



CREATION AND PRESENTATION Grant Program

FULL Year Guidelines

Fiscal Year 2024

As the Wisconsin Arts Board celebrates its 50th Anniversary, we take this opportunity to gratefully recognize and thank the arts organizations and artists of our state whose work makes our own possible and meaningful. Thank you!

George Tzougros, Wisconsin Arts Board Executive Director
July, 2023

Wisconsin Arts Board – FY24 Creation and Presentation Program Full Year Guidelines

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THE WISCONSIN ARTS BOARD

Mission

Created in 1973, the Wisconsin Arts Board is the state agency that nurtures creativity, cultivates expression, promotes the arts, supports the arts in education, stimulates community and economic development and serves as a resource for people of every culture and heritage. This mission is encapsulated in our positioning statement: **Creativity. Culture. Community. Commerce.**

The Arts Board fulfills this mission by communicating the vital role that the arts play in our state's economy and quality of life, and by providing funds, services, and information to artists, arts organizations, educational institutions, communities, and all other interested citizens of the state. It supports the work of arts organizations and artists with funds from the citizens of Wisconsin through a biennial state appropriation by the Wisconsin State Legislature and annual funding from the National Endowment for the Arts, a federal agency.

Board and Staff Members

The Arts Board is governed by a Board of 15 members appointed by the Governor to serve three-year terms. Board members are Wisconsin citizens recognized for their accomplishments in the arts, humanities, business, education or public service. The Board includes members from urban and rural areas across the state and from diverse racial, economic and cultural backgrounds.

The Board sets the mission and goals for the agency, evaluates the Arts Board's progress toward these goals, formulates policy, and makes the final decisions on the use of funds. The Board has final authority in granting funds. The members meet a minimum of four times per year, and all meetings are open to the public. The Arts Board's staff implements Board policy, administers the Board's initiatives, partnerships and funding programs, and provides assistance to the state's communities through its work with the state's creative industries – primarily including arts organizations, artists, and arts programs.

Contact

Mailing: Wisconsin Arts Board
PO Box 8690
Madison, WI 53708

Physical Location: 3319 West Beltline Hwy
3rd Floor
Madison, WI

Email: artsboard@wisconsin.gov

Phone: 608-266-0190

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Website: <https://artsboard.wisconsin.gov>

Facebook: <https://www.facebook.com/WisconsinArtsBoard>

Twitter: <https://twitter.com/WIArtsBoard>

50th Anniversary Website: <https://wab50.com>

CREATION AND PRESENTATION GRANTS PROGRAM

Purpose

The arts play an important role in the lives of every person in Wisconsin. All communities benefit from participating, experiencing, sharing and learning through the arts. Funding from this program supports organizations that provide essential arts programming to their communities and are integral to their communities' cultural legacies. Through direct financial support of ongoing programming by arts organizations, the Arts Board sustains the vitality of Wisconsin culturally, educationally and economically.

Creation and Presentation grants provide artistic program and operational support to established nonprofit arts organizations that have art at the core of their mission, that create or present ongoing arts programming that makes a significant local, regional, or statewide impact on the cultural life of Wisconsin, and that further the Arts Board's community development and arts education related goals (see [Goals 1 and 2 in the Arts Board's strategic plan](#)).

The program supports 501(c)(3) nonprofit arts organizations with strong operations - including stable management, ongoing assessment and evaluation, high artistic quality, and programming appropriate to the communities they serve. These grants also fund overall operating support for eligible arts programs of tribal and local governments and universities. In these cases, the organizations will use either government or university nonprofit status.

Applicants to this program can not apply to the Creative Communities Grants Program.

This is a multi-year grant program wherein applicants will submit a Full Year application in their designated year and submit Interim Year applications in the other three years of the cycle. This allows us to collect information needed for accountability, but in a way that reduces the amount of work required of the applicant, and spreads that work over a four-year period. The Full Year application takes organizational size and capacity into account, even while it continues to be a rigorous tool upon which applicants can draw for applications to other funders. The Interim Year application provides an artistic and organizational health "check-in." In both Full and Interim Years, the application form and narrative continue to be based on past performance rather than future projections.

Full Year Applicants in Fiscal Year 2024 (FY24)

FY24 grants support activities in Fiscal Year 2024 (July 1, 2023 - June 30, 2024).

In FY24, applicants in the following artistic discipline categories will submit Full Year applications:

Presenting Organizations

Note: A presenting organization is defined as an organization that serves its community primarily by brokering relationships between touring performing artists and the presenter's community. It does so by acting as the catalyst to bring those artists from outside of the presenter's community into that community, to perform in concerts and/or residencies.

New applicants to the program – those that did *not* receive a FY23 Creation and Presentation grant award in the last fiscal year – must submit a Full Year application this year, regardless of their artistic discipline category. New applicants are required to contact Arts Board staff *prior* to beginning a Full Year application.

Continuing applicants in all other disciplines will submit Interim Year applications this year.

Click [here](#) to see the extended timeline for Full Year application submission by discipline category.

Funding

The program is designed to provide grant amounts that are as consistent as possible from year to year to those applicants that continue to meet eligibility requirements – always dependent on the number of applicants and the availability of funds. If the applicant pool remains consistent, the quality of the applications remains high, and the Arts Board’s grant budget remains consistent, the award amounts should be consistent between the full year award and the subsequent interim year awards. Likewise, if the funding for the program decreases or increases, the award amounts will decrease or increase.

Funding Amounts: Actual award amounts are determined by a formula that includes peer advisory grant application review panel score, the applicant’s 3-year-average operating revenue, the number of eligible applicants to the program, and the amount of funding available for the program. Award amounts may vary somewhat from year to year, according to that formula, the Arts Board’s allocation from the state legislature, and the WAB’s grant award amount from the National Endowment for the Arts. No more than 8% of the Arts Board’s available funds through this grant program will go to one organization. Grants will not exceed 25% of the average of an applicant’s last three years of operating revenue. The minimum grant amount that will be awarded through this program is \$2,000, barring unforeseen circumstances.

Applicant Board Involvement: Articulating the Public Value of Creation and Presentation Grants

The grantee will be accountable and responsive to the Wisconsin Legislature by validating the value of state and federal investment in the arts to the community that the grantee serves. Please note: This validation will occur in the form of education, not lobbying. To do so, the grantee will appoint a board member annually who will a) ensure that the organization articulates a message to its community and to the legislature regarding the value that it provides to its community; and b) will notify its entire board about the following required activities related to the Creation and Presentation grant, and the impact of these required activities on their duties as board members.

Required activities:

- Annually, **send a letter** to the organization’s State Representative, State Senator, and the Governor discussing the importance of the arts to Wisconsin’s economy and quality of life, describing specifically how this Creation and Presentation grant has affected the organization, and describing specifically the value that the grant has allowed the organization to provide to the community it serves and its thanks for that. Keep a copy of these letters in the organization’s files and share a copy with the Arts Board. (Sample letters and invitations are available on the Arts Board’s [website](#).)
- At least annually, **send personal invitations** to the organization’s State Representative and State Senator (not U.S. Congressional representatives) to attend, participate in programming, or interact with audiences and staff of the organization. Keep a copy of these invitations in the organization’s files and share a copy with the Arts Board. (Sample letters and invitations are available on the Arts Board’s [website](#).)

Encouraged activities:

- Annually, **meet** with the organization’s State Representative and State Senator to discuss the public value of this state funding for the organization and its community.
- Meet with local staff members of the organization’s U.S. Congressional representatives if there is an office in the vicinity.

Please note: The above actions help educate legislators and do not constitute lobbying. Grantees should call Arts Board staff with any questions about this distinction.

Goals of the Creation and Presentation Grants Program:

- to promote and sustain art of the highest artistic quality;
- to promote and sustain organizational and financial stability;
- to ensure artistic relevance and effective arts organizations through appropriate organizational planning, ongoing assessment and evaluation, community input, and sound promotion;
- to increase local, regional, and statewide leadership among arts organizations in Wisconsin;
- to increase audience participation in, and appreciation of, programs created and presented by Wisconsin arts organizations;
- to help arts organizations articulate the value of the work that they do – and the impact of that work on community and economic development – to their local and state officials and to the people in their community;
- to encourage arts organizations to work to enhance arts education efforts in their community.

These goals are essential to the long-term vitality of arts organizations, and the communities that they serve.

Public Service Activity Requirement

Section 41.53 of the Wisconsin Statutes requires that each Arts Board grant recipient perform a public service activity no earlier than July 1 and no later than June 30 of the fiscal year for which the grant is awarded. Public service activities include, but are not limited to, the following: an exhibition, a performance, a publication, a lecture/demonstration, a workshop, a residency, or a media presentation. A fee for admission or publication may be charged. The activity should increase the public's awareness of Wisconsin's artists and artistic resources, the impact of the arts on economic and community development, the importance of formal K-12 arts education for our children, or the importance of life-long learning in the arts.

To fulfill this requirement, organizations must:

- make a public announcement of the activity that is designed to reach all members of the community;
- ensure that the activity relates clearly to the general artistic programming supported by the Creation and Presentation grant; and
- conduct the activity within Wisconsin in a public facility that is accessible to persons with disabilities.

Who May Apply

Basic Eligibility Requirements

Applicants must fulfill **all** of the following conditions to be eligible for this program:

- have a record of consistent artistic activities for at least the three consecutive years prior to application (not including the months during which the artistic activity was disrupted by the COVID-19 pandemic);
- have as a primary purpose the creation/production or presentation of artistic programming (performances, exhibits, events) that benefits the general interested public;
- demonstrate community participation in the program planning;
- match each dollar of Arts Board support with at least one dollar of public (non-state) or private funds;
- be incorporated and registered to fundraise in - and conduct business in - Wisconsin (proof of incorporation and activity in Wisconsin required prior to application review);

(Basic Eligibility Requirements continued:)

- hold tax-exempt status from federal income tax under Section 501(c)(3) of the Internal Revenue Code and must qualify as a charitable organization under Section 170(c) of the Internal Revenue Code of 1986 as amended; have a Federal Identification Number, assigned by the Internal Revenue Service;
 - have a federally required Unique Entity Identifier (UEI) which replaces the previously required DUNS number (to obtain a UEI, follow the instructions at [SAM.gov](https://sam.gov)). If a Creation and Presentation grant applicant can show that it has applied for a UEI prior to submitting its application—even if that UEI has not yet been received—then the application will be accepted for review.
- For Colleges, Universities, and Units of Tribal or Local Government including Public Schools:
The Arts Board does support programs that fall under the auspices of these organizations, provided those programs involve the local community in planning, execution, and participation. These applicants must demonstrate that their programming reaches the general public in addition to an academic audience. (This can be shown through financial support from sources beyond the school such as local corporations, businesses, individuals, and foundations; through its audience and participant evaluation statistics; and through board, advisory or steering committee composition that includes community members.)
Performing Arts Series, Galleries/Museums and Art Film Series that are ongoing and a part of colleges, universities, or public schools are eligible. Grants are based on the arts program’s budget, not the overall university/college/school budget. Indirect costs may be shown as in-kind, but not as part of the cash budget/match. No administrative fee for this grant may be charged to the grant or to the program’s budget by the university/college/school. *Note:* Educational institutions and units of government do not have to register to fundraise in Wisconsin.
- For “Presenting Organization” applicants only:
(Note: A presenting organization is defined as an organization that serves its community primarily by brokering relationships between touring performing artists and the presenter’s community. It does so by acting as the catalyst to bring those artists from outside of the presenter’s community into that community, to perform in concerts and/or residencies.) The applicant must present four or more performances annually by professional touring artists who reside outside of the presenting organization’s community in a series that is locally planned and that includes people from the broader community in the planning.

First time applicants

Organizations that have not applied in recent years to the Creation and Presentation Grant Program must notify the Arts Board staff of their intent to apply by September 14, 2023. Notification should be in the form of an email to artsboard@wisconsin.gov.

Eligibility Alternatives:

The Arts Board provides funding to twelve local cultural organizations located in twelve communities around the state. These partner organizations match and “re-grant” Arts Board funds to arts projects in their service areas. If your organization serves one of the regions supported by a ReGranting organization, we encourage you to contact them especially if your organization does not meet the criteria listed in the previous section. Click [here](#) to view the list of those partners. Please note: If you receive an Arts Board grant and also decide to apply to a ReGranting partner, ReGranting partner organizations will not fund the same expenses that an Arts Board grant supports, nor can Arts Board funds act as a match for a ReGranting partner’s grant.

Who May Not Apply

- Historical societies;
- Humanities organizations;
- General, non-arts museums;
- Public or private college or university programs that do not directly serve the community beyond the campus;
- Public or private schools that do not have a community-run performing arts series;
- Public radio or television stations;
- Libraries;
- Arts organizations that have delinquent final reports due to the Arts Board; or
- Organizations that received a *Creative Communities* grant in this fiscal year.

Types of Activities Funded

The Creation and Presentation grant program provides grants to organizations for annual arts programming. Repeated events, such as a yearly multi-day festival, are eligible. The program supports organizations that offer broad-based arts programming in any discipline (multi-arts, performing arts, literature, folk and traditional arts, visual arts). Specific activities include:

- General operating expenses - utilities (electricity, water, heating and cooling, etc.), Internet-related costs, telephone-related costs, printing-related and other office supplies (including paper products) *Eligible general operating expenses **do not include** food, beverage, administrative building rent, or capital expenses (purchasing items that cost \$5,000 or more);*
- Artistic and technical/production personnel (staff) expenses;
- Temporary staffing assistance;
- Outside (non-staff) artistic fees and services;
- Marketing/promotional expenses;
- Artistic space rental/expenditures;
- Production/exhibition expenses;
- Acquisition of artwork.

Examples of Eligible Activities

- A theater presents multiple productions and educational programming throughout the year including residencies.
- A museum or gallery presents multiple exhibitions, educational programming, publications, and community arts events throughout the year.
- A performing arts center presents a series of dance, music and theater performances, including residencies, from September through May.
- A literary organization presents contemporary literature in a series of readings, and produces a series of literary journals featuring contemporary Wisconsin writers.
- A university department offers a statewide annual art film and video festival for community and university audiences.

Types of Activities Not Funded

In general, the Arts Board does not fund the following nor can the direct dollar for dollar match for Arts Board funds be used for these expenses:

- Capital equipment (items costing more than \$5,000 with a useful life of more than one year) or capital expenditures, e.g., renovation of existing facilities;
- Food or beverage;
- Building/space rental for administrative purposes;
- Benefit/fundraiser activities;
- Cash prizes or awards;

(Types of Activities Not Funded continued:)

- Competitions;
- Deficits incurred from past activities;
- Individual tuition;
- Activities for which academic credit is given;
- Curriculum expansion;
- Out-of-state travel;
- Hospitality expenses, i.e. entertainment, refreshments or food at receptions, parties, gallery openings;
- Activities that have already been completed by the beginning of the grant period;
- Activities that have a religious purpose;
- Lobbyists' payments;
- Activities not open to the general public.

Grant Award Determination

Grant amounts in the Creation and Presentation program are determined by a formula that takes into account the peer advisory grant application review panel's score, the organization's average operating revenue (based on the budget average of the three most recently completed fiscal years), the number of eligible applicants in the pool, and the amount of funding available for the program. Awards will vary according to the Arts Board's formula and allocation from the state legislature. Grants will not exceed 25% of the average of an applicant's last three years' operating revenue, or the most recent year's operating revenue, whichever is less. The minimum grant given in this program will be \$2,000, barring unforeseen circumstances.

Matching Requirements

All Creation and Presentation grants require at least a 1:1 cash match. In-kind goods and services may not be used to match Arts Board funds through this program but are useful to include in the application as an indication of community support.

THE GRANTING PROCESS

The following information relates to the application process of the Arts Board and to the subsequent procedures once an award has been made. Please read all guidelines carefully prior to submitting an application.

Deadlines

- **September 14, 2023 – Intent to Apply deadline for new applicants (required)**
- September 28, 2023 – Draft narrative review request deadline (optional)
- October 5, 2023 – Draft application form/support material review request (optional)
- **October 12, 2023 (3:00 pm) – Online application deadline (required)**

Intent to Apply

Organizations that have never applied to the Creation and Presentation Grant Program previously must notify the Arts Board staff of their intent to apply by September 14, 2023. Notification should be in the form of an email to artsboard@wisconsin.gov.

Grant Proposal Writing Assistance

The Arts Board staff is available for grant proposal writing assistance throughout the year. The staff can explain and clarify eligibility requirements, review criteria, and definitions. The staff can also discuss proposals and alternative ideas. Discussions with staff do not influence funding decisions. Call 608-266-0190 weekdays between 7:45 am – 4:30 pm for assistance, or email artsboard@wisconsin.gov.

Applicants are encouraged to submit a request for staff to review a draft of their application form and support material. This request must be submitted by October 5, 2023, by posting a note through the online application system or emailing staff directly. This form review consists of a simple check of the application form and support material for completeness by Arts Board staff.

Applicants may also request a draft narrative review by Arts Board staff. This request must be submitted by September 28, 2023. Staff may suggest ways to strengthen the narrative in this review. Please note: receiving staff assistance does not guarantee funding.

Preparing Applications

A completed Creation and Presentation grant application must be submitted online using the Arts Board's online application system by **3pm on October 12, 2023**. No hard copy material is required.

APPLICATION PROCESS

Submitting the Online Application Form

1. Go to the Arts Board's [Creation and Presentation web page](#).
2. Read the information there.
3. Click on "Apply Here" in the upper right corner of the page or go to wab.smartsimple.com.
 - * Continuing Applicants: Login; follow the instructions that you received in the email from the WI Arts Board that notified you that the application is open; begin the application.
 - * New Applicants: If your organization is applying for the first time, click on the "Register" button and register; wait for an email with a link to set up a password within the system; set up the password and username; begin the application.
4. Deadline for online application submission is 3 pm 10/12/23. (No paper application required.)

Late or incomplete applications will not be accepted.

Application Evaluation Criteria

The peer review panel will evaluate each full year application based on the purpose and goals of the Creation and Presentation program, and specifically on the following four criteria areas. *Please note that the Arts Board and its panels understand that reverberations from the COVID-19 pandemic have disrupted activities and destabilized organizations over the past 3 years of activity that this application addresses. We will take that reality into account when applying these criteria during application review.*

1. Artistic/Educational/Cultural Value ("What have you done?")
(The highest score for this category is 25 points.)
 - Activities to date in the current and most recently completed fiscal year demonstrate artistic/cultural and, when applicable, educational value for the community being served.
 - Activities to date in the current and most recently completed fiscal years advance the organization's artistic mission.
 - Programming continues to evolve and demonstrate creativity.
 - Qualified persons, including board, staff (when applicable), and community members, are involved in the design and implementation of activities.
 - If applicable, lifelong learning activities are appropriate to the community that the applicant serves.
 - If applicable, Kindergarten–12th grade in-school educational programming meets the Wisconsin Department of Public Instruction's Arts Education Standards in one or more of the following areas: [art and design education](#), [dance](#), [literary \(within the English language arts standards\)](#), [music](#), or [theater](#).
2. Organizational and Financial Management ("How did you do it?")
(The highest score for this category is 25 points.)
 - Applicant demonstrates ability to complete quality programming.
 - Appropriate persons, including staff (when applicable), board and committee members, are involved and have clearly defined roles.
 - Past budgets correlate to the applicant's narrative.
 - Broad base of financial support includes public and private sources.
 - Applicant demonstrates ability to develop and manage resources appropriately. If there is a deficit, applicant has a plan to reduce it.

3. Community Participation & Accessibility ("What difference did you make?")

(The highest score for this category is 25 points.)

- Activities address the community's artistic, educational, economic and/or social needs.
- Activities indicate understanding of and responsiveness to the diverse interests and needs of the community.
- Applicant has forged partnerships with a variety of public and private organizations, the quality and number of which is appropriate to the size of the applicant organization.
- Applicant has taken appropriate steps to broaden, deepen and/or diversify participation in its activities.
- New: Applicant has shown that audience participation in and/or appreciation of its programs has broadened, deepened and/or diversified over the past two years.
- Applicant has identified and minimized barriers to participation in its activities.
- Applicant acts as an advocate for the public value of the arts in the community and articulates the value of the organization's work.
- The organization is involved in its community in a leadership role and participates in dialog and networking among its statewide, regional, national, or international peers.

4. Planning, Evaluation and Documentation ("How did you know?")

(The highest score for this category is 25 points.)

- Planning procedures are comprehensive and clearly described.
- Appropriate persons, including board, staff (when applicable), artists and community members, are involved in planning, documentation and evaluation and have clearly defined roles.
- Organization engages in appropriate planning that addresses artistic, educational and community development goals.
- For organizations with budgets of more than \$225,000: Organization engages in short- and long-range planning that addresses artistic, educational and community development goals, with clearly defined strategies and a budget for achieving those goals.
- Evaluation strategies are appropriate for the participants and the activity; results are used to guide current and future planning and programming. ([Click here for a list of sample evaluation tools.](#))
- For organizations with budgets of more than \$225,000: An appropriate marketing/promotional plan is outlined.

Review Process

The Arts Board uses peer advisory panels to review grant applications and make recommendations for the Board's consideration. The Board, in turn, makes final funding decisions. The Arts Board strives to select panelists who represent various geographic areas and diverse aesthetic and cultural perspectives. The panels, chaired by members of the Board who serve as non-voting facilitators, are comprised of arts administrators, artists, educators and other professionals and volunteers knowledgeable in the arts. Membership on panels rotates so applicants should not assume that the panelists have any prior knowledge of the applicant.

Note:

- The information provided in the application is the principal source of information for panel review. Therefore, applications should be clear, complete, concise, and compelling in presenting all information.
- The responsibility for making a compelling case for state government support rests entirely with the applicant.
- Only the information required or suggested by the Arts Board will be presented to the panel. Therefore, applicants must adhere to the limits on support materials and work samples.
- The panel may recommend little or no support if information is missing, incorrect or unclear.

Steps of the Review Process

1. Arts Board staff reviews applications to determine compliance with basic eligibility requirements.
2. Copies of the applications are provided to the peer advisory panel which is usually comprised of 5 panelists and chaired by a member of the Board who serves as a nonvoting facilitator. Panelists' names will not be released to the public until the day of the panel meeting, as exempted from the open meeting law according to Wisconsin Statutes s.19.85(1)(e).
3. Panelists review all applications prior to the panel meeting. In addition, each panelist is assigned specific applications to study in-depth and present during the meeting. Panelists are instructed not to contact or discuss pending applications with applicants prior to the panel meeting.
4. Panel meeting arrangements are made. The meetings this year will be held virtually. As always, they will be open the public. Applicants are encouraged to attend.
5. At the panel meetings, panelists score applications based on evaluation criteria established by the Board (see Application Evaluation Criteria on pp. 11-12 of these guidelines). Panels make qualitative recommendations to the Board.
6. The 15 member board of the Wisconsin Arts Board reviews and accepts or denies the recommendations of the peer advisory panels, prior to making all awards.

Funding Process

The Arts Board uses a formula to determine award amounts for Creation and Presentation grants. The formula incorporates average fiscal size of organizations and panel scores. (For Interim Year applications, grants will be awarded in approximately the same amount as the previous year, pending available funds.) While Arts Board staff is available throughout the application process to advise applicants, this advice does not represent the decision of the panel or the Board, nor bind the Board in future determinations.

Grant Contract

The grant award agreement/service contract will be made available to grant recipients through the online application/grants management system once a grant is approved.

Timeline

Intent to Apply submitted (first time applicants only) -	September 14, 2023
Draft narrative submitted for review (<i>optional</i>) -	September 28, 2023
Draft application form submitted for review (<i>optional</i>) -	October 5, 2023
Final online application deadline -	October 12, 2023
Grant Panel/Recommendation Meetings -	November 2023
Arts Board Grant Determination Meeting -	December 15, 2023
Grant award announcement (via email) -	December 22, 2023 (approximate)
Check mailed -	January 2024 (approximate)
Retroactive Eligible Activities on which grant can be spent, begin (no earlier than) -	July 1, 2023
Eligible Activities on which grant can be spent, end (no later than) -	June 30, 2024
The Final Report for this FY24 grant must be submitted no later than the same due date as next year's FY25 Creation and Presentation application. Deadline – <i>Note: If the applicant will not submit a FY25 application, the Final Report for this FY24 grant is still due no later than this date.</i>	October 2024

Acknowledgment of Arts Board Support

In this year of WAB's 50th Anniversary, a special anniversary "[Mark](#)" will be used in place of the WAB's logo. We've also created a [toolkit](#) that FY24 grant recipients can use.

Each grantee must give credit for grant-supported activities in all printed, online, and broadcast promotion, publicity, advertising, and printed programs by including the following credit line: *"This (project/performance/exhibit/event) was supported in part by a grant from the Wisconsin Arts Board with funds from the State of Wisconsin and the National Endowment for the Arts."* The Wisconsin Arts Board Mark must also be used on the grantee's website and in all printed materials. A camera-ready copy of the [Mark](#) can be found on our website, together with specific size and color requirements. In order to demonstrate the public value of the partnership between the Arts Board and the grantee through this grant, the Arts Board requests that grantees place the Mark on their website's home page. If that is in conflict with the policy of the grantee organization, place it where mention of funded activities occurs.

In addition, applicants are required to inform their State Representative, State Senator and the Governor of the importance of the arts to Wisconsin's economy and quality of life – especially of those activities funded by this grant. See "Articulating the Public Value of Creation and Presentation Grants" on page 5 of these guidelines.

Final Report Requirements

A Final Report must be submitted for this grant, using the [online application/grants management system](#). This report is due at the same time as the application for next year's grant is due (October, 2024). Please contact Arts Board staff with any questions.

Retention of Records

Grant recipients may be subject to an audit by the Arts Board or the National Endowment for the Arts. Organizations must retain financial records, including supporting documents, and all other information pertinent to an Arts Board grant for six years after the receipt of the award. This includes invoices, canceled checks, receipts, itemization of in-kind contributions, and general ledger records.

Accessibility, Compliance, and Documentation

All Wisconsinites should have access to the arts as audience members, participants, and artists. In order to comply with state and federal laws prohibiting the Wisconsin Arts Board, as a recipient of federal funds, from providing support to people or entities that discriminate against individuals with disabilities, each grantee is required to provide assurances that it will comply with Section 504 of the Rehabilitation Act of 1973 ("Section 504") and the Americans with Disabilities Act of 1990 ("ADA"), in making its programs and activities accessible to individuals with disabilities.

By signing the Arts Board application and contracts, grantees acknowledge that their programs, services, and facilities should be accessible to people with disabilities. Monies will not be granted and the Arts Board's endorsement or sponsorship will not be provided unless the applicants are able, upon request, to provide documentation of their efforts to be in compliance. Such documentation might include, but is not limited to, records of accessibility efforts completed to date, readily achievable facility access changes which have been accomplished, provision for maintaining accessibility features, training or education efforts designed to improve accessibility by individuals with disabilities, and efforts to involve such individuals in planning and achieving access to facilities and programs. Please visit the [National Endowment for the Arts](#) website for more information.

Affirmative Action Plan

The Arts Board encourages all organizations to be as inclusive as possible in their hiring practices. In addition to this, it is a requirement of the State of Wisconsin that organizations with fifty or more employees that receive grants of \$50,000 or more must submit a written affirmative action plan acceptable under Wisconsin Statutes and Administrative Code within fifteen working days after the contract is awarded. Some exemptions apply. Arts Board staff will contact your organization should it be required to submit an affirmative action plan.

Appeals

The Arts Board recognizes that errors may occur in its application process and is committed to acknowledging any such errors and responding to rectify the effects of an error. The following appeals process enables applicants to identify these errors and omissions, and bring them to the attention of the Board, if the applicant can satisfactorily document that the application was misrepresented or improperly reviewed through no fault of the applicant.

Applicants may appeal the Board's funding decision only on the following grounds:

- a) The Arts Board has made a procedural error in handling the application; or
- b) A member of the staff, peer advisory review panel, or the Board violated the conflict of interest policy of the Board. Board decisions are subject to reversal or modification solely on these grounds.

The appeal must be made exclusively based on materials submitted at the time of application. Changes in the applicant's situation after submittal cannot be considered. Evaluations of artistic quality or merit, including artistic excellence and leadership, the quality of the artistic activity, or the artistic work of an individual artist are not subject to appeal. The amount of the grant may not be appealed. No interpretation or judgment of relevant peer review panels may be appealed.

Any appeal must be submitted in writing to the Arts Board's Chairperson and postmarked no later than thirty (30) calendar days after the sent date of the written notification of the Board's decision. The appeal letter should identify the error or omission and the effect such error had on the recommendation of the advisory panel.

The Board Chairperson will review each appeal in consultation with the Executive Director to determine whether grounds for an appeal exist based on the above criteria. If such grounds are determined to exist, the appeal will be forwarded to the Executive Committee of the Board for consideration. The Executive Committee will solicit staff comment, review records and otherwise seek information pertaining to the case, and then will formulate a recommendation for action to the entire Board. If the appeal is supported by the Board, funds will be awarded only if they are available.