



 <p>ONEIDA ONEIDA NATION ARTS PROGRAM STANDARD OPERATING PROCEDURE</p>	<p>TITLE: Planting Seeds of Knowledge (SEEDS)</p>	<p>ORIGINATION DATE: 1-19-2015</p> <p>REVISION DATE: 6-13-2023</p> <p>EFFECTIVE DATE: After last signature 9-21-2023</p>
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<p>DIVISION: Tina Jorgensen, Governmental Services Division Director</p>	<p>APPROVED BY: </p>	<p>DATE: Digitally signed by Tina Jorgensen, MS, RDN Date: 2023.09.21 08:40:56 -05'00'</p>
<p>Oneida Nation Arts Board</p>	<p>APPROVED BY:  Board Chair</p>	<p>DATE: August 2, 2023</p>

1. PURPOSE

- 1.1. The purpose of the “Planting Seeds of Knowledge,” (SEEDS) program is to facilitate and encourage the sharing of the rich and diverse cultures of Wisconsin Indigenous people in educational settings throughout Wisconsin. SEEDS is a grant program for schools and other community groups to work with qualified Native Artists in interactive and engaging residencies, workshops, and performances. SEEDS artists are trained to work with teachers and students, integrating curriculum, creativity, and culture.
- 1.2. SEEDS grants provide funds to support SEEDS artists working in public and private schools and not-for-profit organizations in Wisconsin.

2. DEFINITIONS

- 2.1. SEEDS Artist – a tribal artist who is Oneida Nation Arts Board (ONAB) approved for the SEEDS roster.
- 2.2. ONAB – Oneida Nation Arts Board
- 2.3. ONAP – Oneida Nation Arts Program
- 2.4. Authorizing Official – person who has the authority to enter contracts with ONAP. In schools this is usually the principal or superintendent. In not-for-profit organizations, it is the director of the program.
- 2.5. Full Day – a day is considered 5 or more hours/periods per day with students. It is the same day as the teacher, minus extra duty time such as playground or bus duty.
- 2.6. Residency Week – for school residency, a week is considered 4 days per week @ full days of five (5) hours.
- 2.7. Performance- Fine art performance is considered 45-90 minutes in length, with or without audience participation, delivered in front of a large audience (150+).
- 2.8. Organizations – refers to public or private schools and other not for profit educational organizations.

3. FORMAT OF SEEDS

- 3.1. Oneida Nation Arts Board - oversees the SEEDS policies.
- 3.2. The Oneida Nation Arts Board (ONAB) identifies, creates and approves criteria for becoming a SEEDS' artists, SEEDS roster policies, and guidelines for application.
- 3.3. The Oneida Nation Arts Board approves the operating standards created by ONAP staff.
 - 3.3.1. All material is available to applicants prior to the grant funding cycle and is used by ONAP staff in managing the program.
- 3.4. ONAB allocates the funding level for the SEEDS program.
- 3.5. ONAB annually reviews all final grant reports.
- 3.6. Duties of Oneida Nation Arts Program Staff:
 - 3.6.1. Oversees the day-to-day operations of the program.
 - 3.6.2. Create and monitor operating standards for:
 - 3.6.2.1. Processing applications
 - 3.6.2.2. Sending out award letters
 - 3.6.2.3. Accepting artists into the roster.
 - 3.6.3. Plans and facilitates annual artist training
 - 3.6.4. Collects final reports
 - 3.6.5. Compiles reports for the Board.

4. SEEDS Grant Program

- 4.1. Notification of Grant Program – SEEDS is announced through such sites as but not limited to:
 - 4.1.1. CESA
 - 4.1.2. Wisconsin Department of Public Instruction
 - 4.1.3. ONAP web site
 - 4.1.4. Through our artist's networks.
- 4.2. Technical Assistance -- ONAP is available to assist in preparing application. ONAP is also available to assist in project development.
- 4.3. Funding for this program comes from the Wisconsin Arts Board's Regranting Program funds to be used for state-wide initiatives that support the arts. Matching funds come from the Oneida Tribal Contributions. Additional funding may be solicited by the Oneida Nation Arts Program.
- 4.4. Grant Cycle – The Grant Cycle is September 1 – April 1 or until designated grant funds are expended.
- 4.5. Applications:
 - 4.4.1 Are due at least 6 weeks before the start date of the projects.
 - 4.4.2 Must be complete when submitted.
 - 4.4.2.1 Incomplete applications will be returned and not considered until received completed.

5 Application Package

- 5.1 Application Form: Schools or other not-for-profit organizations wishing to host an artist or group, must fill out one application per artist/group.
- 5.2 Grant Agreement: Schools or other not for profit organizations awarded a SEEDS grant to host an artist or group, must fill out one grant agreement per artist/group.
 - 5.2.1 The grant agreement is the binding contract between the school, ONAP and the artist.
 - 5.2.2 The grant agreement must be signed by the authorizing official.

- 5.2.3 ONAP will obtain the signature of the artist and ONAP staff will be designated by the board to sign the agreement.
- 5.3 Application Eligibility
 - 5.3.1 Funding is on a first-come, first served basis.
- 5.4 Application will be considered if:
 - 5.4.1 Application and grant agreement are for an approved SEEDS artist.
 - 5.4.2 The application and grant agreement are signed by the authorizing official.
 - 5.4.3 The dates, fees, mileage, and additional costs have been confirmed by the artist.
 - 5.4.4 The application was received at least six (6) weeks before the start date.
 - 5.4.5 If past applicant, an artist evaluation, and schedule form for the previous year was submitted.
 - 5.4.6 The applicant resides in the State of Wisconsin if the funding used is from Wisconsin Arts Board or other funder specifying Wisconsin only activities.
- 5.5 Tribal schools are eligible for SEEDS grants.
- 5.6 Application due date. Applications are:
 - 5.6.1 Received on a first-come, first-served basis
 - 5.6.2 Due in the ONAP office by 4:30 at least six (6) calendar weeks prior to the start date
 - 5.6.3 Staff review application for eligibility as stated in the application guidelines.
 - 5.6.4 Applications will be returned and are considered ineligible until they have been submitted complete.
- 5.7 Application schedules
 - 5.7.1 SEEDS grant applications are available September 1 – April 1 (or until grant funds are expended) each year.
 - 5.7.1.1 Applications will not be accepted after April 1.
 - 5.7.2 All projects must be complete by May 15th.
- 5.8 Funding levels
 - 5.8.1 Artists are free to negotiate their rates.
 - 5.8.2 The SEEDS grants are \$500 for one day and \$1,500 for a week.
 - 5.8.3 A school may apply for one day/workshop, one week or two weeks, for up to \$1,500 per year.
 - 5.8.4 Additional days are the cost of the school/organization.
- 5.9 Notification of awards
 - 5.9.1 All applicants will receive electronic notification of award or denial.
 - 5.9.2 The notice is sent to the contact person, authorizing official and artist.
- 5.10 Payment
 - 5.10.1 Applicants that are funded will receive a purchase order from the Oneida Nation of Wisconsin and a check payable to the school.
 - 5.10.2 The check should be deposited into the school account, and a check payable to the artist should be issued from the school for the residency/workshop on their last day in the building.
 - 5.10.3 Late payments will result in a school or organization to not be in “Good Standing” with ONAP and will be ineligible to receive funding the following school year.
- 5.11 Project modification
 - 5.11.1 If the residency/workshop does not take place due to either school issues

(such as weather closures) or artist issues, the school may reschedule within the current school year with the artist.

- 5.12 If the artist cannot attend, we encourage artists to find and offer a replacement artist from the SEEDS roster.
- 5.13 If no other artist is available or the school prefers to not work with that artist, the school may either select another artist from the roster or return the funds.
- 5.14 Final grant report
 - 5.14.1 Final grant reports include an artist evaluation and a schedule sheet. The forms are due 30 business days after the project is completed.
 - 5.14.2 Final grant reports are considered delinquent until they are submitted and approved by ONAP staff.
- 5.15 Delinquent projects
 - 5.15.1 Applicants who do not submit their final grant report (artist evaluation and schedule sheet) within the school calendar year of the residency or applicants that do not complete their projects may be considered a delinquent project.
 - 5.15.2 If the project is delinquent because a final report was not submitted, the organization is not eligible to apply for additional SEEDS grants for the remainder of the school year and the next full school calendar year or until funds have been returned.
- 5.16 Returned funds:
 - 5.16.1 If an applicant does not fulfill the grant application as stated, the funds must be returned to the SEEDS program.
 - 5.16.2 If funds are not returned, ONAP may sue for breach of agreement.

6 SEEDS ROSTER

- 6.1 SEEDS artist: represent a unique blend of artist, educator, and cultural ambassador. SEEDS artists must be able to demonstrate a solid understanding of Native culture, have a quality artistic product, and have ability to teach a wide array of people.
- 6.2 Notification for becoming a SEEDS artist: because of the quality and specialty of SEEDS artists, notification includes recommendations from ONAB, ONAP staff, current SEEDS artists, and other tribal programs/services around the state.
- 6.3 ONAP staff may also present workshops around the state for interested Native artists for potential SEEDS artists.

7 ELIGIBILITY:

- 7.1 Must be 18 years or older
- 7.2 Must reside in Wisconsin;
- 7.3 Must be an enrolled member of a federally recognized tribe or provide evidence of descendance from a federally recognized tribe in Wisconsin.
- 7.4 Groups on the roster must have at least half of the group be enrolled Native; and
- 7.5 Background check: artists must successfully pass a background check, by the Oneida Nation of Wisconsin's Background Investigations Dept, before being considered eligible to apply as a SEEDS Artist.
- 7.6 Must maintain a healthy lifestyle who does not abuse drugs or alcohol; and
- 7.7 Participate in training: artists must be able to participate in ONAP training for artists in the schools.

- 8 PROCESS FOR BECOMING A SEEDS ARTIST:**
- 8.1 Completes background check form and pass background check
 - 8.2 Submit application with work samples.
 - 8.2.1 Application and work samples are reviewed by ONAP staff.
 - 8.3 Eligible applicants attend trainings as approved by ONAB members and ONAP staff.
 - 8.4 Following training, Artist will make a presentation to other SEEDS artists, ONAB board members and ONAP staff either online or in person.
 - 8.4.1.1 Scoring can be made by a simple majority of those present to review the presentation.
 - 8.5 ONAB approves final applicant to work in the ONAP.
 - 8.6 Artist signs the ONAP's SEEDS Expectation agreement.
 - 8.7 Artist submits marketing materials.
- 9 SEEDS ARTIST REVIEW PANEL:** a panel of other SEEDS artists, Arts Board members and/or community members will observe and evaluate the artist's presentation online or in person.
- 9.1 Review panel criteria:
 - 9.1.1 Strong opening/introduction
 - 9.1.2 Background and explanation of the project
 - 9.1.3 Effective student involvement/participation
 - 9.1.4 Clear instruction
 - 9.1.5 Ability to 'read' the classroom by keeping the children focused on the presentation
 - 9.1.6 Ability to answer questions
 - 9.1.7 Material presented has value to the educational experience
 - 9.1.8 Material includes accurate Native culture (historic or contemporary)
 - 9.2 ONAB approval process: the ONAB will review the artist's application and evaluation to determine if the artist has sufficiently demonstrated:
 - 9.2.1 Artistic ability: have solid skills and abilities in their art forms.
 - 9.2.2 Teaching skills: have worked or can work with children and people of various ages and levels.
 - 9.2.3 Cultural connection: have a connection to Native culture, community or experience and history/background in their art form.
 - 9.2.4 Professionalism/Personal: respects and follows the rules of schools and organizations, understands personal boundaries, communicates well, is on time, provides follow-through.
- 10 REMAINING A SEEDS ARTIST:** Once an artist has been approved to be on the SEEDS roster they remain on until:
- 10.1 They request to be taken off,
 - 10.2 Go more than 5 years without a gig,
 - 10.3 Fail to sign their yearly agreement,
 - 10.4 Fail to attend the annual training, or
 - 10.5 Non-compliance with the Artist Agreement.
- 11 ARTIST TRAINING:** artists are expected to attend annual training through the ONAP. Artists will also be encouraged to attend other artist trainings.

12 ARTIST RESPONSIBILITIES:

- 12.1 Submit a bio, image(s), contact information, and workshop descriptions for the Arts Program's web site/page, social media, and marketing materials.
- 12.2 Develop their product. Their product is the presentation, show, or workshop they are offering the school.
- 12.3 Set their fees and other expenses.
- 12.4 Setting up their residencies, workshops, and/or performances with schools, clearly communicating all costs, times, and outcomes.
- 12.5 Follow the "Code of Conduct." (See 13)

13 ARTIST CODE OF CONDUCT:

- 13.1 Prompt returning email and telephone calls
- 13.2 Punctual to engagements
- 13.3 Positive role model
- 13.4 Understands the importance of diversity and the realities of lack of diversity
 - 13.4.1 Able to answer sensitive questions with thoughtful and kind responses
- 13.5 Engages with children in a kind and respectful manner
- 13.6 Respectful of the school culture
 - 13.6.1 Dressing appropriately
 - 13.6.2 Meeting building administrators
 - 13.6.3 Supporting teachers
 - 13.6.4 Communicating needs clearly
- 13.7 Continuing professional development as a teaching artist by doing any of the following:
 - 13.7.1 Improving curriculum
 - 13.7.2 Attending relevant workshops
 - 13.7.3 Utilizing online technology and resources
 - 13.7.4 Virtual presentations
- 13.8 Examples of actions that will warrant addressing:
 - 13.8.1 Poor evaluations - 75% or lower for the school calendar year
 - 13.8.2 Missing or tardy to engagements
 - 13.8.3 Unprofessional behavior: racial slurs, swearing, smoking, impolite responses, etc.
 - 13.8.4 Poor attendance
 - 13.8.5 Questionable representation of Native culture
 - 13.8.6 Failure to do paperwork or be responsive to correspondence

14 CORRECTIVE ACTIONS:

- 14.1 In most cases, problems with an Artist's performances are remedied with support by ONAP staff.
 - 14.1.1 The challenges of working in the school are very demanding and ever changing.
 - 14.1.2 Through yearly trainings, artists will have the opportunity to continue to develop their skills and craft as residency artists.
- 14.2 If an artist is having habitual challenges:
 - 14.2.1 Receive a verbal consultation from ONAP staff
 - 14.2.2 Receive written consultation with a directive for improvement
 - 14.2.3 Receive 2nd written consultation with a contract for improvement

14.2.4 Suspension from the SEEDS program for a period to be determined by ONAP staff, not to exceed an academic year.

14.2.4.1 If suspended from the program, the artist may reapply to the Arts Board for reappointment once the suspension period has lapsed.

14.3 Reasons for immediate removal from program

14.3.1 Drug or alcohol use while conducting a program in a school

14.3.2 Failed background check according to Oneida's Human Resources Background Check Policy

15 AMENDMENTS

15.1 SOP may be amended or revised at any regular meeting of the ONAB at which a simple majority is present and by a two-thirds vote of the Board members present.

15.2 SOP and amendments are effective the following fiscal year and must be made by July 1st.

16 REFERENCES

16.1 Oneida Human Resources Background Check Policy

16.2 ONAB meeting minutes from June 13, 2023

17 FORMS

17.1 Oneida Human Resources Background Check Form

17.2 SEEDS Application