

Dane County Cultural Affairs Commission

Arts-in-Schools Grants

The Commission

The Dane County Cultural Affairs Commission is a government agency created by ordinance in 1977 to support public participation in local arts and historical activity and to increase public access to the cultural resources of Dane County. As a division of the County Executive Office, the commission serves county residents through three program areas: grants; information services; and commission-produced programs. The eleven-member commission, composed of three county board supervisors and eight citizen representatives, is responsible for the adoption of policies and programs and for the approval of all grants.

Arts-in-Schools Grants

Grants are awarded competitively by the Cultural Affairs Commission three times a year to Dane County public school districts, private schools, nonprofit organizations and individuals seeking supplementary support for arts-in-schools projects. Eligible activities offering quality artistic experiences for K-12 students include lecture-demonstrations, workshops, performances, and residencies designed to study and celebrate the creative process. Activities may encompass architecture, dance, folk arts, literary arts, music, theater, and visual arts. Local history and historic preservation projects are also eligible.

- **Grant application deadlines are February 1, June 1 and September 1.** Proposals should be submitted by February 1 for a May 1-January 1 project period; June 1 for a September 1-April 1 project period; and September 1 for a December 1-July 1 project period.
- Proposals must be postmarked or delivered to the Cultural Affairs Office on or before the grant deadline. If a deadline falls on a Saturday, Sunday, or holiday, applications must be delivered to the office by 4:30 p.m. on the preceding work day, or be postmarked on or before a grant deadline. Late submissions cannot be considered. If the United States Postal Service or other delivery service is used, it is the applicant's responsibility to ensure postmark on or before the due date. Mailed proposals must be received by the Cultural Affairs Office within four days after the deadline.
- Proposals for arts-in-schools activities must be submitted on the arts-in-schools application form provided by the Cultural Affairs Office. Proposals having local history as their primary focus should be submitted on a local history application form provided by the office. Proposals for student programs conducted outside the school environment should be submitted on the standard arts project grant application form provided by the office.

Eligibility

- Dane County nonprofit organizations, public school districts, private schools, and individuals are eligible to apply for arts-in-schools grants. Grant proposals from individuals are eligible if a proposed project involves no

- more than two individual presenters. In cases where there are more than two presenting individuals, the application must be submitted by an eligible not-for-profit organization.
- Proposals from organizations will only be considered from those which are exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and to which donations are allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended.
- Proposals will not be considered from applicants who have not fulfilled their obligations to the commission under the terms of previous grants.

Review Criteria

The following criteria are applied by the commission's advisory panels in the review of arts-in-schools proposals.

- Quality of the proposed program
- Innovation/emphasis on the creative process
- Strong administration and faculty involvement in planning, scheduling and evaluation of the program
- Careful financial planning
- Ability of applicant to successfully complete the program

Geographic distribution of grant funds is also considered by the commission in its award decisions.

Application Guidelines

- Arts-in-schools grants only support activities which occur in public or private schools located within the boundaries of Dane County.
- Grants must be matched on a dollar-for-dollar basis with the Cultural Affairs Commission providing no more than fifty percent of the total program budget. Matching funds must include cash contributions, although in-kind services are allowable as a partial match. *At least twenty-five percent of the total cash contributions to the project must be provided by such sources as the school, school district, parent-teacher organization, local foundations, or other private sector sources.* In-kind services may include the value of donated space, materials, loaned equipment, and contributed professional services. Dollar value of professional services should be based on a local wage scale acceptable to the commission. Nonprofessional volunteer time cannot be considered as an in-kind service.
- Grants may be used for personnel costs (including artist honoraria and fees), travel, equipment rental, and materials.
- Grants may *not* be used for general operating expenses, purchase of permanent equipment, capital expenditures, prizes, tuition, scholarships, teacher training, curriculum development, food or refreshments, deficits incurred from past activities, fundraising or profit-making activities. The commission cannot support commercial ventures.
- The commission may approve an amount less than requested by the applicant.

- A grant carries no commitment for future support beyond the term of the project.

Instructions

- Applicants are strongly encouraged to discuss their proposals with the commission staff well in advance of a grant deadline. Because staff does not participate in award decisions, the Cultural Affairs Office is available to provide assistance to all grant applicants.
- Proposals must be typed in standard-size 10-12 point type and submitted on the appropriate application form provided by the Cultural Affairs Office. Proposals on computer disk or faxed applications will not be accepted.
- Proposals must include *one original and eight complete copies*. Materials such as supporting letters, planning schedules, touring itineraries, reviews and resumes of participating professionals should be attached to the original proposal and all eight copies. Only one copy of a work sample, such as a manuscript, slides or video tape, is required to provide evidence of project quality. If slides are submitted, please attach a descriptive slide list. If you are submitting video or audio tape samples, please cue a five-minute segment and attach a brief, written description of the work sample.

Make an extra complete copy of the application for your own files.

Review and Award Process

- All proposals receive careful review by a panel of knowledgeable citizen advisors. Panel funding recommendations are forwarded to the Cultural Affairs Commission for final award decisions. This process takes about eight weeks.
- Announcements of grant decisions will be mailed to all applicants. The terms of a grant are set forth in a legal contract of agreement signed by Dane County and the grantee. Grant funds must be expended within the designated project period, in accordance with the plans and assurances described in the grantee's application.

Mini Grants

In special circumstances, mini grants of up to \$1,000 are available for project assistance in emergency situations or for unique opportunities. Mini grant proposals must clearly document the emergency need or unique nature of the request and must be submitted to the Cultural Affairs Office at least ten days before a commission meeting. All other requirements of the general grants program apply to mini grants.

- Nonprofit organizations applying for grants must include one copy only of the following: a mission statement of the organization; list of current board of directors and staff to the project; organizational budget for the year in which the project is occurring; and the Internal Revenue Service letter determining federal tax exempt status. These may be attached to the original application; eight copies are not required. Schools and school districts need not submit this information.
- To prepare a proposal for submission, punch each complete set with a three-hole punch. Bind the original application and eight copies with paper clips or rubber bands. *Please do not use staples, folders or binder books.*