

## **Oneida Nation Arts 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. Adoption, Amendment, Repeal**

2-1. This law may be adopted by the Oneida Business Committee or the Oneida General Tribal Council and is effective 30 calendar days from date of adoption.

2-2. This law may be amended pursuant to the procedures set out in the Oneida Administrative Procedures Act by the Oneida Business Committee or the Oneida General Tribal Council regardless of where the original adoption took place.

2-3. Should a provision of this law or the application thereof to any person or circumstances be held as invalid, such invalidity shall not affect other provisions of this law which are considered to have legal force without the invalid portions.

2-4. All other Oneida laws, policies, regulations, rules, resolutions, motions and all other similar actions which are inconsistent with this policy are hereby repealed unless specifically re-enacted after adoption of this policy.

2-5. This law is adopted under authority of the Constitution of the Oneida Tribe of Indians of Wisconsin.

### **Article III. Definitions**

3-1. This article shall govern the definitions of words and phrases used within this law. All words not defined herein shall be used in their ordinary and everyday sense.

3-2. "Peer Panel" refers to community members, approved by the Oneida Nation Arts Board, to adjudicate grant applications.

3-3. "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.

3-4. "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.

**Article IV. Format of the Dollars for Arts Project**

4-1. Oneida Nation Arts Board Approval of Review Criteria -- the Oneida Nation Arts Board identifies and adopts application review criteria prior to the funding cycle.

- a. The approved Review Criteria is available to applicants and is used by all panelists during adjudication.

4-2. Notification of Grant Program -- all grant programs will be announced in the tribal newspaper. In addition, ONAP staff and ONAB will seek to promote DAP in other venues.

4-3. Technical Assistance -- ONAP is available to conduct workshops for individual artists and community groups in grant writing. ONAP is also available to assist in project development.

4-4. Prior Application -- all applicants will be required to discuss project ideas with ONAP staff prior to application. ONAP will keep record of applicants contact.

4-5. Application Due Date -- Applications are due in the ONAP office by 4:30 on the due date or postmarked on the due date. Staff review application for eligibility as stated in the application guidelines; ineligible applications will be returned.

4-6. Peer Panelist Selection -- Panelists will be recruited by the ONAP staff and board.

- a. A list of potential panelists with varying expertise and backgrounds will be brought before the board for approval prior to granting cycle.
- b. When ONAP has received applications, staff will select panelists with appropriate expertise and limited conflicts of interest from the board approved list.

4-7. Peer Panelist Role and Training -- The ONAP staff will contact panelists and train panelists via telephone; panelists will be given applications and conflict of interest statements will be collected; panelists will review applications.

4-8. Notification of Panel Meeting -- all applicants will receive notification of the day, time and location of the panel meeting one week prior. All meetings are open to the general public.

4-9. Panel Meeting -- An Oneida Nation Arts Board member is a non voting member of the peer panel and facilitates the meeting. The peer panel reviews each application using the guideline review criteria. Applicants are strongly encouraged to attend the panel meeting. Peer panelists may ask applicants questions pertaining to the review criteria. Applicants may make a 5 minute presentation on the proposed project. Individual panelist rate 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.

4-10. Oneida Nation Arts Board (ONAB) Approval -- ONAB will determine funding awards based on panel's recommendations.

4-11. Notification of Awards -- All applicants will be notified of award or denial. Applicants who were funded will receive a contract and other materials.

4-12. Appeal Process - Appeals must be made within 30 days of notification.

4-13. Payment -- Applicants who were funded return signed contracts, vouchers, and other materials and payment is released.

4-14. 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.

4-15. Project Modification -- Applicants may modify their projects to meet budgetary or other unforeseen constraints with approval of ONAP staff. Up-dated budget and project summary may be requested by ONAP staff.

4-16. Failure to Complete Project -- 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. ONAP staff is available to assist applicants towards compliance.

4-17. Turn-Back Funds -- If applicant can 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.

4-18. Final Grant Report -- Final grant report due 30 days after project is completed.

#### **Article V. Dollars for Arts Project Awards and Fellowships**

5-1. 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.

5-2. Community Awards - are for arts projects that are new and innovative or significantly enhance an existing program in the Oneida 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 must contact ONAP staff about the proposed project prior to application due date.
  2. Applicant may not receive funds for this project from the Northeastern Arts Council, Fox Valley Arts Alliance, or any other organization receiving regranting funds from the Wisconsin Arts Board.
  3. Application must be received by or post marked by due date.
  4. Project activities must occur during the specified grant times.
  5. 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 hold tax-exempt status under Section 501(c)3 of the Internal Revenue Code; or
  2. The applicant must an Oneida Tribal Program whose mission is to provide a community service.
  3. The applicant (a community group) is using a separate not-for-profit organization as a fiscal sponsor.
- 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.
- 5-3. Oneida Fellowship Awards - are a \$500 cash award to individual artists for artistic excellence in the Oneida community. There is a maximum of two Fellowships available per fiscal year available in the first funding cycle only.
- 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 must contact ONAP staff about the proposed project prior to application due date.
    2. Application must be received by or post marked by due date.
    3. The applicant has not received a Fellowship from the Oneida Nation Arts Projects within the last 3 years from this application due date.
    4. Artist has not received an Artist Development Award in the current fiscal year.
    5. If past grant awardee, applicant has submitted final grant report.
  - 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 present a public display or performance during the grant period.
    2. Applicant agrees to serve as an artist mentor during the grant period.
  - e. Grant Amounts and Matching Requirements
    1. \$500 award, no matching requirements.
- 5-4. 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.
- 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 must contact ONAP staff about the proposed project prior to application due date.
    2. Applicant may not receive funds for this project from the Northeastern Arts Council, Fox Valley Arts Alliance, or any other organization receiving regranting funds from the Wisconsin Arts Board.
    3. Application must be received by or post marked by due date.
    4. Artist has not received a Fellowship Award in the current fiscal year.
    5. Artist has not received a Artist Development in the current fiscal year.
    6. Project activities must occur during the specified grant times.

7. 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.

#### **Article VI. Peer Review Panel Process**

6-1. 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.

- 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.
  1. When ONAP has received applications, staff will select panelists with appropriate expertise and limited conflicts of interest from the board approved list.
  2. 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.
  1. All panels will have a minimum of three panelists or a maximum of seven panelists.
  2. 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.
  1. The Oneida Nation Arts Board approves of the Review Criteria prior to the

granting cycle.

6-2. 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, panelists may ask for clarification from the applicant as it pertains to the review criteria.
  1. Applicants for the Community Awards and the Artist Development Awards may make a five minute presentation on their project.

## **Article VII. Reconsideration Policy and Appeal Process**

7-1. 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.

7-2. 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.

7-3. 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.

7-4. 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.

7-5. All decisions of the Oneida Nation Arts Board are final and may not be appealed further.