

Oneida Nation Arts Program

Dollars for Art Program (DAP)

Community Group Application

The applications must be received by or postmarked on the fourth Friday of July for activities occurring October 1 through September 30. Remember you must pre-register on Community Pass before submitting.

Applicant Information

| | | | |
|---|---------|-------------------|--|
| Name of Organization: | | Contact Person: | |
| Address: | | | |
| City: | State: | Zip Code: | |
| Daytime Phone (with area code): | E-mail: | | |
| Art Discipline: | | | |
| Project Title: | | | |
| Project Start Date: | | Project End Date: | |
| ONAP Grant Request Amount: | | \$ _____ | |
| <i>(same as line 13 on the Project Budget Summary Page)</i> | | | |

1. Have you pre-registered for DAP on Community Pass?
 Yes No

2. Have you received DAP funding for a project similar to this proposal? If so, when did you receive funding?

3. Is this project open to the general public? Yes No

4. How many community people do you anticipate reaching? _____

5. How many Oneida artists are contributing? _____

6. What is your organization's mission?

7. Are you any of the following? (check all that apply):
 - Program within the Oneida Tribe of Indians of Wisconsin
 - IRS 501 c(3); year incorporated _____
 - Using a fiscal sponsor

 Authorizing Signature Date mm/dd/yy (if using) Signature of Fiscal Sponsor Date mm/dd/yy

Email completed application to: swilson1@oneidanation.org with subject line: "DAP App Re: your name"

Community Awards

Please provide the following information in your application. All materials must be received by the deadline.

I. NARRATIVE – (up to two typed pages):

1. Provide a brief description of the proposed project including:

- a) What are you planning to do and why? When and where? And who is doing what?
- b) Who is your target audience? And how will you reach them?
- c) What are your goals for this project; what do you hope to accomplish by this project?
- d) Explain briefly the budget summary and project expenses.

2. How will this project benefit the Oneida community? (Why is this project necessary?)

3. If you have received DAP funding for a similar project:

- a) How will this strengthen your connection to the Oneida Community? or
- b) How does this project expand your learning from previous years?
- c) What will you do differently?

II. BUDGET WORKSHEETS AND SUMMARY PAGE

Please submit the budget summary and worksheet. Your income and expense total must be equal. Your ONAP grant should not exceed 50% of the total project expense. You must show a match of at least \$.50 per \$1 requested. And your ONAP grant request may not be used for food (Hospitality) or equipment (Capital Expenditure).

III. SUPPORT MATERIALS (Optional)

1. Maximum of five Support Materials (such as: program brochures, artist materials and resume, letters of support, etc.)
2. Five minute oral presentation about the project to the panel on the day of the grant review.

Submit the following by deadline: 4th Friday of July

- A) Application page, signed
- B) Narrative, up to two pages
- C) Budget Summary
- D) Support Materials (optional)
- E) Budget Worksheet

Email completed application to: swilson1@oneidanation.org with subject line: "2023 DAP App Re: your name"

Community Group DAP Project Budget Summary

| Anticipated Expenses | | | |
|----------------------------------|---------------------|--------------------------------|---------------------------|
| | Total Cash Expenses | Expenses covered by ONAP Grant | Total Cash (+) ONAP Grant |
| 1. Administrative | | | |
| 2. Artistic | | | |
| 3. Technical Support | | | |
| 4. Travel | | | |
| 5. Lodging | | | |
| 6. Hospitality | | Not eligible | |
| 7. Supplies & Materials | | | |
| 8. Printing | | | |
| 9. Publicity/promotion | | | |
| 10. Space rental | | | |
| 11. Remaining Operating Expenses | | | |
| 12. Capital Expenditures | | Not eligible | |
| 13. TOTAL EXPENSES | | | |
| 14. TOTAL IN-KIND EXPENSE | XXXXXXXXXX | XXXXXXXXXXXXX | |
| 15. TOTAL PROJECT EXPENSE | XXXXXXXXXX | XXXXXXXXXXXXX | |

| Anticipated Income | |
|---|--|
| 16. Admissions | |
| 17. Fees | |
| 18. Sponsorships | |
| 19. Other Grants | |
| 20. Fund Raising | |
| 21. Tribal Contributions | |
| 22. Other | |
| 23. ONAP Request | |
| 24. TOTAL CASH INCOME | |
| 25. TOTAL IN-KIND (same amount in # 14) | |
| 26. TOTAL PROJECT INCOME | |

| In-Kind (please list in-kind contributions) | Estimated Value |
|--|------------------------|
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| 27. TOTAL IN-KIND (enter the total in lines #14 & 25) | |

BUDGET EXPLAINED, limit 1 page.

The "RESET FORM" button will clear all fields including budget lines & narrative. Figure out budget line amounts first, and use the reset as needed if you need the form to recalculate. Then type up explanation.

Community Group: SAMPLE of DAP Project Budget Summary

| Anticipated Expenses | | Anticipated Income | |
|--|---------------|--|---------------|
| Expense | Amount | Source | Amount |
| Marketing (Advertising, printing & mailing brochures, flyers and posters) | \$800.00 | Other Grants: (Applicant cannot receive funds for <u>this project</u> from any organization that received regranting funds from the Wisconsin Arts Board) | \$500 |
| Space Rental (Rental of gallery space, theatre hall, rehearsal space, etc.) | \$500.00 | Applicant Cash: | \$250 |
| Publicity/Promotion (Ad in newspaper, social media paid promotion, etc.) | \$600.00 | In-Kind Contributions: (Goods or services contributed to the organization by individuals, other agencies, or businesses that have a demonstrable cash value. Can account for 50% of your project income/match) | \$750 |
| Supplies & Materials (Paint brushes, SD cards for camera, flash drives, canvases, clay, beads, quills, etc.) | \$600.00 | Total Cash Income: (Includes 'Other Grant' and 'Applicant Cash') | \$750 |
| Travel: (Mileage, Uber/taxis, toll charges, rental car, etc.) | \$250.00 | Total In-Kind: (Can only account for up to 50% of artist's match) | \$750 |
| Operating Expenses: (Postage, equipment rentals, insurance fees, shipping costs) | \$250.00 | ONAP DAP Grant: (Should be 50% of total project cost) | \$1,500 |
| Total Expenses: | \$3,000.00 | Total Project Income: | \$3,000 |

Note: The amount of cash you are requesting from ONAP's DAP grant should equate to half of your total project budget. You are responsible for funding the other half of your project. Only 50% of your funding can come from in-kind contributions, the other 50% has to be matched in cash. Admissions, fees, other grants, applicant cash and fundraising revenues count towards your cash match.

DAP Grant Terms & Definitions

DAP Projects: An eligible DAP project is a collaborative endeavor that is carefully planned and designed to achieve a particular aim within Oneida's community. It is either:

- less than three years old at the time of application (this means that the project itself must have been in existence for less than three years, not that the project has received DAP funding for less than three years), or
- a newly expanded dimension of an existing project (this means that the grant application must request support for costs related only to the new elements).

Examples of Eligible Projects:

- A community center presents a series of participatory arts activities for adults and/or youth.
- A neighborhood organization organizes a summer arts festival.
- An artist plans to rent a gallery space to showcase their art.
- An artist wants to develop an art class to offer to the community.

Types of Activities & Items Not Funded:

- Capital equipment (items costing more than \$1,000 with a useful life of more than one year) or capital expenditures, e.g., renovation of existing facilities;
- Benefit/fundraiser activities
- Competitions
- Individual tuition
- General operating expenses
- Activities not open to the general public

In-Kind: Goods and services that are donated to the artist. An in-kind contribution is valued at its fair-market price and must be capable of being verified upon request.

Capital Equipment/Expenditures (*not funded but may be used as cash match in project*): Items costing more than \$1,000 with a useful life of more than one year or capital expenditures, e.g., renovation of existing facilities.

Space Rental: Include rental of office, rehearsal, theater, hall, gallery, and other such spaces required for the project or activities. If the space is donated, include its market value in **In-Kind**.

Travel: Include fares, hotel, and other lodging expenses, food, taxis, per diem payments, toll charges, mileage, car rental costs, etc.

Marketing: Include advertising; printing and mailing of brochures, flyers, and posters; food, drink and space rental when directly related to promotion. Do not include payments to individuals or fund-raising expenses.

Remaining Operating Expenses: Include fund-raising expenses, supplies, scripts and scores, sets and props, food/drink not related to travel, utilities, postage, interest charges, equipment rental, insurance fees, shipping costs, non-structural renovations or improvements, etc.

Cash Match: The applicant must match each dollar of DAP grant support. Half of the portion the artist funds must be in cash. The other half can include donations of services and supplies with a cash value attached to the (in-kind contributions).