



Woodland Indian Arts Grant Program Guidelines Fiscal Year 2024 (FY24)

FY24 Deadline: October 26, 2023

This program is supported with funding from the State of Wisconsin through Wisconsin-Tribal Gaming Compact monies.

The Wisconsin Arts Board, based in Madison though serving the entire state, occupies the ancestral land of the Ho-Chunk Nation. We recognize the 12 First Nations of Wisconsin, and the many other Indigenous Peoples and Tribes who have called this land home, those who live here today and those who were forcibly removed from their homelands. The Arts Board seeks to build mutually beneficial relationships with Indigenous community members, leaders, artists, and tradition-bearers, creating opportunities for the exchange of ideas, creativity, and culture. We honor the many diverse Indigenous peoples and vibrant cultures connected to this land on which we live, work, learn, and gather.

Purpose:

The Woodland Indian Arts (WIA) Program is designed to promote and develop a foundation of cultural and economic support for traditional and contemporary Native American arts in Wisconsin. Its goal is to strengthen Native arts in Wisconsin for the long term. As part of this work, the Wisconsin Arts Board annually distributes funds from Gaming Compact monies to support artistic activities among [Wisconsin’s tribes, bands, and urban Indian communities](#).

Types of Activities Funded:

Funding priority goes to activities that work to build a long-term structure of support for Native arts and culture in Wisconsin. Eligible activities include but are not limited to:

- Professional arts administration positions in support of Native arts,
- Projects focused on the documentation, preservation, or revitalization of arts activities, language, foodways / food traditions, or cultural knowledge in Wisconsin’s Native communities,
- Presentation and promotion of Native artists and culture bearers through festivals, markets, exhibitions, various media and other forms of presentation,
- Technical assistance and professional development to Native artists and arts organizations, and
- Planning in preparation for any of the above.
 - *Planning projects might focus on engaging the arts to adapt to the continually changing environment, developing alternative ways of meaningfully engaging with the applicant’s community, or seeking professional development or training that supports planning or adaption.*

New, expanded, or existing projects are eligible. Traditional and contemporary art forms are welcome.

Who Can Apply:

Applicants must be Native-led organizations and/or organizations that provide direct services to members of Wisconsin’s Native American communities and:

- are a unit of tribal government or hold tax-exempt status from federal income tax under Section 501(c)3 of the Internal Revenue Code;
- are incorporated in and conduct business in Wisconsin and have been doing so for at least 3 years;
- conduct arts-related work that involves and benefits Wisconsin’s Native American communities;
- are the most appropriate sponsor for the proposed activities;
- and are able to match each dollar of Arts Board support. The match can be in the form of cash or in-kind contributions, or a combination of the two.

Unincorporated nonprofit groups and incorporated nonprofit organizations that have been doing mission-related work for at least three years but lack 501(c)3 status from the Internal Revenue Service (IRS) can apply using a separate nonprofit organization as a [fiscal receiver](#).

Timeline:

Thursday, October 26, 2023
 November 21, 2023
 Friday, December 15, 2023
 December 2023

Applications due by 3 pm
 Panel meets to review applications
 WAB votes on panel’s funding recommendations
 Arts Board sends contracts and grant proposal revision reports to grant recipients. Awardees must submit signed

January 1, 2024 – November 30, 2024
December 31, 2024

contracts and other required paperwork. Checks will be issued upon WAB receipt of all necessary materials. Activities may occur in this period.
Final report due

To Apply:

Applicants must complete the Woodland Indian Arts application and submit it electronically by **Thursday, October 26, 2023**. If you are unable to complete an electronic form, please contact the Arts Board to make alternative arrangements.

- **Access WAB's Online Application System** (<http://wab.smartsimple.com/>)
 - If you have not yet registered with WAB's Online Application System, click the **'Register'** button under the log-in section and complete the registration.
 - User and log-in information will be emailed to the address provided within your registration. Set your password and log-in.
- Log-in and click **'Funding Opportunities,'** select the 'Apply Now' button under **Woodland Indian Arts**.
- Complete the FY24 application form, clicking 'Save Draft' at the end of each page.
 - **Applicants have the option to submit their narrative responses via video or audio recording.** Please contact Kaitlyn Berle (kaitlyn.berle@wisconsin.gov) before October 19, 2023, if you are interested in this submission method.
- When finished, click 'Submit.'
- You will receive a confirmation email once your submission has been accepted.

Award:

The award range is **\$1,500 - \$6,000**. Your grant request cannot be less than \$1,500 or more than \$6,000. Often there are more requests than funds available. It may not be possible to fund all deserving applicants at 100% of their request in a particular year.

A 1:1 match is required for these funds. This means that the amount of the grant request cannot be more than half the overall budget of the project. The applicant match may be in-kind, cash, or a combination of the two.

If necessary, payments can be made to a fiscal receiver on behalf of the applicant. For assistance identifying a fiscal receiver, call Kaitlyn Berle at (608) 266-8106 or email kaitlyn.berle@wisconsin.gov.

Grant Proposal Assistance:

Arts Board staff is available to provide assistance throughout the year. This includes refining proposal ideas, discussing fiscal receiver issues, reviewing proposal drafts, and providing other forms of assistance. Call Kaitlyn Berle at (608) 266-8106 or email kaitlyn.berle@wisconsin.gov for those types of issues. For technical questions about the application, contact Dale Johnson at (608) 264-8191.

Discussions with staff do not influence funding decisions.

Application Form:

First complete the **Applicant Information** tab and click the 'Save Draft' button at the bottom of the page.

Next, click the round letter icon in the top righthand corner of the form and click 'Organizational Profile.' Scroll to the bottom of that page and complete the Mission Statement and Brief Organizational History sections. Click on the 'Save' button at the bottom of the page.

At this point, you may begin completing the other 5 tabs:

Project Details

Provide summary information of the project, those involved in and affected by it, and budget.

Budget

Create and upload a one-page budget for the proposed project, in pdf format. In that budget, include the project's INCOME and EXPENSES. Note that the Total Project Expenses should equal the Total Project Income. (The total project income is the grant amount that you request plus your matching funds.) A [sample budget](#) is included in these guidelines.

- The **grant amount requested** can range from \$1,500 to \$6,000.
- The **matching funds** can come from cash income or in-kind donations. The matching funds must be at least equal to the amount you are requesting from WAB. (Overmatching is OK.)
 - o **Cash** can be any funds coming from sources such as foundations, government agencies, or individual contributions; ticket sales; earned income; as well as any funds the applicant organization is contributing via staff time, space usage, printing expenses, supplies, etc.
 - o **In-kind** can be any donation of goods and services, or any contribution made by partners such as staff time, space usage, supplies, etc. The [dollar equivalent of volunteer time](#) or donated materials is in-kind as well. All items included as in-kind income must be included in the budget as expenses.
- In your budget, please asterisk (*) those income items that are "pending" and not yet confirmed.
- Think about the different types of **expenses** for the proposed project's budget:
 - o **Salaries and wages** of the applicant organization's staff who are involved in the project — Include fringe benefits when appropriate.
 - o **Travel** — Include transportation, meals, and lodging. Identify the travelers.
 - o **Other Expenses** —Include contractual services of artists or technical/production specialists, promotion and marketing, telephone, photocopying, postage, supplies and materials, publication, distribution, translation, transport of items, rental of equipment, and other project-specific costs.
- Applications that do not have a balanced budget in which the total project expenses equal the total project income, or that do not have the required match will not be considered in the panel review.

When planning your budget, know that **Arts Board funds cannot be spent on the following** types of items: capital expenditures (e.g., renovation of a building); benefit/fundraiser activities; prizes, awards, or competitions; individual tuition or activities for which academic credit is given; out-of-state travel; hospitality expenses (e.g., refreshments at receptions, gallery openings, etc.); space rental; general operating expenses; deficits incurred from past activities; or activities that occurred before the start of the grant period.

Narrative

1. Describe the proposed activity in 500 words or less. Be sure to include the following information:
 - A general description of the proposed activity (describe the project in 1 or 2 sentences. It is good to include the **goal** of the project here)
 - Be sure to address details about the proposed activity that include the:
 - What – What will occur in the project?
 - Why of the project – e.g., why are you doing this? Why does the community need this activity? How will this activity strengthen the foundation for Native arts in Wisconsin?
 - Who – Who will be doing the work? Who are the specialists and/or partners involved? Who is the audience or beneficiaries? If an artist is involved, why is this artist the most appropriate one for the activity?
 - When & Where – In what month will the activity begin? In what month will it end? Where will the activity occur?
 - Whether this is an expansion or continuation of an existing activity. If it is a continuation, explain how this proposed activity is connected to the existing activity.
2. If the applicant organization has received WIA funding for the proposed activity in the past, provide a brief update on the progress of the ongoing project, the evaluation methods that you are using to determine its success, and what you have learned from your evaluation of the activity so far.
3. Provide a brief description of the community in which this activity will occur, or of the community that will benefit most from the activity (100 word maximum).

Work Samples

Along with the application, you will need to include a work sample. This is supporting material that gives evidence of the high quality and/or cultural significance of the proposed art and/or the qualifications of the people involved. Applicants may include up to 10 digital images, provide web links to audio or video samples, upload audio or video files, literary work, and – if appropriate to the project – resumes or position description of the key people involved. Use the fields provided in the application form to submit your work samples.

- **Images** - For each visual artist involved in the proposal, upload excellent quality images of recent work in JPEG format (jpg). Applicants may include **up to 10 digital images**. Images that show past events or products appropriate to the current proposal are also welcome.
- **Audio/Video Files or Links** – For each performing artist involved in the proposal, upload an audio or video file, or include a link to an audio or video sample that illustrates high quality

recent work. Video that shows past events or products appropriate to the current proposal are also welcome.

- **Literary Work** – Upload (or include a link to) a literary sample. If not available electronically, mail a print version.
- **Other/Administrative Documents** – If appropriate to the project, upload a file that provides details about the experience and qualifications of people who are key to this project, or a description of the qualities that will be sought in such people.

Follow the instructions provided in the application form to upload work samples. After uploading work sample images/audio/video, **click the (middle) properties button** under each image to add the required information for each uploaded file. Be sure to include this information.

If the work sample is physical, send a copy of the work, not an original, to Wisconsin Arts Board, PO Box 8690, Madison, WI 53708. Mailed work samples will not be returned to applicants.

Use this general guide for selecting appropriate work samples:

- If requesting grant assistance for professional arts administration positions in support of Native arts – submit a résumé of proposed administrator or job description for proposed administrator;
- If requesting grant assistance for documentation of arts activities and cultural knowledge in Wisconsin’s Native communities – submit work samples that show the types of artists and arts activities expected to be documented;
- If requesting grant assistance for providing technical assistance and professional development to Native artists and arts organizations – submit a résumé of proposed trainer/assistance provider;
- If requesting grant assistance for the presentation and promotion of Wisconsin’s Native artists through festivals, markets, exhibitions, various media and other forms of presentation – submit work samples of proposed artists and/or work samples that show the quality of past presentations by the applicant organization;
- If requesting grant assistance for planning in preparation for any of the above –submit work sample as described above.
- Please contact Arts Board staff with any questions related to work samples.

Certification

Use the ‘Signature’ box to provide an electronic signature from an [authorized representative](#) of the applicant organization, and if appropriate, an authorized representative of the fiscal receiver organization.

To Submit:

To submit a completed application, click the ‘Submit’ button at the end of the application form by the 3 pm deadline of **Thursday, October 26, 2023**.

Application Advice:

The application will ask questions about the applicant organization, the proposed activity, the proposed budget, and the artists and communities involved in the activity. Regarding specific questions asked in the application:

- Applicants must have a federally required **Unique Entity Identifier (UEI)** which replaces the previously required DUNS number (to obtain a UEI, follow the instructions at <https://SAM.gov/content/entity-registration>). If a 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.
 - o To add your organization's UEI in SmartSimple, click the round letter icon in the top righthand corner, select 'Organizational Profile' and enter the information in the SAM UEI field. Click the 'Save' button at the bottom of the page.
- If you are using a fiscal receiver, the fiscal receiver organization must have a UEI (and the applicant organization does not need one).
- Only those applicants using a **fiscal receiver** need complete that part of the application. If you answer 'yes' to the question about using a fiscal receiver, the Fiscal Receiver Organization Information section of the application will appear.
- Some of the questions on the application refer to information the Arts Board is required to send to our federal partner, the National Endowment for the Arts. If you have questions about any question that we ask, please contact Arts Board staff.
- The [Applicant's Current Year Organizational Budget](#) should be for the year that the applicant is in when it submits the application.

Evaluation Criteria:

A review panel will convene in November 2023 to evaluate the applications and make funding recommendations. Anyone can attend these meetings as a silent observer; the panel will convene virtually. The panel's recommendations will be reviewed by the Wisconsin Arts Board at its December meeting. WAB staff will notify applicants as to how their application fared following the board meeting.

Applications to the WIA grant program will be evaluated on the following criteria:

1. The degree to which the proposed activity will serve a need or interest in one or more of the identified Native American communities in Wisconsin.
2. Artistic quality involved in the proposed project,
3. The feasibility of the proposed activity,
4. The feasibility of the proposed budget,
5. And the degree to which the proposed activity will develop a foundation of cultural and economic support for Native arts and culture in Wisconsin.

Definitions:

Authorized representative – This is a person with authority to commit an applicant legally, usually the executive director or the president of the board of directors.

Fiscal receiver – An incorporated, nonprofit, tax-exempt organization that provides administrative and financial services for projects initiated by unincorporated, nonprofit organizations – or by incorporated, nonprofit organizations that do not have financial/administrative capability or meet the 3-year requirement. The fiscal receiver accepts responsibility for administering paperwork and project funds throughout the Arts Board’s grant process. The unincorporated group or organization completes the project activity.

In-kind contributions – Goods or services contributed to the applicant organization by individuals, other agencies, or businesses that have a demonstrable cash value. These may include items such as donated or discounted space and equipment rental, printing, advertising costs, professional services and other labor, etc. In-kind contributions are valued at fair market price and must be capable of being verified upon request.

Matching funds – The portion of the activity costs not borne by the Wisconsin Arts Board. Matching funds must amount to at least 50 percent of total costs.

Organizational budget – All funds budgeted for an organization’s operations, activities, programs, and services during a fiscal year. Operating expenses do not include capital funds, endowment funds, reserve funds or any other funds not allocated to the annual operating cycle of the organization.

Wisconsin’s Native American bands, tribes and urban Indian communities –

Bad River Band of Lake Superior Chippewa Indians

Brothertown Indian Nation

Forest County Potawatomi Community

Ho-Chunk Nation

Lac Courte Oreilles Band of Lake Superior Chippewa Indians

Lac du Flambeau Band of Lake Superior Chippewa Indians

Menominee Indian Tribe of Wisconsin

Oneida Nation of Wisconsin

Red Cliff Band of Lake Superior Chippewa Indians

Sokaogon Chippewa Community

St. Croix Chippewa Community

Stockbridge-Munsee Band of Mohican Indians

Urban Indian populations in Milwaukee, Madison, Green Bay, La Crosse and other metro centers

WIA Sample Budget

Applicant Organization Name
Woodland Indian Arts
FY24 Budget Proposal

INCOME

Cash –

Applicant Organization staff time	\$2,500
Wisconsin Humanities	\$2,000
Ticket sales at concert, 70 @ \$10*	<u>\$ 700</u>
Total Cash Income	\$5,200

In-Kind Contribution–

Volunteer ushers at concert, 10 @ \$29.95**/hour equivalent	\$ 300
University of Wisconsin Extension staff time & exhibit	<u>\$ 1,500</u>
Total In-kind Income	\$1,800

Total Match \$7,000

Grant Amount Requested

Wisconsin Arts Board funds will be used for:

Artist honorarium, printing & marketing \$2,750

Total Income: \$9,750

EXPENSES

Cash—

Salaries and wages of Applicant Organization staff for event 2 staff @ 10 hrs/week for 5 weeks @ average \$25/hr.	\$ 2,500
Guest artist fees for concert & 5 school workshops	\$ 3,600
Travel for guest artist	
Mileage for 5 round trips (361 miles/trip @ \$.51/mile),	\$ 920
4 nights lodging (@ \$82.00/night), meals (@ \$38/day)	\$ 480
Printing & marketing	<u>\$ 450</u>
Total Cash Expenses	\$ 7,950

In-Kind Expense—

Volunteer ushers at concert, 10 @ \$29.95/hour equivalent	\$ 300
University of Wisconsin Extension staff time & exhibit	<u>\$ 1,500</u>
Total In-Kind Expenses	\$1,800

Total Expenses: \$9,750

*Indicates pending income

**Independent Sector's current [Value of Volunteer Time rate](#)