

Artist Development Application Details

Please read carefully & provide the following information in your application. All materials must be submitted together in one submission.

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

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

- a) What are you planning to do? When and where? And who is doing what?
- b) How are you growing artistically from this project?
- c) Explain briefly of 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? AND
- b) How does this project expand your learning from previous years?
- c) What will you do differently?

II. BUDGET WORKSHEETS AND SUMMARY PAGE

You must include a project budget summary. If awarded, the grant funds are to be used to finance up to 50% of your project expenses. The ONAP grant request may not be used for food (hospitality) or equipment exceeding \$1000 (capital expenditure). Make sure you include how you will fund the other 50% or more of your project expenses in your budget summary. Half of the portion you fund must be in cash. The other half can include donations of services and supplies with a cash value attached to them (in-kind contributions).

III. LABELED WORK SAMPLES

Visual Arts: Five digital photographs or pictures of art work labeled & attached to email submission

Literary Arts: Five examples of writings, maximum of ten pages labeled & attached to email submission

Music, Dance and Theatre: Five minutes of performance(s) via links, include in the body of the email

IV. SUPPORT MATERIALS (Optional)

1. Maximum of five Support Materials (such as: artist statement and resume, program brochures, artist materials, letters of support, etc.)
2. Maximum of 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

Complete DAP Application consists of: A) Application page, signed

- B) Narrative, up to two pages with budget explanation.
- C) Project Budget Summary
- D) Labeled Work Samples
- E) Support Materials (optional)

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

BUDGET EXPLAINED, limit 1 page.

The "RESET FORM" button will clear all fields including the narrative. Please include an itemized list of your anticipated expenses and anticipated income in addition to typing up a budget explanation.

Artist Development: 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).