

Eligibility

Who: Madison residents (as individuals or nonprofit organizations) may apply. Nonprofit 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, or must name such an organization as fiscal receiver.

We encourage applicants to bring new, diverse ideas to us. First time applicants will receive special consideration.

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 directly to public or private elementary or secondary schools, but does make grants to individual artists or nonprofit groups working with 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. Special consideration will be given to projects that help MAC ensure art reaches every area of our city.

When: *Between June 1, 2020 and May 31, 2021.* (Grant funds must be spent WITHIN this designated funding period.)



Lussier Community Education Center

Madison Arts Commission Grants Program

The **Madison Arts Commission's** (MAC) mission is to foster arts appreciation 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. The MAC Grants Program distributes funds to Madison artists and nonprofit arts organizations through the annual grant programs. MAC is an 11-member citizen commission appointed by the Mayor to advise the City about matters of arts and culture.

MAC Grant

DEADLINE: MARCH 15, 2020

MAC is committed to ensuring equity and access to arts and culture. MAC grants are for a maximum \$3,000. Grant applications are due in [Dropbox](#) by 11:59 pm on March 15th. Applicants may submit only one grant application per year in one of the four categories.

All application materials must be received by 11:59 pm on March 15, 2020 in DropBox.

To support a full creative life for all, The Madison Arts Commission commits to championing policies and practices of cultural equity that empower a just, inclusive, equitable city.

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

Contact: Karin Wolf, Arts Program Administrator
madisonarts@cityofmadison.com

Grant Descriptions

Project & Legacy Grants

DEADLINE: MARCH 15, 2020



Procession of the Species & Summer Solstice Festival, Friends of Starkweather Creek

Project Grants will provide up to \$3,000 to nonprofit arts organizations for performances, exhibitions, installations, art, concert series, and events or other projects that enrich the cultural lives of Madison's residents (there must be a significant component of the project that is free and accessible to the public).

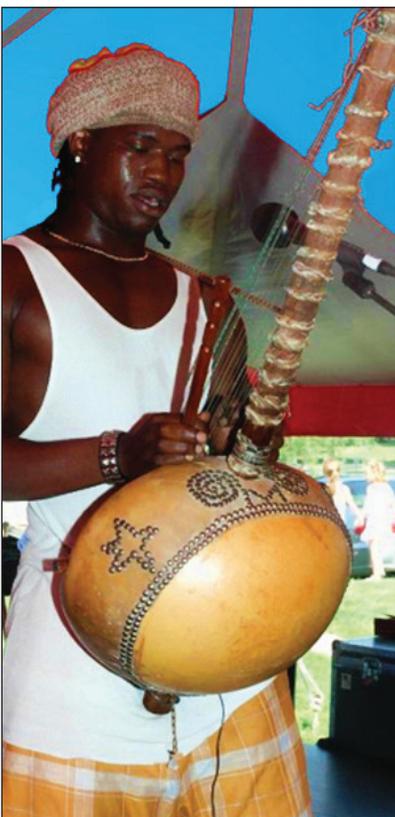
MAC encourages nonprofit organizations (individual artists, teams of artists or neighborhood groups may apply through a nonprofit fiscal receiver), to apply for project grants to help support activities that enrich the cultural lives of Madison's residents. Typically, these projects are participatory, 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; expand individual artists' work; 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.

Legacy Grants are a special fast-track grant category for those organizations that have received MAC annual grant funding for the same project in three out of the last six years. Funding in the legacy category is limited to \$1,500. Applicants need only complete parts A & B of the application.

If your organization has received ongoing support for the same project for several years, please consider applying in the Legacy grant category. MAC recognizes that there are many projects in Madison that have proven over time to be successful and are now an integral part of our cultural landscape. We appreciate your organization's long term commitment to providing enriching arts experiences in our community. We want you to continue to provide new, creative, and affordable access to audiences and understand that a modest subsidy from MAC is necessary for you to continue to provide your legacy program.

Arts Education Grants

DEADLINE: MARCH 15, 2020



Kora player, Africa Fest

Arts Education Grants will provide up to \$3,000 for co-curricular and extra-curricular PK - 12 arts educational programming (for free programs or full scholarships).

MAC, as part of its mission to make the arts accessible to all of Madison's citizens, is especially committed to making arts education available to every child. Developing the arts and integrating them more fully into the lives of Madison communities is at the heart of the Arts in Education grant program. The goal of the grant is to support partnerships between individual artists or arts organizations and schools or community groups for co-curricular and extra-curricular arts-based activities in PK-12th grade. This arts-based education should take place on a regularly scheduled basis, and should reach diverse, under-served students in elementary, middle, and after-school settings. MAC funds must be used for free programs, or scholarships allowing free participation.

Individual Fellowships

DEADLINE: MARCH 15, 2020

Individual Artist Fellowship Awards recognize the significant contributions of professional artists in Madison. These awards provide up to \$1,500 to artists of all disciplines to support continued artistic/ professional development, enabling artists to create new work, complete work in progress, and pursue activities which contribute to their artistic growth. Applicants need only complete parts A through E of the application.

This grant is meant to support professionally-active artists who reside in Madison. We would like to support artists producing original work (i.e., composers, choreographers, authors, visual artists). Preference will be given to proposals that include public access to the completed work.



Fresco Opera Theater, photo credit: Max Wendt



VSA Wisconsin

Considerations

All applicants **MUST** [email](mailto:madisonarts@cityofmadison.com) (madisonarts@cityofmadison.com) the Arts Administrator of their intent to apply prior to submittal.

Individuals and/or organizations may receive funding for only one grant per funding year. The same project will not be funded twice in the same calendar year.

MAC grants may be awarded for up to \$3,000, but not more than 50% of the total estimated project costs. The grant funds requested must be matched with cash or a combination of cash and in-kind contributions. In-kind is defined as non-cash donations of goods and services, such as labor, facilities, or equipment to carry out a project. In-kind contributions may be counted toward the total match but at least 50% of the match must be cash from non-City sources. (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.)

Grants **MAY** be used for artists' fees, legally required royalties, production expenses, space rental, marketing costs, purchase of expendable materials, required insurance, 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.

Applicants are not eligible for MAC funds if they are receiving other cash funding (not in-kind) from the City of Madison for the project being applied for in the grant application. 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. On the budget form check boxes only for expenses that will occur during the grant period.

All information submitted to the MAC 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.

Grant Writing Assistance

MAC provides helpful workshops and support.

GRANT WORKSHOPS:

Feb. 7, 12:00-1:00 pm or

Feb. 10, 6:30-7:30 pm

Madison Municipal Building,
Room 206
215 Martin Luther King, Jr.
Blvd.

DROP-IN ONE-ON-ONE GRANT WRITING CLINICS:

Feb. 27, 5:30-7:30 pm

Feb. 29, 11:00 am-1:00 pm

March 5, 6:30-7:30 pm

March 7, 11:00 am-1:00 pm

Madison Central Library
201 W. Mifflin Street
Room 111

BY APPOINTMENT:

Fifteen-minute, one-on-one sessions are available by appointment, email madisonarts@cityofmadison.com.

Funding Criteria

Scoring

Please use the following four headings in your narrative section. Also address each bulleted category.

ARTISTIC & EDUCATIONAL MERIT – potential of the project to advance the quality of arts (Project/Legacy Grant), arts education (arts education grant) in the community, or advance the artist’s professional development (Individual Fellowship). **15 Points**

- Artistic quality as demonstrated by the submitted work samples.
- Project advances or expands the artistic capacity of the applicant.
- Innovative, fresh.

FEASIBILITY – evidence of careful event and financial planning. **15 Points**

- Budget is accurate, meets all stated requirements, and is based on reasonable expectations of costs/income.
- Budget includes committed matching funds from a variety of sources.
- Applicant demonstrates the organizational capacity to manage the project and accomplish the project goals.
- Project has a communications plan to maximize audience and reach of the project.
- Project has clearly defined outcomes and provides a means to measure and evaluate those outcomes.

IMPORTANCE – value to target audience, the City and its residents.* **10 Points**

- Value to audience/public is demonstrated through a combination of:
 1. Letters of support
 2. Other evidence that the project fills an identified community need
 3. Evidence that the project provides access to an underrepresented area of the arts.
- Demonstrated potential of the project to advance the availability of arts in the community.
- MAC grant funds will have a significant and effective impact on the project.

ACCESS – potential of the project to reach targeted audiences* **10 Points**

- Applicant provides evidence of partnerships/collaboration to ensure that the project reaches its target audiences.
- Project includes a significant, clearly defined element that is free to the public.



UCAN Back on the Scene!

Diversity, Equity and Inclusion*

In keeping with MAC’s overarching mission to make arts and culture an accessible source of inspiration and joy for all who live in Madison, we prioritize funding applicants who submit proposals that have clearly been developed with a mindset towards greater inclusion. Our expectation is that all grantees, even Legacy applicants, will meet the following goals:

- Continue to stretch themselves to make the artistic experiences they provide accessible to more diverse audiences, and
- Continue to stretch themselves creatively in the artistic projects for which they seek MAC funding.

Examples of stretching are:

- Building new partnerships with organizations who serve diverse participants/audiences
- Launching new outreach or arts delivery strategies when providing arts experiences in venues that are NOT commonly frequented by diverse and/or needy audiences/participants
- Gathering data and feedback on accessibility, or the interests of new audiences/participants
- Gathering data and feedback on the arts experience outcomes achieved in ways that allow you to see how people with different demographic and arts experience profiles engage your art
- Launching new publicity efforts or strategies and documenting the results of those efforts on attendance and demographics
- Presenting an existing arts program in a new way or with new artistic content that may be more accessible by a different under-served audience
- Building artistic collaboration partnerships with organizations who serve more diverse participants/audiences (where both parties collaborate in developing the arts experience(s))

Award Procedures

MAC Review: MAC will consider applications at their publicly noticed meetings subsequent to application deadline. Applicants are invited and encouraged to attend, speak as part of the 3-minute public comment period, and observe proceedings.

Approval: Common Council approves award recommendations from MAC.

Notification: Applicants will be notified of award decisions in writing after council approval.

Contract: Along with W9, insurance and affirmative action paperwork, a contract between the Grantee and the City must be signed by grantee within 30 days of receipt, then 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](#). Logos available online.

Photo Documentation: Grantee is required to submit five labeled images of the project within 30 days of project completion. The City may use these images for promotional or other purposes.

Project Promotional Materials: Grantee will submit two copies of all project promotional materials (demonstrating use of MAC and Wisconsin Arts Board logos).

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 report form to the Arts Administrator within 30 days of project completion.*

Payment: Payment will be issued **after** contract, photo documentation, project evaluations and final report are received.*



Madison Contemporary Dance, Artistic Director Sara Rohs



Ti. S. Banks at the 2019 Disability Pride Festival, photo credit: Cheryl Schiltz

*Grant funds will be reimbursed AFTER activity and reports are completed. **Changes in the City's financial system require strict adherence to contracts.** We may no longer extend grace periods for completion. All final documents must be received within 30 days of contract end date

Applications

Application Submission List

All applicants **MUST** contact the [Arts Program Administrator](mailto:madisonarts@cityofMadison.com) (madisonarts@cityofMadison.com) prior to submittal to discuss their application. A complete application includes (*NOTE: Use label style shown in italics, replace **JDoe** with your first initial and last name or organization name*)

- A.** The annual grant program **Application**. (Applicant name must match legal name used in tax filing.)

A_application_JDoe.pdf

- B.** A **narrative** explanation of your project.

B_narrative_JDoe.pdf

See funding criteria on page 3. Describe your project, including its location and timeline for completion. Headings should include: Artistic and Educational Merit, Feasibility, Importance, and Access. For written narrative, use standard type (11 or 12 pt.), not a reduced typeface. Two full pages maximum. Video submission must be under 5 minutes and a working url must be provided.

Did you cover the following?

- Explain the project's goal, planning process and principal people involved.
- Who is your targeted audience? How will the project serve your targeted audience? How are you reaching your underserved audience? Describe your free-to-the-public component.
- How will people find out about your project?
- How will getting this grant contribute to you or your organization's artistic goals? How will it advance your artistic capacity?

**Legacy Applications
submit A & B ONLY**

Tourism & Room Tax

A portion of our annual grant funding comes from room taxes generated by guests staying at local hotels. If your event generates overnight stays, we may be able to allocate grant money from that funding source. Please indicate your best estimate of overnight stays on your application. We will also collect numbers in your final report.

- C.** One to three **Letters** of support (relevant to the project), and/or proof of partnership such as a letter of agreement between partners (if applicable).

C_letters_JDoe.pdf

One complete set of attachments:

- D.** **Resumes** of key personnel.

D_resumes_JDoe.pdf

- E.** **Work Samples** and image list (title, size, media).

*E_worksample1_JDoe.jpg; E_worksample2_JDoe.jpg, etc.
E_imagelist_JDoe.pdf*

Digital files (videos and music) must be no longer than five minutes. If applicant wishes to direct reviewer to a project sample online, a working url must be provided.

Digital images (maximum 5); jpeg format, min. 200 dpi, maximum 600 x 800 pixels. Name files and number images.

All of the above files and an image list (labeling content) should be included in a folder. Use first initial and last name of applicant for folder name, then upload to www.dropbox.com.

ORGANIZATIONAL APPLICANTS must include the following **ADDITIONAL** information:

- F.** Description of project contact's organization or mission statement.

F_Mission_JDoe.pdf

- G.** Project contact's organizational budget for the year in which the project is taking place.

G_Budget_JDoe.pdf

- H.** IRS tax-exempt status letter for your organization or a fiscal receiver (if applicable).

H_Tax_JDoe.pdf

- I.** Listing of current board members and staff for project organizer.

I_Board_JDoe.pdf

Demographics

In order to distribute grant funding equitably, we are requesting demographic information from applicants. Organizations should submit based on their Board membership. Individuals should self-report.

Package Submission

How to Submit

All application materials must be received via Dropbox (see below) by 11:59 pm on March 15, 2020. Applicants with technical limitations, please contact the [Arts Program Administrator](mailto:madisonarts@cityofmadison.com) (madisonarts@cityofmadison.com).

Dropbox

Submit your application materials by uploading files to a folder in Dropbox and then sharing that folder with the Madison Arts Commission.

To do so, use the following steps:

1. Go to www.dropbox.com.
2. If you don't have a Dropbox account, create a free account at www.dropbox.com.
3. Click on the icon of the folder, "New folder," at the top of the screen (under "Upload Files").
4. Title your new folder with your first initial and last name (if applying as individual) or organization.
5. Once this folder has been created, click on it to open it.
6. Click the icon of the paper with a blue arrow, "Upload," at the top of the screen.
7. Click "Choose a file."
8. Select your folder from your computer. Your submission should be 10 MB or smaller. Compress (zip) your folder if needed to meet this requirement.

Sharing your Dropbox folder with MAC

1. Once you have created your new folder and have uploaded all desired files, return to your Dropbox home page (at the top of the page, click the name Dropbox or the blue box icon next to it).
2. Click on the side navigation tab, "Sharing."
3. Click "New shared folder."
4. Click "Existing folder."
5. Select your folder from the list that appears.
6. Type in madisonarts@cityofmadison.com in the invitee field of the next window that appears.
7. Enter your name in the Message field.
8. Uncheck the "Allow members to invite other people" check box.
9. Click "Share folder."
10. If you do not receive acknowledgement from MAC that your grant has been received within 48 hours of submitting via dropbox, please email madisonarts@cityofmadison.com.



African dance performance at Africa Fest

**LATE or INCOMPLETE
Applications Will
Not be Considered**

Requirements (if you are awarded MAC grant funds)

Proof of Insurance: 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 cityofmadison.com/finance/risk.

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

Grant Proposal Revision Report: 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 will need the applicant to file a Grant Proposal Revision Report.

Compliance: 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. All necessary forms are on the Affirmative Action website at cityofmadison.com/dcr/aaFormsCBO.cfm. Organizations with fewer 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.

Grantees (Contractor) 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, gender identity, 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).

Notice Regarding Lobbying Ordinance: If you are seeking a grant from the City with a value of over \$10,000, then you are likely subject to Madison's lobbying ordinance, sec. 2.40 MGO. You are required to register and report your lobbying. Consult the City Clerk for more information. Failure to comply with the lobbying ordinance may result in fines of \$1,000 to \$5,000.