularly reviewed for accuracy and completeness, ensuring reliable output reporting aligned with the guidelines.

B. Program Outcomes

Please describe the data and the data source used to choose your outcome objectives:

Our chosen outcomes focus on measurable improvements in youth well-being, resilience, and community engagement, aligned with the goals of this proposal. We use validated data sources such as youth participant pre- and post-surveys, facilitated reflection activities, and feedback forms to assess changes in emotional regulation, sense of belonging, peer connections, and reductions in risky behaviors. Additionally, we will gather qualitative data through focus groups and interviews with youth and families to provide context and deeper understanding of impact. This mix of quantitative and qualitative data allows us to evaluate program effectiveness comprehensively and adapt as needed to maximize positive outcomes.

Please complete the table(s) with your selected outcome objectives. Applicants must choose from the measurable outcomes listed in the RFP that correspond to the priority area for which they are applying. Youth-specific programs are **required** to report on the youth outcomes identified in the RFP. In addition to these required outcomes, applicants may propose additional program-specific outcomes they plan to track and evaluate. **Note: Outcome EXAMPLE Objective is not required and is ONLY meant to serve as an example outcome to reference as you complete the other tables**

Outcome EXAMPLE Objective: 75% of clients report services were accessible, inclusive, and responsive to their individual identities and experiences (this is an EXAMPLE ONLY and is NOT REQUIRED).				
Performance Standard	Targeted Percent	75%	Targeted Number	90 of 120 clients
	Actual Percent	78%	Actual Number	94 out of 120 clients
Measurement Tool(s) and Comments: Client exit survey and open-ended feedback forms				
Methodology: The primary measurement tool was an exit survey that used open-ended and multiple-choice prompts to allow participants to elaborate on their experiences. Surveys were distributed to all program participants at time of exit from services/at the point of program completion, surveys are voluntary and anonymous.				

Outcome Objective #1: By the end of the workshop series, 75% of the 15 youth participants will demonstrate improved emotional regulation skills.				
Performance Standard	Targeted Percent	75%	Targeted Number	11 of 15 students
	Actual Percent	80%	Actual Number	12 of 15
Measurement Tool(s) and Comments: Pre- and post-workshop surveys using a validated emotional regulation scale (e.g., Difficulties in Emotion Regulation Scale - DERS), facilitator observations, and participant self-assessments.				
Methodology: Participants will complete surveys before and after the workshop series to self-report emotional regulation changes. Facilitators will document observed improvements during sessions. Data will be analyzed to determine whether at least 12 of the 15 participants show progress toward improved emotional regulation.				

Outcome Objective #2: By the conclusion of the workshops, 80% of the 15 participants will report an increased sense of belonging to their peer group and community.				
Performance Standard	Targeted Percent	80%	Targeted Number	12 of 15
	Actual Percent	85%	Actual Number	13 of 15
Measurement Tool(s) and Comments: Pre- and post-workshop surveys with questions adapted from validated belongingness scales (e.g., Psychological Sense of School Membership), coupled with participant feedback forms and parents focus group discussions.				
Methodology: Surveys collected at the start and end of the workshops will assess changes in participants' sense of belonging. Focus groups will provide qualitative insights into peer and community connections. The goal is for at least 13 participants to report increased belonging.				

Outcome Objective #3: Within six months after participation, 70% of the 20 open studio healing group participants will report a reduction in risky behaviors.				
Performance Standard	Targeted Percent	70%	Targeted Number	14 of 20
	Actual Percent	80%	Actual Number	16 of 20
Measurement Tool(s) and Comments: Follow-up surveys administered six months post-participation, including self-report questions on risky behaviors (e.g., substance use, aggression), and optional interviews with participants and caregivers.				
Methodology: Participants will be surveyed six months after their last session to assess changes in risky behaviors compared to baseline intake data. The aim is for at least 16 participants to report reduced engagement in risky behaviors, indicating sustained positive impact from the healing group.				

To add additional outcome objectives, please copy and paste the table below as needed.

- C. **Data Tracking:** What data tracking systems are in place or will be in place to capture the information needed to document demographics, program activities, outcome measures, and expenses?
DAMA INC utilizes a combination of data tracking systems and practices to capture and document essential information, including participant demographics, program activities, outcome measures, and expenses. For demographics and program activities, we collect an intake form and electronic microsoft attendance tracking sheet that record unduplicated participant counts, session attendance, and engagement levels. These systems allow staff to collect detailed participant information while ensuring confidentiality and compliance with data privacy standards.

Outcome measures are captured through structured pre- and post-surveys, facilitated reflection sessions, and qualitative feedback tools such as focus groups and interviews. Survey data are managed using an online platforms that enable efficient analysis and reporting. Facilitators also maintain session notes and observational records to complement quantitative data.

Financial tracking and expense documentation are managed through established accounting software tailored for nonprofit organizations, ensuring accurate budgeting, expenditure monitoring, and grant compliance. Regular financial reviews and audits support transparency and accountability.

Together, these systems provide a comprehensive framework for monitoring program performance, measuring impact, and meeting reporting requirements effectively.

6. PROGRAM STAFFING AND RESOURCES:

- A. Program Staffing: Full-Time Equivalent (FTE) – Include employees, with direct program implementation responsibilities. **Please be sure to list all required certifications and training.** FTE = % of 40 hours per week. Use chart below and use one line per individual employee.

Position Title	FTE	Required Certifications and Training	Location(s)
Executive Director			DAMA/Park Cedar
Open Studio Facilitator/Artist			DAMA Shop
Interns		UW School of social work/Edgewood Art Therapy Department	DAMA/Park Cedar
Volunteers			DAMA/Park Cedar

- B. Volunteers: Describe your process for screening, training, and supervising volunteers who will have direct contact with program participants.

Our process for screening, training, and supervising volunteers who work directly with program participants is designed to ensure safety, quality, and alignment with our trauma-informed, culturally responsive approach. All volunteers undergo a thorough screening process that includes an application, background check, and personal interviews to assess their suitability and commitment to working with youth. We prioritize candidates who demonstrate cultural competency, empathy, and experience in youth development or the arts. References are checked to confirm past work or volunteer performance.

Once accepted, volunteers participate in comprehensive training that covers trauma-informed care principles, cultural responsiveness, youth safety protocols, and our organization's values and expectations. Training also includes practical guidance on workshop facilitation, boundaries, shop safety and recognizing signs of distress or crisis.

Volunteers are supervised by experienced program staff who provide regular feedback, mentorship, and support. Supervisors conduct periodic check-ins and observe volunteer interactions to ensure adherence to program standards and participant safety. Open communication channels are maintained so volunteers can report concerns, ask questions, and receive guidance promptly.

This structured process helps create a safe, supportive environment where volunteers can effectively contribute to positive outcomes for the youth and families we serve.

- C. Other Program Resources Please list any other program resources or inputs (e.g., program space, transportation, equipment, or other supports) that are necessary for the success of your program. Are these resources currently in place? If not, describe your plan and timeline for securing them.
To ensure the success of our program, several key resources are necessary:

Program Space:** We will utilize accessible, neighborhood-based locations including Cedar Park Apartments for after-hours workshops and the DAMA shop for open studio healing groups. These spaces are currently secured through existing partnerships and are fully equipped to support our activities.

Transportation: To remove barriers related to travel, the program budget includes funds for bus passes and cab rides to assist participants in reaching the DAMA shop. This resource is in place and will be managed as needed throughout the program.

Art Supplies and Equipment: A wide range of art materials—including paints, brushes, canvases, clay, and digital tools—are essential for workshop and open studio activities. DAMA maintains an inventory of these supplies, which are replenished regularly. Additional specialized materials may be acquired based on specific activity needs. The budget includes a line item for additional supplies.

Technology and Data Management: Secure digital tools and software for participant intake, attendance tracking, outcome measurement, and financial management are used to ensure accurate data collection and reporting. These systems are currently operational.

Staff and Volunteer Support: Trained teaching artists, youth workers, counselors, and volunteer facilitators are critical program inputs. DAMA has established recruitment and training processes to maintain a skilled team.

If additional resources become necessary, DAMA has a plan to leverage community partnerships and pursue supplemental funding opportunities. Any new resource acquisition will be prioritized early in the program timeline to avoid disruption.

7. BUDGET

- A. The budget workbook should be submitted with the proposal using the template provided in an Excel document or as a PDF. There are six tabs within the Excel spreadsheet: Cover Page, Board & Staff Demographics, Revenue, Expenses, Personnel, and Program Summary. **The Cover Page, Program Summary, and relevant Program Budgets must be submitted with this document for a proposal to be complete.**

Joint/Multi-Agency Applications

- B. The Lead Applicant will be responsible for submitting the Budget Workbook and Budget Narrative(s) alongside all required materials.
- a. The budget template and budget narrative can be found on the [CDD Funding Opportunities Website](#).

8. If applicable, please complete the following:

A. Disclosure of Conflict of Interest

Disclose any potential conflict of interest due to any other clients, contracts, or property interests, e.g. direct connections to other funders, City funders, or potentially funded organizations, or with the City of Madison.

B. Disclosure of Contract Failures, Litigations

Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation.

APPLICATION FOR 2025 CRISIS INTERVENTION AND PREVENTION SERVICES PROGRAMS

1. ORGANIZATION CONTACT INFORMATION

Legal Name of Organization	Dane Arts Mural Arts Inc
Mailing Address	5004 Allis Ave Madison WI 53716
Telephone	608-577-6172
FAX	
Director	Mayela Finol
Email Address	info@damawi.org
Additional Contact	
Email Address	
Legal Status	Private: Non-Profit
Federal EIN:	81-4784610

2. PROPOSED PROGRAMS

		2026	If currently City funded	
Program Name:	Letter	Amount Requested	2025 Allocation	Joint/Multi Application - SELECT Y/N
	A	\$45,000		No
Contact:	Mayela Finol			
	B			
Contact:				
	C			
Contact:				
	D			
Contact:				
	E			
Contact:				
TOTAL REQUEST		\$45,000		

DEFINITION OF ACCOUNT CATEGORIES:

Personnel: Amount reported should include salary, taxes and benefits. Salary includes all permanent, hourly and seasonal staff. Taxes/benefits include all payroll taxes, unemployment compensation, health insurance, life insurance, retirement benefits, etc.

Operating: Amount reported for operating costs should include all of the following items: insurance, professional fees and audit postage, office and program supplies, utilities, maintenance, equipment and furnishings depreciation, telephone, training and conferences, food and household supplies, travel, vehicle costs and depreciation, and other operating related costs.

Space: Amount reported for space costs should include all of the following items: Rent/Utilities/Maintenance: Rental costs for office space; costs of utilities and maintenance for owned or rented space. Mortgage Principal/Interest/Depreciation/Taxes: Costs with owning a building (excluding utilities and maintenance).

Special Costs: Assistance to Individuals - subsidies, allowances, vouchers, and other payments provided to clients. Payment to Affiliate Organizations - required payments to a parent organization. Subcontracts - the organization subcontracts for service being purchased by a funder to another agency or individual. Examples: agency subcontracts a specialized counseling service to an individual practitioner; the agency is a fiscal agent for a collaborative project and provides payment to other agency.

3. SIGNATURE PAGE**AFFIRMATIVE ACTION**

If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at cityofmadison.com/civil-rights/contract-compliance.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

INSURANCE

If funded, applicant agrees to secure insurance coverage in the following areas to the extent required by the City Office of Risk Management: Commercial General Liability, Automobile Liability, Worker's Compensation, and Professional Liability. The cost of this coverage can be considered in the request for funding.

4. SIGNATURE

Enter name:

By entering your initials in the box you are electronically signing your name and agreeing to the terms listed above.

DATE

INITIALS:

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5. BOARD-STAFF DEMOGRAPHICS

Indicate by number the following characteristics for your agency's current board and staff. Refer to application instructions for definitions. You will receive an "ERROR" until you finish completing the demographic information.

DESCRIPTOR	BOARD		STAFF		MADISON*		
	Number	Percent	Number	Percent	GENERAL Percent	POVERTY Percent	R/POV** Percent
TOTAL		100%		100%			
GENDER							
MAN	1	20%	0	0%			
WOMAN	3	60%	2	100%			
NON-BINARY/GENDERQUEER	1	20%	0	0%			
PREFER NOT TO SAY	0	0%	0	0%			
TOTAL GENDER	5	100%	2	100%			
AGE							
LESS THAN 18 YRS	0	0%	0	0%			
18-59 YRS	5	100%	2	100%			
60 AND OLDER	0	0%	0	0%			
TOTAL AGE	5	100%	2	100%			
RACE							
WHITE/CAUCASIAN	0	0%	0	0%	80%	67%	16%
BLACK/AFRICAN AMERICAN	1	20%	0	0%	7%	15%	39%
ASIAN	0	0%	0	0%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	0%	0%	0%
MULTI-RACIAL	4	80%	2	100%	3%	4%	26%
BALANCE/OTHER		0%	0	0%	1%	2%	28%
TOTAL RACE	5	100%	2	100%			
ETHNICITY							
HISPANIC OR LATINO	4	80%	2	100%	7%	9%	26%
NOT HISPANIC OR LATINO	1	20%	0	0%	93%	81%	74%
TOTAL ETHNICITY	5	100%	2	100%			
PERSONS WITH DISABILITIES	0	0%	0	0%			

*REPORTED MADISON RACE AND ETHNICITY PERCENTAGES ARE BASED ON 2009-2013 AMERICAN COMMUNITY SURVEY FIGURES.

AS SUCH, PERCENTAGES REPORTED ARE ESTIMATES. See Instructions for explanations of these categories.

**R/POV=Percent of racial group living below the poverty line.

6. Does the board composition and staff of your agency represent the racial and cultural diversity of the residents you serve? If not, what is your plan to address this? (to start a new paragraph, hit ALT+ENTER)

Yes, how ever DAMA is recruting members from other cultratal backgrounds.

7. AGENCY GOVERNING BODY

How many Board meetings were held in 2024

10

How many Board meetings has your governing body or Board of Directors scheduled for 2024?

12

How many Board seats are indicated in your agency by-laws?

5

List your current Board of Directors or your agency's governing body.

Name	Erica Lopez			
Home Address	5321 Severn Way Madison WI 53714			
Occupation	Attorney			
Representing	President			
Term of Office		From:	04/2023	To: 04/2026
Name	Felisa Forte			
Home Address	9 Clarendon Ct Madison WI 53704			
Occupation	Accountant			
Representing	Treasure			
Term of Office		From:	01/2021	To: 01/2027
Name	Tomy Tepepa			
Home Address	2456 High Ridge Tr #106 Madison WI 53713			
Occupation	Independent Artist			
Representing	Secretary			
Term of Office		From:	02/2022	To: 02/2028
Name	Jeliel Pena de First			
Home Address				
Occupation	MMSD BRS			
Representing	Children and Families			
Term of Office		From:	06/2023	To: 06/2026
Name	Zeus Corona			
Home Address	9 Clarendon Ct Madison WI 53704			
Occupation	Photographer Freelancer			
Representing	Small Business community			
Term of Office		From:	03/2023	To: 03/2026
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy

AGENCY GOVERNING BODY cont.

Name

Home Address

Occupation

Representing

Term of Office

From:

mm/yyyy

To:

mm/yyyy

Name

Home Address

Occupation

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****Instructions: Complete this workbook in tab order, so the numbers will autofill correctly. Only fill in the yellow cells.**
Only use whole numbers, if using formulas or amounts with cents, convert to whole number before submitting to CDD.

Please fill out all expected revenues for the programs you are requesting funding for in this application.
 All programs not requesting funding in this application, should be combined and entered under NON APP PGMS
 (last column)

REVENUE SOURCE	AGENCY 2026	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	10,000						10,000
UNITED WAY DANE CO	0						
CITY CDD (This Application)	45,000	45,000					
City CDD (Not this Application)	0						
OTHER GOVT*	0						
FUNDRAISING DONATIONS**	15,000						15,000
USER FEES	31,168						31,168
TOTAL REVENUE	101,168	45,000	0	0	0	0	56,168

*OTHER GOVERNMENT: Includes all Federal and State funds, as well as funds from other counties, other Dane County Departments, and all other Dane County cities, villages, and townships.

**FUNDRAISING: Includes funds received from foundations, corporations, churches, and individuals, as well as those raised from fundraising events.

****Use whole numbers only, please.**

[illegible]

****List all staff positions related to programs requesting funding in this application, and the amount of time they will spend in each program.**

Title of Staff Position*	2026 Program A FTE**	2026 Program B FTE**	2026 Program C FTE**	2026 Program D FTE**	2026 Program E FTE**	2026 Total FTE	2026 Annualized Salary	2026 Payroll Taxes and Fringe Benefits	2026 Total Amount	2026 Hourly Wage***	2026 Amount Requested from the City of Madison
Executive Director	0.17					0.17	42,059	3,218	45,277	55.00	20,782
Open Studio Facilitator/Artist	0.11					0.11	22,941	1,755	24,696	45.00	11,335
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
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						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
SUBTOTAL/TOTAL:	0.28	0.00	0.00	0.00	0.00	0.28	65000.00	4973.00	69973.00	100.00	32117.00

CONTINUE BELOW IF YOU NEED MORE ROOM FOR STAFF POSITIONS

*List each staff position separately. Indicate number of weeks to be employed if less than full year in parentheses after their title.

**Full Time Equivalent (1.00, .75, .60, .25, etc.) 2,080 hours = 1.00 FTE

****List all staff positions related to programs requesting funding in this application, and the amount of time they will spend in each program.**

	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025
Title of Staff Position*	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	2025 Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	2025 Amount Requested from the City of Madison
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
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						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
TOTAL:	0.28	0.00	0.00	0.00	0.00	0.28	65000.00	4973.00	69973.00	100.00	32117.00

*List each staff position separately. Indicate number of weeks to be employed if less than full year in parentheses after their title.

****Full Time Equivalent (1.00, .75, .60, .25, etc.) 2,080 hours = 1.00 FTE**

Program Summary

This tab should be completely filled in by your previous answers.

Pgm Letter	Program Name	Program Expenses	2026 City Request
A	0	PERSONNEL	32,117
		OTHER OPERATING	12,633
		SPACE	250
		SPECIAL COSTS	0
		TOTAL	45,000
B	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
C	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
D	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
E	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
TOTAL FOR ALL PROGRAMS			45,000