

**Oneida Nation Arts Program
ReGranting Program: Dollars for Arts Project Policies**

Article I. Purpose and Policy

1-1. The purpose of the Oneida Nation Arts Program -- Dollars for Arts Project (DAP) -- is to regrant funds from the Wisconsin State Arts Board and the Oneida Tribe of Indians of Wisconsin Oneida.

1-2. DAP provides funds to support excellence, innovations and the development of the arts in Oneida for individual artists and community groups. The arts include both traditional and contemporary styles in dance, literature, music, theatre, and visual arts.

Article II. Definitions

2.1 This article shall govern the definitions of words and phrases used within this policy. All words not defined herein shall be used in their ordinary and everyday sense.

2.2 “Peer Panel” refers to community members, approved by the Oneida Nation Arts Board, to adjudicate grant applications.

2.3 “The fiscal sponsor” refers to organization who is fiscally and legally responsible for the grant award of an organization or individual who is not eligible within the guidelines. The fiscal receiver, with the applicant organization, signs the grant application. In addition, a written contract between the organization and the fiscal receiver specifying the responsibilities of each party must be submitted with the application form.

2.4 “In-kind contributions” are goods or services contributed to the organization by individuals, other agencies, or businesses that have a demonstrable cash value. These may include items such as donated or discounted space and equipment rental, printing, advertising, or other services. In-kind contributions are valued at fair market price and must be documented and capable of being verified upon request. The time of any non-professional volunteers will not be considered in-kind contribution.

2.5. “ONAB” refers to the Oneida Nation Arts Board of volunteer directors.

2.6. “ONAP” refers to the Oneida Nation Arts Program paid staff members.

2.7. “Delinquency” refers to funded applicants who have not completed their projects within the grant period or board granted extensions.

Article III Format of the Re-Granting Programs

3-1. Oneida Nation Arts Board Authority -

- a. ONAB identifies and adopts policies and guidelines prior to the funding cycle.
 1. The approved Policies and Guidelines are available to applicants and are used by all panelists during adjudication.
- b. ONAB allocates the funding levels.
- c. ONAB annually reviews and approves all final grant reports, project extensions, delinquent projects, and applicant pardons.
- d. ONAB has final authority for the Dollars for Arts and SEEDS program. This includes requesting audits, turn back of funds, or disputes.

3-2. Oneida Nation Arts Program Responsibility

- a. Day-to-day management of the program.
- b. Updating forms and application to correspond with policy and criteria
- c. Summary Reports – ONAP provides ONAB with reports for approval.
 - i. Panelist Pool – names of people who may be used as a panelist in the peer review.
 - ii. Applications – list of all the applicants, award request, dollar requested, total amount of project, eligible/ineligible, application completeness, and brief

description

iii. **Funding model sheet based on the peer panel scores and available funding.**

iv. Final grant reports in August/September, alerting the board to any grants that have not been completed or may be in jeopardy of becoming delinquent.

3-3. Dollars for Arts funding categories

- a. Community Awards
- b. Artist Development Awards
- c. Fellowship Awards
- d. Special Initiative Awards

3-4. Notification of Grant Program -- all grant programs will be publically announced. In addition, ONAP staff and ONAB will seek to promote DAP in other venues.

3-5. Grant Cycle – The grant cycle is October 1 to September 30 for projects.

3-6. Technical Assistance -- ONAP is available to conduct workshops for individual artists and community groups in grant writing. ONAP staff is also available for individual consultations and project development.

3-7. Prior Application -- all applicants will be required to discuss project ideas with ONAP staff prior to application. ONAP will keep record of applicants contact.

3-8. Application Due Date -- Applications are due in the ONAP office by 4:30 on the due date or postmarked on the due date.

- a. For Community Awards, Artist Development and Fellowship Awards' applications are due the 4th Friday in July, prior to the October 1 project start date.
- b. Special Initiative Awards are due at the discretion of ONAB.

3-9. Eligibility of Application – ONAP Staff review application for eligibility as stated in the application guidelines. Ineligible applications will be returned to applicants.

3-10. Completion and Accuracy of Applications – ONAP staff will check applications for completion and accuracy on the financial page.

- a. Applicants that are incomplete or inaccurate will be given 5 working days to submit or correct materials.
- b. Applicants that do not submit their materials within 5 working days will be evaluated by a peer panel based on the information available.

3-11. Panel Process (See also VI.) – all eligible applications are forwarded to a peer panel for evaluation.

- a. Notification of Panel Meeting -- all applicants will receive notification of the day, time and location of the panel meeting one week prior. All meeting are open to the general public.
- b. Panel Meeting – Panel meetings are open to the general public.
- c. Applicants are encouraged to attend the panel meetings.
 - i. Applicants sign into the meetings and receive a brief training
 - ii. Applicants are not permitted to talk to the peer panel unless they are making their 5 minute presentation or are asked a question.
- d. Peer Review - The peer panel reviews each application using the guideline review criteria.
- e. Applicant Presentation - Applicants in Artistic Development or Community Awards may make a 5 minute presentation on the proposed project. Artist Fellowships do not make presentations to the panel. Their evaluations are based solely on the strength of the application and artistic documentation.
 - i. Question/Answer – The peer panel may ask questions of the applicant as pertains to the application and criteria. The applicant is advised to only answer the question and not engage in discussion with the panel or comment on or correct panel's review.

- b. Scoring - Individual panelists rank and score the application on its own merit using the review criteria. Each panelist's scores are tabulated and a final composite score is given for each application. The scores are posted immediately following the meeting and forwarded to ONAB for allocating funds.

3-12. Oneida Nation Arts Board (ONAB) Approval – Application scores are forwarded to ONAB to determine funding allocations. ONAB does not have the authority to change the score of the peer panel or re-rank application scores for funding.

3-13. Notification of Awards -- All applicants will receive written notified of award or denial that includes score, critic summary, and funding level. Applicants who were funded will receive a grant agreement contract and ONAP/Wisconsin Arts Board logos.

3-14. Grant Agreements – The Grant Agreement is the contract between the ONAB and the applicant. Funding cannot be released until the grant agreement has been signed by the applicant and returned to the ONAP office. Applicants are asked to return the signed grant agreement within 30 days of receipt. If a signed grant agreement is not returned to ONAP office, it may be considered refusal of the grant by action of ONAB. Any applicant that has not returned the signed grant agreement to ONAP by July 1 will be considered a refusal of the grant and funds allocated to the project will be reallocated.

3-15. Appeal Process - Appeals must be made to the Oneida Nation Arts Board within 30 days of notification. An appeal must be based on procedural error and not panel review comments.

3-16. Forfeit of Grant – If applicant is not able to complete project or do not want to accept the grant, for whatever reason, the applicant may return the grant funds. The applicant must submit notice to ONAB, stating they are turning back grant funds. If a grant agreement had been signed and funds released, the applicant would include a check for the received amount. If the grant agreement was not signed, the file would be closed.

- a. In the event that the project had been started and funds expended, the board has the digression to determine if the applicant must pay back all the funds, part of the funds, or none of the funds based on status of the project.

3-17. Payment -- Applicants who were funded and have returned signed contracts, vouchers, and other materials will be issued a check for 75% of the payment. The final 25% is released after the final grant report is received and approved.

3-18. Funded Activities -- Grant supported activities occur.

- a. Activities are open to the public
- b. The Oneida Nation Arts Program and the Wisconsin Arts Board are given recognition in either written materials or in public display.

3-19. Project Modification -- Applicants may modify their projects to meet budgetary or other unforeseen constraints with approval of ONAP staff. Written up-dated budget and project summary may be requested by ONAP staff.

3-20. Failure to Complete Project as Awarded – Applicants who fail to complete project as stated in original or modified application and as is stated in the grant agreement are not permitted to re-apply for funding until their application is in compliance with their proposal and grant agreement or the Oneida Nation Arts Board has received turn-back funds. ONAP staff is available to assist applicants towards compliance.

3-21. Project Extension – An applicant may request additional time from the September 30 deadline of the grant cycle to complete their project with approval of Oneida Nation Arts Board. All requests must be made before September 30, in writing, include an updated time line reflecting the requested extension, and demonstrate a reasonable start on the project. Applicants that have not started their projects by the end of the grant cycle, September 30, are not eligible for an extension and may be considered delinquent.

3-22. Final Grant Report – Final grant reports are due 30 days after the project is completed. Once a final grant report has been submitted and accepted by the ONAP staff, applicants will

receive the final 25% of their awards. The Oneida Nation Arts Board has the authority to withhold the remaining 25% for applicants that do not submit their final grant reports within the grant cycle end, September 30 or within the 30 days after a project extension.

3-23. Delinquent Projects - Applicants who have not started their project by the end of the grant cycle, September 30 or have not been approved for an extension by the ONAP Board or have not completed the project by the approved extension date, will be considered delinquent. Delinquent applicants will be forwarded to the Oneida Nation Arts Board for action.

- a. Action for Delinquent Projects – ONAB has the authority to initiate legal actions to collect the grant monies or approve other options for paying back the grant monies.
- b. Applicants are not eligible to apply for ONAP grants until they have returned the grant funds, or have been pardoned by ONAB.

3-24. Pardons – ONAB has the authority to pardon a delinquent applicant. Pardons are exercised at the pleasure of the board.

3-25. Turn-Back Funds -- If an applicant does not within reason fulfill the grant application as stated in the original or modified proposal, the applicant must turn-back the funds from the DAP program. If funds are not returned, ONAP may sue for breach of agreement.

Article IV. Dollars for Arts Project Awards and Fellowships

4-1. The Dollars for Arts Program (DAP) is a regranting program funded by the Wisconsin Arts Board and the Oneida Tribe of Indians of Wisconsin. DAP provides funds to individuals and organizations that promote excellence, innovations and the development of the arts in Oneida through a grant process.

4-2. Project Awards and Funding Categories - The Oneida Nation Arts Board identifies and adopts funding categories for Project Awards. This includes establishing the desired outcome or goal of the category, eligibility, requirements, who may apply, activities funded, and grant amount.

4-3. Community Awards - are for arts projects that are new and innovative or significantly enhance an existing program in the Oneida community. Desired Outcomes – to provide support, collaboration, and ignite the creative and cultural spirit of the community; creating a not for profit sector; creating tourism; or creating a healthier, stronger community.

- a. Eligibility -- Applications that do not meet the eligibility requirements will be ineligible for panel review and will be returned to applicant.
- b. Basic Requirements
 1. Applicant may not receive funds for this project from the Northeastern Art Council, Fox Valley Arts Alliance, or any other organization receiving re-granting funds from the Wisconsin Arts Board.
 2. Application must be received by or post marked by due date.
 3. Project activities must occur during the specified grant times.
- c. Who May Apply (applicant must meet one of the following conditions.)
 1. Partnering Organization – a not for profit (arts) organization that is partnering in the Oneida community, building a bridge between our communities. The applicant must hold tax-exempt status under Section 501(c)3 of the Internal Revenue Code; or
 2. Oneida Tribal Program whose mission is to provide a community service.
 3. Community Group, who uses a separate not-for-profit organization as a fiscal sponsor, who provides artistic, cultural, or community work in the Oneida community.
- d. Activities Not Funded (however, may be used as cash match in a project)
 1. Purchase of capital equipment (items costing more than \$300 with a useful life of more than one year) or capital expenditures, e.g., renovation of existing

- facilities;
- 2. Prizes or awards;
- 3. Refreshments or receptions;
- 4. Activities not open to the general public
- e. Grant Amounts and Matching Requirements
 - 1. Applicants may request up to fifty percent of the total project costs.
 - 2. Grants must be matched at least dollar for dollar in either cash or a combination of cash and in-kind contributions.
 - 3. At least one-half of the amount requested must be matched with cash.
 - 4. Salary expense is considered a cash match.

4-4. Oneida Fellowship Awards - are a \$1,000 cash award to individual artists for artistic excellence in the Oneida community. There is a maximum of one Fellowship available per fiscal year available in the first funding cycle only. Desired Outcomes – to provide recognition to artistic excellence for Oneida artists; to provide visibility for the arts in Oneida.

- a. Eligibility -- Applications that do not meet the eligibility requirements will be ineligible for panel review and will be returned to applicant.
- b. Basic Requirements
 - 1. Application must be received by or post marked by due date.
 - 2. The applicant has not received a Fellowship from the Oneida Nation Arts Projects within the last 3 years from this application due date.
 - 3. Artist has not received an Artist Development Award in the current fiscal year.
- c. Who May Apply
 - 1. The applicant must be 18 years old or older and an enrolled Oneida member.
- d. Public Component
 - 1. Applicant must publically display acknowledgment of being an “Oneida Fellowship” during the grant period.
 - 2. Applicant agrees to serve as an artist mentor during the grant period.
- e. Grant Amounts and Matching Requirements
 - 1. \$1,000 award, no matching requirements.

4-5. Artist Development Awards - are available to artists in the community who have identified a special project that will enhance their professional development and benefit the Oneida community. Desired Outcomes – to help artists improve their product, process, or business; and to support artist initiated projects that contribute to the artistic and cultural visibility for Oneida.

- a. Eligibility -- Applications that do not meet the eligibility requirements will be ineligible for panel review and will be returned to applicant.
- b. Basic Requirements
 - 1. Applicant may not receive funds for this project from the Northeastern Arts Council, Fox Valley Arts Alliance, or any other organization receiving re-granting funds from the Wisconsin Arts Board.
 - 2. Application must be received by or post marked by due date.
 - 3. Artist has not received a Fellowship Award in the current fiscal year.
 - 4. Artist has not received an Artist Development in the current fiscal year.
 - 5. Project activities must occur during the specified grant times.
 - 6. If past grant awardee, applicant has submitted final grant report.
- c. Who May Apply (applicant must meet one of the following conditions.)
 - 1. The applicant must be 18 years old or older.
 - 2. Parent/guardian or fiscal sponsor is applying on behalf of a child under 18.
- d. Activities Not Funded (however, may be used as cash match in a project)
 - 1. Purchase of capital equipment (items costing more than \$300 with a useful life of more than one year) or capital expenditures, e.g., renovation of existing facilities;

2. Prizes or awards
 3. Refreshments or receptions
 4. Activities not open to the general public
 - e. Grant Amounts and Matching Requirements
 1. Applicants may request up to fifty percent of the total project costs.
 2. Grants must be matched at least dollar for dollar in either cash or a combination of cash and in-kind contributions.
 3. At least one-half of the amount requested must be matched with cash.
- 4-6. Special Initiative Awards – ONAB, from time to time, has the authority to create special initiative awards. Examples of Special Initiatives include, but are not limited to: scholarships, training and travel for artists, or public art projects.
- a. Eligibility -- Applications that do not meet the eligibility requirements will be ineligible for panel review and will be returned to applicant.
 - b. Basic Requirements
 1. Applicant may not receive funds for this project from the Northeastern Arts Council, Fox Valley Arts Alliance, or any other organization receiving re-granting funds from the Wisconsin Arts Board.
 2. Application must be received by or post marked by due date.
 3. Project activities must occur during the specified grant times.
 4. If past grant awardee, applicant has submitted an approved final grant report.
 - c. Who May Apply (applicant must meet one of the following conditions.)
 1. The applicant must be 18 years old or older.
 2. Parent/guardian or fiscal sponsor is applying on behalf of a child under 18.
 - d. Activities Not Funded (however, may be used as cash match in a project)
 1. Purchase of capital equipment (items costing more than \$300 with a useful life of more than one year) or capital expenditures, e.g., renovation of existing facilities;
 2. Prizes or awards
 3. Refreshments or receptions
 4. Activities not open to the general public
 - e. Grant Amounts and Matching Requirements
 1. Applicants may request up to fifty percent of the total project costs.
 2. A match must be demonstrated but varies by initiatives. It can include cash, in-kind, or a combination.

Article V. Peer Review Panel Process

5-1. An eligible application is review and adjudicated by a community panel comprised of individuals from the Oneida community, the arts community, and not for profit or business community with expertise in arts, business, or community affairs. The panels are chaired by an Oneida Nation Arts Board member, who facilitates the meeting as a non-voting member of the panel. ONAP assists the board facilitator, providing technical support.

- a. Oneida Nation Arts Board may serve as the peer panel in the event that there are few applications for review in a funding cycle.
- b. Names of potential panelists and their areas of expertise are collected by the ONAP staff, with the Oneida Nation Arts Board approving the panelists list prior to the grant cycle.
 - i. When ONAP has received applications, staff will select panelists with appropriate expertise and limited conflicts of interest from the board approved list.
 - ii. The ONAP staff will contact panelists and train panelists via telephone; panelists will be given applications and conflict of interest statements will

be collected.

- c. The size of the peer panel is determined by the number of the applications.
 - i. All panels will have a minimum of three panelists or a maximum of seven panelists.
 - ii. The majority of the panel will be tribal members with at least one Oneida member serving on panels of less than five people and at least two Oneida members serving on panels of five or more people.
- d. Each application is reviewed on its own merit using the Oneida Nation Arts Board adopted Review Criteria.
 - i. The Oneida Nation Arts Board approves of the Review Criteria prior to the granting cycle.

5-2. Panel Meetings are open to the public.

- a. Applicants will be notified of the panel meeting date, place and time at least one week prior meeting
- b. Applicants are encouraged to attend the meeting.
- c. Panelists may ask for clarification from the applicant as it pertains to the review criteria.
 - i. Applicants for the Community Awards and the Artist Development Awards may make a five minute presentation on their project.

Article VI. Reconsideration Policy and Appeal Process

6-1. The reconsideration policy is designed to review the method and fairness of the ONAP panel process concerning a grant application.

- a. The subjective panel's evaluations of artistic quality or merit, the quality of the artistic activity, or the artistic work of an individual artist are not subject to appeal.
- b. The amount of the grant may not be appealed.

6-2. Applicants may request reconsideration of a funding decision if the applicant can demonstrate:

- a. The panel or review team used incorrect review criteria; or
- b. There was influence by an ONAP staff person or ONAP volunteer panelist having a conflict of interest; or
- c. Required information submitted by the applicant was withheld from consideration.

6-3. Applicant must send a formal letter to the ONAP director stating the reason for reconsideration based on one or more of the three points above, and evidence of the grounds for appeal within 30 days of notification of the ONAP grant award in question.

6-4. An appeals committee, appointed by the Oneida Nation Arts Board chair, will review all requests for appeal and make recommendations to the full Oneida Nation Arts Board at its next business meeting.

6-5. All decisions of the Oneida Nation Arts Board are final and may not be appealed further.

Article VII. AMENDMENTS OF POLICY

7.1. The Policy may be amended or revised at any regular meeting of the Governing Board at which a simple majority is present and by a two-thirds vote of the board members present. Policy changes made at least 4 months prior to application deadline will apply to upcoming grant cycle. Policy changes made less than 4 months prior to application deadline will be for the following grant cycle.