

25515 - Short Order Project 2024-02 (Arts In Education, Dance, Multidisciplinary Arts/Culture, Music, Theater, Visual Arts and Local History)

Funding Opportunity Details

Project

Final Application Deadline: Aug 1, 2024 4:00 PM

Status:	Test
Posted Date:	Feb 1, 2024 3:04 PM
Award Amount Range:	No Limit - \$1,000.00
Project Dates:	11/01/2024 - 12/31/2025
Award Announcement Date:	10/16/2024
Program Officer:	Augusta Brulla
Phone:	(608) 283-1475 x
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Description

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Short Order Project Grant Opportunity – A Simplified Application Tied to a Smaller Grant Award, for New Applicants

The Dane County Cultural Affairs Commission awards short order project grants in two grant cycles per year. **Short order project grants are intended for those who are new to the Dane Arts grant program. "New" means someone who has never applied, applied but was not funded, or whose most recent grant award happened prior to 2009.** Projects have personnel and a specific budget focused upon a collection of activities directly related to one another, i.e., concert series, production or exhibition.

Activities Supported Include But Are Not Limited To:

- Architecture/Design
- Culture
- Film/Video
- Folk Arts
- History
- Literary Arts
- Performing Arts
- Visual Arts

All grant-supported projects must:

- Culminate in tangible activities presented to the Dane County community that directly benefit Dane County citizens and residents
- Be conducted in Dane County, Wisconsin
- Allow public access to the project or program

The Commission rarely provides primary financial support; rather, grants are designed to help leverage additional funds from other sources and foster applicants' success in securing diverse funding.

Application Deadlines

Grant application deadlines and project periods:

- **First Grant Cycle (February 1)** for primary activities including public presentations happening between May 1 of current year through June 30 of the following year
- **Second Grant Cycle (August 1)** for primary activities including public presentations happening between November 1 of current year through December 31 of the following year

Applications must be received by 4:00 p.m. CT on the day of the grant submission deadline.

Eligibility

Eligible Applicants

- Individuals
- Nonprofit Organizations (with proof of 501(c)(3) status)
- Municipalities
- Schools and School Districts
- Non-county Government Agencies
- Qualified Designated Fiscal Receivers in Dane County for organizations without formal nonprofit status
- Fraternal organizations and faith communities whose projects/programs for which the grant is being requested do not promote religion or a particular religious doctrine
- Dane County Residency
- Short order project grants are intended for those who are new to the Dane Arts grant program. "New" means someone who has never applied, applied but was not funded, or whose most recent grant award happened prior to 2009.

Additional Eligibility Considerations

- Applicants may not submit more than two Short Order Project Grant Applications per cycle. Applicants are allowed to apply for up to three project grants (not more than two short order grants in one cycle) per year, as long as all funding requests in one year, over the two cycles, does not exceed \$2,000.
- Degree-seeking students may not apply for grants that support projects/programs directly related to their academic work.
- Individuals are eligible applicants if a proposed project/program involves no more than two primary individual presenters. In cases where there are more than two, application must be submitted by an eligible organization.
- Applications will not be considered from grantees that have not fulfilled obligations to the Commission under terms of prior grant awards.
- Applicants must be at least 18 years in age at the time application is submitted.

Review Criteria

The following criteria are applied in the Commission's Grant Application review:

- **Quality and creativity** of proposed project
- Level of **community impact and public benefit**
- Evidence of thorough and **realistic financial planning**
- Ability of applicant to **successfully complete project**
- **Impact and influence of grant award** to overall success of project

Application Guidelines

Amount Requested

- Short Order Project Grants have a request amount range and limit, that may change from cycle to cycle. This information will be included in grant opportunities listed on our website. Applications that include a grant amount request in Budget Summary exceeding upper limit will be ineligible for consideration and review.
- Commission grants only may account for up to 50% of a total project budget.
- The amount requested must be matched on a dollar-for-dollar basis. Matching funds may include earned income, cash contributions, and in-kind contributions, e.g., donated space, materials and supplies, loaned equipment, donated professional services calculated on a local wage scale (non-professional volunteer time is not an acceptable in-kind service to be included in a budget).
- The Commission strongly favors project budgets that include earned income and/or cash contributions in fulfillment of the matching requirement, as opposed to budgets that only include in-kind contributions in addition to the Commission grant as income.
- A budget error or missing required documents may disqualify an application.

- Commission grants may not be matched by other Dane County tax dollars.
- You **must** include the total cost for all expenses related to your project, not just the expenses to be covered by a DCCAC grant.
- The Commission may award a grant in a lesser amount than what is requested by an applicant. A grant in any amount carries no commitment for future support by the Commission beyond terms of the project supported.

Eligible Applications of Grant Award Dollars

- **Commission project grants MAY be used for:**

- Artistic honoraria and project administrators hired specifically for the project
- Honoraria and fees
- Supplies and materials
- Space rental
- Marketing and promotions
- In-county transportation

- **Commission project grants MAY NOT be used for:**

- Salaries for an organization's artistic personnel and project administrators
- General operating expenses
- Purchase of permanent equipment
- Development of school curriculum or teacher training
- Capital expenditures
- Prizes
- Tuition or scholarships
- Food or refreshments
- Deficits incurred from past activities
- Direct fund raising or profit-making activities, or commercial ventures
- Grants may not support or be focused upon administration, research, surveys, planning and development exclusively

Review and Award Process

- The Commission has a two-step review process that takes up to eight weeks:
 - Panels of knowledgeable citizen advisors evaluate applications. The Commission always welcomes nominations of individuals possessing knowledge, experience and expertise to serve on grant advisory panels.
 - Commission members, using recommendations of the panelists, ultimately make grant award decisions.
- Announcement of grant award decisions is made by phone or email within a week of the Commission's grant review meeting and grant award materials will be sent to applicants shortly thereafter.
- Grant terms are documented in a legal contract of agreement signed by a representative of Dane County and the grant recipient.
- If awarded a grant, a Certificate of Insurance providing proof of a comprehensive general liability insurance policy naming Dane County as an additional insured is required.

Questions?

Please contact us!

Technical Assistance, Policy, Guidelines, Grant Writing Guidance and Other Questions:

Mark Fraire, Director, 608/266-5915
fraire@countyofdane.com

Commission Staff does not participate in the Commission's grant award decision making.

Attachments

Description	File Name	Type	Size	Upload Date
No files attached.				

Website Links

Description	Link
Cultural Affairs Commission Website	www.danearts.com