



## Artists at Work Grant Application

Phase 1 Deadline: March 24, 2022 at 11:59 PM

Apply: <https://airtable.com/shrG1DqcPtYihPuP5>

Phase 2 Deadline: May 4, 2022 at 11:59 PM

Apply: <https://airtable.com/shrnr8SLEVZCddoJl>

The City of Madison is seeking proposals for 2022-2023 that will contribute to workforce development and diversification of the creative sector. The Artists at Work (AAW) program will provide a unique opportunity for one-time support for organizations wishing to either:

1. Reinstate an arts position that they eliminated due to the COVID-19 pandemic.
2. Establish a new position utilizing the unique skills of artists and creative workers for organizational sustainability.

Pending council approval of resolution legislative file ID 69226 on February 22, 2022, we anticipate AAW grants in the amounts of \$15,000 or \$25,000 will be available to support salaries for creative workers. AAW grants are not a source of funding for programming or organizational costs.

Proposals for positions that employ and utilize the unique skills of artists and creative workers will be reviewed in two phases.

- Phase 1 – General applicant info and statement of interest.
- Phase 2 – Full application including position description, salary information, letters of recommendation, supplemental materials.

### Funds Available

The City's 2022 amended operating budget authorizes \$450,000 for Artists at Work awards in 2022. Applicants must apply for either \$15,000 or \$25,000 in support. No partial awards will be granted. The Madison Arts Commission will review all applications and make funding recommendations to the Common Council. Contracts will be developed after awards are finalized by the Madison Common Council. Half of the grant will be paid upon successful execution of contract, and the remainder will be paid after the submission and approval of a mid-term report. Eligible expenditures include those for salary only. All awards must be utilized by May 31, 2023.

### Translation Services

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this information, please call (608) 267-8727 immediately.

Si necesita un intérprete, traductor, algún material en otro formato u otras adaptaciones para acceder a esta información, llame al (608) 267-8727 de inmediato.

Yog tias koj xav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau (608) 267-8727 tam sim no.

如果您获取此类信息时需要口译人员、翻译人员、不同格式的材料，(608) 267-8727



## Artists at Work Grant Application

Phase 1 Deadline: March 24, 2022 at 11:59 PM

Apply: <https://airtable.com/shrG1DqcPtYihPuP5>

Phase 2 Deadline: May 4, 2022 at 11:59 PM

Apply: <https://airtable.com/shrnr8SLEVZCddoJl>

### Scoring Criteria

Applications will be scored based on the following criteria:

1. **ARTISTIC & EDUCATIONAL MERIT** – potential of the proposal to advance the quality of arts in the community. **15 Points**
  - a. Artistic quality as demonstrated by the submitted work samples and letters of support.
  - b. Proposal advances or expands the artistic capacity of the organization.
  - c. Innovative.
  
2. **FEASIBILITY** – evidence of careful financial planning and organizational capacity. **15 Points**
  - a. Budget is accurate, meets all stated requirements, and the proposed salary is reasonable.
  - b. Applicant demonstrates the organizational capacity to support additional staff and accomplish position goals.
  - c. Proposal has a clear recruitment strategy.
  - d. Proposal has clearly defined outcomes and provides a means to measure and evaluate those outcomes.
  - e. Proposal has a plan for sustaining employment after the grant period.
  
3. **IMPORTANCE** – value to the target audience, the City, and its residents; value to the organization; value to the creative worker. **10 Points**
  - a. Value is demonstrated through a combination of:
    - i. Letters of support.
    - ii. Other evidence that the project fills an identified community need.
    - iii. Evidence that the proposal increases the diversity of Madison’s creative workforce.
  - b. MAC grant funds will have a significant and effective impact on the organization and the creative worker.
  
4. **ACCESS** – potential of this position to increase arts access in the community. **10 Points**
  - a. Demonstrates potential of the proposal to advance the availability of arts in the community.
  - b. Applicant includes evidence of planning for Diversity, Equity, & Inclusion.



## Artists at Work Grant Application

Phase 1 Deadline: March 24, 2022 at 11:59 PM

Apply: <https://airtable.com/shrG1DqcPtYihPuP5>

Phase 2 Deadline: May 4, 2022 at 11:59 PM

Apply: <https://airtable.com/shrnr8SLEVZCddoJl>

### Eligibility

1. Only Madison organizations who are registered 501(c)3 entities or federally recognized Indian tribal governments are eligible to apply.
2. The position must serve residents in the City of Madison.
3. Proposal must indicate hiring of a creative worker. Development, fundraising, and lobbying positions are not eligible according to federal regulations.
4. Only one proposal per organization will be considered.
5. Eligible expenditures include those for staffing and stipends only.

### Strong Proposals Will...

1. Demonstrate how employing an artist or creative worker will have a beneficial impact to the arts worker, organization, and the community.
2. Show an innovative approach to arts employment.
3. Evidence thoughtful planning, and budgeting.
4. Establish organizational capacity to manage additional staff.
5. Provide a living wage and benefits for an artist or creative worker. If hiring an independent contractor, wage will be sufficient to cover taxes, insurance, and health benefits.
6. Explain why the position was cut previously or why this new position is now necessary and why the organization believes that they will now be able to sustain that position within their organization.
7. Show that the position can be filled within 5-months.
8. Commit to providing one year of employment, even if it exceeds the grant period. AAW funds must be used by May 31, 2023.
9. Demonstrate an intention to create a sustainable position.
10. Establish the potential for AAW funding to reach underserved populations and increase diversity, equity, and inclusion in arts sector employment.

### Definition of a Creative Worker

A creative worker is anyone who earns income from creative, cultural, or artistic-based pursuits, whether they earn that income independently (as an independent contractor, solo entrepreneur, or gig worker, for example) or via an employer. Creative workers use the unique human quality of individual expression to produce ideas, content, goods and services. Source: [creativeworkers.net](http://creativeworkers.net)



## Artists at Work Grant Application

Phase 1 Deadline: March 24, 2022 at 11:59 PM

Apply: <https://airtable.com/shrG1DqcPtYihPuP5>

Phase 2 Deadline: May 4, 2022 at 11:59 PM

Apply: <https://airtable.com/shrnr8SLEVZCddoJl>

### Review Process

The Madison Arts Commission (MAC) administers these funds through members who review Phase 1 applications (statements of interest) based on the stated criteria and concepts and invite selected applicants to return for Phase 2 applications (full proposals). MAC members will then score Phase 2 applications using the stated criteria and concepts. City staff will gather scores, rank, and return results to MAC to review. The final recommendation of MAC will be sent to the City Council for final approval.

### Contracting & Reporting Requirements

All allocated funds will be administered through contracts with the City of Madison, Planning Division. Funded agencies will be required to submit a final program and expense report. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected organization. City purchases of service contracts include requirements regarding nondiscrimination, consideration of vulnerable populations, Affirmative Action, and mandatory insurance coverage. Awardees may be required to appear before the Madison Arts Commission in May 2023 to share their work. Awardees must participate in video documentation paid for by the City of Madison as part of our evaluation of the program. If you have any questions about these requirements or processes, please email [madisonarts@cityofmadison.com](mailto:madisonarts@cityofmadison.com). We reserve the right to request additional reporting materials.

### Timeline

<b>March 24, 2022 at 11:59 PM CST</b>	Phase 1 Application Due
<b>April 13, 2022</b>	Applicants Notified of Phase 1 Results
<b>April 25, 2022 at 12 PM CST</b>	Phase 2 Applicant Q & A Session (Required)  Send questions by 4 PM, March 16th to <a href="mailto:madisonarts@cityofmadison.com">madisonarts@cityofmadison.com</a> Register to attend: <a href="https://cityofmadison.zoom.us/meeting/register/tZYod-mtqTloE9G4QIAJCofF6_DyZ816f0p7">https://cityofmadison.zoom.us/meeting/register/tZYod-mtqTloE9G4QIAJCofF6_DyZ816f0p7</a>
<b>May 4, 2022 at 11:59 PM CST</b>	Phase 2 Application Deadline
<b>Late May/Early June, 2022</b>	Notification of Awards
<b>June 1, 2022 to May 31, 2023</b>	Artists at Work Grant Period