

Chequamegon Bay Arts Council
Creative Community Grant
2010

The Chequamegon Bay Arts Council (CBAC) sponsors an annual program to award grants to artists and organizations in Ashland and Bayfield County. In providing these resources, CBAC hopes to deepen and expand the success of the arts in the Bay Area by fostering artistic growth, aiding in the initiation of quality artistic endeavors, and creating additional arts opportunities throughout the community.

Grant Schedule

- Applications Available.....December 1, 2009
- Application Deadline (Postmarked).....February 19, 2010
- Panel Review.....1st week of March 2010
- CBAC Board of Directors Review.....March 8, 2010
- Announcement of Grant Recipients.....March 15, 2010
- Project Completion.....by January 31, 2011
- Final Reports Filed.....Within 90 days after project completion

Grant Amounts

Awards will be for no less than \$2,500 and no more than \$5,000. The Review Panel may approve an amount less than that requested by the applicant. *For grant requests of \$1,000 or less, please use the **Project Grant Application**.*

Eligible Applicants

Individuals and organizations in Ashland or Bayfield County are eligible to apply for CBAC grants. Organizations must have 501(c)(3) status. Individuals or organizations that have received funding in a previous year and have not filed their final reports are ineligible.

Eligible Projects and Criteria

Proposed projects may include public exhibitions, performances, publications, touring productions, commissioned art, or educational activities. Artistic disciplines may encompass dance, theater, music, folk arts, literary arts, video, film or the visual arts. The Review Panel makes an effort to ensure that grant recipients are from a variety of artistic disciplines and that projects target a variety of audiences. Ongoing programs are eligible; however, new programs and projects will be given priority.

The Review Panel uses the following criteria in evaluating Project Grant proposals:

- Community benefit
- Artistic merit and/or innovation
- Ability of the applicant to successfully complete the project
- Potential for applicant's growth and development

Grant Requirements

- Applicants are required to provide a 1:1 match for CBAC requested funds. At least half of the matching funds must be cash (see budget page and FAQ for more information).
- Applicants are required to include a public outreach component in the project.

*This program is made possible by funds made available to us from the Wisconsin Arts Board and from matching funds generously and graciously contributed by local supporters of the arts.
Thank you for helping the arts to flourish in the Chequamegon Bay area!*

**Chequamegon Bay Arts Council
Creative Community Grant Cover Page - 2010**

Applicant: _____
Name of representative: _____ (If applicant is an organization)
Address: _____
City: _____ State: _____ Zip: _____
Phone (day): _____ Phone (evening): _____
Email address: _____
Fiscal receiver (If different from applicant): _____
Are you a CBAC member ___ Yes ___ No (Not required but encouraged!)
Have you or your group received CBAC funding before? ___ Yes ___ No
Grant Amount Requested: _____
Arts Discipline: _____

Submitting your Grant Application

Please include the following items in your grant application in the order specified.
Incomplete applications will not be considered.

1. **Completed Cover Page**
2. **Project Description** (On a separate sheet of paper respond to each of the following)
 - a. Describe specifically the program or activities for which you are requesting funding.
 - b. Define your audience and explain how the community will benefit from your project.
 - c. Explain how this undertaking will enhance your artistic development.
 - d. Describe your qualifications to execute this project. You may attach a resume or portfolio examples such as slides, photos, recordings, or videos.
 - e. How will you meet CBAC's requirement for a performance or outreach project that is available to the general public?
 - f. List your proposed schedule for grant activities. Be sure to include the location of the public performance and your project completion date.
 - g. Estimate the number of individuals that may benefit from your project (total audience, participants, students, teachers, etc.). Estimate the number of artists participating.
3. **Completed Budget Forms** (Use forms provided)
4. **Letter of Commitment** (Required if match is provided by an individual or organization other than the applicant)

**Send original and 3 copies to: Chequamegon Bay Arts Council
P.O. Box 25 Washburn, WI 54891**

Chequamegon Bay Arts Council Grant FAQ

Do I have to be a CBAC member to apply for this grant?

No, however membership is strongly encouraged to show support of our mission as an arts organization.

What geographic restrictions apply?

Applicants must reside in Ashland or Bayfield County and projects must primarily benefit citizens of those counties.

Can organizations apply for a project grant?

Yes, government or non-profit organizations with 501(c)(3) status can apply for grant funding.

Can individuals apply for a project grant?

Yes, individuals may apply; however, they will be personally liable to pay taxes on the grant income. For tax purposes we recommend that individuals who are not self-employed use an eligible organization as a fiscal receiver.

What matching funds requirement applies?

CBAC will fund no more than half the total cost of a project. Grant recipients are required to match the CBAC grant dollar for dollar.

The match must include cash in an amount equal to at least half of the amount being requested. The balance of the grant budget may be cash or in-kind contributions. In-kind contributions are defined as the dollar value of services, talents, facilities, or supplies donated to the project.

Can artists receive cash compensation for work on a project?

Yes, funds may be used to pay artists. In the budget section of the application, detail the value of artist work as an hourly wage multiplied by an estimate of the number of hours required for the project.

Can an artist count his/her time as an in-kind donation for a project?

If the grant applicant is an organization, an artist's time may be used as an in-kind donation. If the grant applicant is an individual artist, their time may *not* be use as an in-kind donation.

Can non-artist volunteer time count toward in-kind donation?

The time of persons acting in a professional capacity during the project, even though they may not be artists, can be used as an in-kind contribution. The time of unprofessional volunteers cannot be considered as an in-kind donation.

What items related to a project are not eligible for funding by CBAC?

Grants are not to be used for general operating funds, for the purchase of permanent equipment, prizes, conference fees or tuition.

Can an applicant use other sources of funding to match a CBAC Grant?

Yes. When additional project funds are coming from other sources, applicants must demonstrate the ability to acquire all funds needed to complete the project in a timely manner. Letters or other documentation of outside support is encouraged.

No other Wisconsin Arts Board funds may be included in the budget for this project. This includes Wisconsin Arts Board funds distributed by regional organizations such as the Duluth-Superior Foundation and the La Pointe Center.

When may a project begin?

The project may begin after the grant recipient is notified. No funds may be used to reimburse any costs incurred prior to the grant award, and a project may not have a start date that is before the grant award.

How do I share the proposed project with the greater community of the Bay area?

We require that each project include a public component. This may be an exhibition, performance, etc. and must be open for the general public to attend. If an admission fee is charged, include this projected income in the budget.

Notify CBAC of the time of your event so that information can be published in our quarterly newsletter.

What about acknowledgments if my project is funded?

All promotional publicity, news releases, and printed programs for the project must display a prominent acknowledgement of CBAC and Wisconsin Arts Board (WAB) funding. At any public performance a verbal announcement of CBAC and WAB support must be given.

What do I need to know about liability?

The grantee assumes full liability and responsibility for the conduct of the project and agrees to indemnify CBAC and its Board of Directors from any liability that is a consequence of a funded activity.

How do I make my grant application more successful?

Write a clear and thoughtful proposal. Attempt to address those questions you think a grant reviewer would ask about your proposed project. Complete all parts of the application. Proposals thrown together in haste do not compete well.

The budget is a very important part of your proposal. Make sure that all activities described in your narrative are reflected in your budget. Never inflate your budget request. Our reviewers are most likely to approve a request that is honest and reasonable. And remember — check your math!

If you have additional questions or need technical assistance, please do not hesitate to contact Paula Maday, CBAC Grant Coordinator, at (715) 682-3007 or paulamaday@gmail.com.

Chequamegon Bay Arts Council
Creative Community Grant Post-Application Information - 2010

My grant application is in...now what?

- A public meeting of the Grant Review Panel will be held during the first week of March. Applicants will be notified by the CBAC Grant Coordinator of the exact time and place. Applicants are encouraged, but not required, to attend. During the meeting, applicants will be given a maximum of 3 minutes to explain his or her project. The Review Panel may ask the applicant follow-up questions.
- The Review Panel makes funding recommendations to the CBAC Board of Directors. The recommendations are presented at the next CBAC Board of Directors meeting.
- The CBAC Board of Directors discusses the Review Panel's recommendations and votes to accept, reject or modify recommended awards.
- Notification letters are mailed to ALL applicants, whether their project is funded or not. Notification will take place by March 15.
- Applicants may appeal decisions made by the Review Panel for procedural error or conflict of interest only. Appeals must be filed with the Chequamegon Bay Arts Council within one week of grant award announcements.

I've been funded...what else do I need to know?

- After a contract between the Chequamegon Bay Arts Council and the grantee is executed, a check for 75% of the award will be forwarded. The balance will be remitted after the receipt of the final report, **which is due 90 days after the completion of the project.**
- Grantees must file a final report, account for all funds and evaluate and report the effectiveness of the project.
- Grantees are required to promote their project to the general public. Copies of all promotional materials must be attached to the final report. If you need guidance to promote your project please contact the Grant Coordinator.
- All promotional publicity, news releases, and printed programs for the project must display a prominent acknowledgement of CBAC and Wisconsin Arts Board (WAB) funding. Logos for both organizations are available from the Grant Coordinator. At any public performance a verbal announcement of CBAC and WAB support must be given.
- All grantees are strongly encouraged to give a brief presentation at the annual CBAC grantee celebration.
- Grantees who are unable to complete their project for any reason must contact the Grant Coordinator as soon as possible.

**Chequamegon Bay Arts Council
Creative Community Grant Itemized Budget Form - 2010**

How do you plan to spend the money?

	#1	#2	#3	#4
Budget Item	CBAC Funds	Cash Matching Funds	Value of In-kind Match	Total

Program Personnel: (list people by name)

Supplies and service: (list)

Supplies (list)				
Facility rental:				
Equipment rental:				
Promotion:				
Telephone:				
Postage:				
Other:				

Travel expenses: (32.5¢/mile x miles)

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	#1	#2	#3	#4
TOTALS:				

**Chequamegon Bay Arts Council
Creative Community Grant Itemized Cash Match Form - 2010**

Where is the cash coming from?

CBAC Grant Request \$ _____

(Total from column 1 on the budget page)

Cash matching funds provided by applicant: \$ _____

(Total from column 2 on budget page)

(Must be at least half the grant amount requested)

Itemized sources of cash matching funds

Personal Funds	\$
Private Donations (please list separately)	\$
Grants (other than CBAC) (please list):	\$
Program Admission (ticket sales x estimated audience size)	\$
Performance fees	\$
Sales of CDs, prints, etc.	\$
Other – please specify	\$
TOTAL	\$

Below add any additional comments related to your budget that the Review Panel may find helpful.

**Chequamegon Bay Arts Council
Creative Community Grant Sample Budget - 2010**

Budget Item	CBAC Funds	Cash Matching Funds	Value of In-kind Match	Total
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Program Personnel: (list people by name)

Sue Smith (\$15/hr x 40 hrs) - photographer	\$600			\$600
Bob Jones (\$10/hr x 20 hrs) - framer			\$200	\$200

Supplies and service: (list)

Film (20 rolls x \$10/roll)		\$200		\$200
Film processing and printing	\$200	\$200		\$400
Framing & matting supplies (20 photos x \$20/photo)	\$100	\$100	\$200	\$400
Facility rental: "The Place" (\$5/day x 30 days) + (\$50 opening reception)	\$100	\$100		\$200
Promotion: Newspaper ads, fliers, invitations		\$ 50	\$100	\$150
Postage: 200 postcard mailers x 20¢		\$ 40		\$40

TOTALS:	\$1,000	\$690	\$500	\$2,190
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CBAC Grant Request \$ 1,000

Cash matching funds provided by applicant: \$ 690

Itemized sources of cash matching funds

Personal Funds	\$ 240
Private Donations Mary Smith \$50 John Buck \$50	\$ 100
Grants (other than CBAC) (please list): "The Foundation"	\$ 250
Program Admission (ticket sales x estimated audience size)	\$ 0
Performance fees	\$ 0
Sales of CDs, prints, etc.	\$ 100
Other – please specify	\$0
TOTAL	\$ 690