



A department of MPS

Partnership for the Arts and Humanities

GUIDEBOOK FOR GRANTEEES



MILWAUKEE RECREATION

Partnership for the Arts and Humanities

Guidebook for Grantees

Applies To	2023 - 25 Partnership for the Arts and Humanities Grantees
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Program Overview

Program Scope, Funded Programs, and Notable Changes



Program Scope

The Milwaukee Public Schools (MPS) Partnership for the Arts & Humanities is an annual allocation of \$1.83 million approved by the Milwaukee Board of School Directors to support after school, weekend and summer arts and humanities-related opportunities for city of Milwaukee children, youth and families.

A dollar-for-dollar matching requirement encourages organizations to seek additional resources (via monetary and/or in-kind support) to provide similar programming during the regular school day. The matching requirement maximizes resources for arts and humanities programs and builds a network of partnerships among schools, community organizations, and the philanthropic community.

The goals for the Partnership for the Arts & Humanities program are as follows.

1. Increase access to arts and/or humanities-related experiences for all city of Milwaukee children, youth, and families;
2. Strengthen existing and establish new community partnerships that motivate students to higher levels of academic and social emotional achievement;
3. Build the collective capacity of community-based partners to effectively serve children, youth and families.

Every two years, Milwaukee Recreation facilitates a rigorous application process utilizing a panel of MPS staff and community members with expertise in the arts, humanities, education, youth development, after school programs, and program evaluation to review applications. Each panel member reads and rates a set of applications based on a detailed rubric, which is available to applicants. The panel also participates in a full-day deliberation in which all applications are discussed, and allocation recommendations are made.

Since the dollars are an allocation of the Extension Fund, programs that are funded through the Partnership for the Arts & Humanities program must be open to all city of Milwaukee children, youth and families. The Partnership for the Arts & Humanities program is managed by Milwaukee Recreation.

A full overview of guidelines that govern the Partnership for the Arts & Humanities program can be found here: milwaukeeerecreation.net/rec/Programs/Arts-Humanities.htm.



2023 - 2025 Funded Programs

<p>ACLU of Wisconsin</p>	<p>The ACLU of Wisconsin will execute three cornerstone youth programs and two new youth events. Student Alliance, Youth Social Justice Forum, and Summer Justice Institute are three cornerstone programs run by the ACLU of Wisconsin for the youth of Milwaukee. Two new programs include a day of programming in conjunction with the Lakeland Social Justice Camp and a Film and Conversation evening in partnership with Nō Studios. Each of these ACLU-WI youth programs work to engage students using the arts and humanities to build leadership skills while learning about their civil rights and liberties.</p>
<p>All Hands Boatworks, Inc.</p>	<p>All Hands Boatworks (AHB) engages Milwaukee youth, ages 10-18, in structured, hands-on, manual arts and humanities programming that provides extended learning opportunities, career readiness, and well-being. AHB utilizes the art, science, and craft of building wooden boats and other projects as a teaching tool and holistic youth development strategy. Our integrated programs are offered year-round: after-school artisan craft Builders Clubs; Saturdays-in-the-Shop program; an after-school teen program (ages 13-18) at AHB's shop; a six-week, summer paid internship for teens; and multiple weeklong boatbuilding and maritime skills day camps (ages 10-15) on the Menomonee River. AHB follows a holistic approach to youth development that nurtures the talents and potential of resilient young people.</p>
<p>America SCORES Milwaukee</p>	<p>America SCORES Milwaukee supports school communities with high quality, high-impact arts and humanities programming for K5-5th grade children that promote holistic development. Using poetry, service-learning, and civic engagement, paired with soccer on alternate days, SCORES strives to improve arts engagement and appreciation, academic achievement, health, and social-emotional competence of Milwaukee youth. Through city-wide and year-round afterschool and summer programs, SCORES authenticates youth voice, empowers them to affect change in their community, and fosters supportive relationships among peers and with caring adults who become long-term mentors who will support their academic, physical, and social success.</p>
<p>Art Start, Inc.</p>	<p>Creative Connections (CCX) is a year-round continuum of pathways for Milwaukee youth ages 14-24 to build artistic expertise, personal development and career readiness. CCX meets participants where they are at various stages of their lives by offering diverse access points, program activities, and levels of commitment, including: -Monthly Creative Sessions where participants network, eat dinner, and explore various artistic mediums including music, visual and performing arts, poetry, and more.; -Wellness Resources including counseling, case management and service plans supported by Art Start's licensed social worker; -Paid Summer Internships where youth gain creative industry experience; -Art Start Portrait Project (ASPP), where youth collaborate with professional artists on an a large-scale portrait that reflects their self-identity and visions for their future; -Emerging Artist Residency (EAR), including portfolio development, coursework, one-on-one artist mentoring, weekly workshops, industry projects and networking, and travel to creative capitals such as New York, Los Angeles, and Chicago.</p>

<p>Artists Working in Education</p>	<p>AWE serves a targeted population that represents the diversity of Milwaukee and emphasizes AWE's mission to cultivate community and activate imaginations with creativity in traditionally underserved neighborhoods. The AWE Artist-in-Residence (AIR) and Truck Studio (TS) programs offer free high quality art opportunities for youth ages 4-18. These youth will get the opportunity to ignite their imaginations by engaging in creative, hands-on art-making that will expose them to a wide range of art techniques, art history, media/design, creative concepts, service learning and civic engagement. As part of our goal to eliminate barriers to entry for all Milwaukee youth, the AIR and TS programs will take place during after school hours in community spaces such as parks, school, and other public places.</p>
<p>Arts @ Large</p>	<p>Arts@Large provides out-of-school arts activities and a Summer Arts Camp at a pay what you can cost to students and families living in Milwaukee County. We have an AIR Academy with a series of weekend workshops (grades 3-8) facilitated by a local artist-in-residence and a Summer Arts Camp for 5 weeks (grades 3-8). We also host field trips (all ages) for students to attend art exhibits and performances at our center and in the community. All activities will be hosted at the Arts@Large Community Center located in Walker's Point.</p>
<p>ArtWorks for Milwaukee</p>	<p>ArtWorks provides paid art and skill-building internships for high school students, the majority of whom are students of color. We contribute to a more inclusive Milwaukee by bringing together teens of different races and ethnicities, income, neighborhoods, schools, gender identity, etc., to collaborate on projects, expand their horizons, and build a greater understanding of our city's multicultural landscape. Students choose between two yearlong internships: Environmental Arts or Graphic Design and Mental Health Advocacy. All students receive 315 hours of paid training, which includes creative expression and artistic development as well as 10 hours of professional development workshops covering resume writing, interview skills, financial literacy, and social media presence. Our internships enrich our communities by creating publicly accessible works of art, enhancing access to mental health resources, leaving a positive environmental impact, and contributing to the development of a skilled workforce.</p>
<p>Bembé Drum and Dance</p>	<p>Founded in 2015, Bembé Drum and Dance is a cultural performing arts program in the City of Milwaukee that inspires music and dance performance skills, intergenerational connection, and cultural identity exploration with Milwaukee youth and their families through percussion-based Afro-Latino musical culture. Year-round workshops take place after school and on weekends in accessible locations for youth ages 6-18 and adults. Free, public performances take place throughout the city year-round, in partnership with local youth-serving organizations and youth performance groups. Performances and events position youth to express, entertain, and educate the community on the history, music and dance of the Afro-Latino Diaspora.</p>
<p>Black Arts MKE, Inc.</p>	<p>Black Arts MKE's mission is to increase the availability and quality of African American arts and culture. At-risk youth are most vulnerable to negative influences after school. We collaborate with local professional artists of color to provide culturally relevant programming that nurtures social emotional skills, lift hearts and creativity through the performing arts. Programming includes chorus/music and dance for elementary age children and summer camp for high school youth which includes experiencing hands on, all aspects of musical theater, as well as filmmaking. Students display their skills, engage family and community at culminating school showcases and performances at our home in the Marcus Center and throughout the city (during Youth Night at Milwaukee Black Theater Festival, Black Arts Fest Youth Stage, etc.)for our Camp youth participants.</p>

Boys & Girls Clubs of Greater Milwaukee	<p>Movement Matters is a collaboration between the Boys & Girls Clubs of Greater Milwaukee and local dance organizations to provide accessible, high-quality dance education to Milwaukee youth. Experienced professionals teach diverse dance styles, promoting physical activity, self-confidence, and cultural appreciation. The program will run across seven Boys & Girls Clubs of Greater Milwaukee locations, enabling youth to acquire new skills, foster connections, and experience various cultures. Committed to enhancing health, wellness, and cultural enrichment for Milwaukee's youth, Movement Matters will make a lasting impact on participants' lives.</p>
CAPITA Productions, Inc.	<p>CAPITA aims to provide consistency and diligence in meeting the organization's mission of fostering multicultural awareness and racial harmony through the production of outstanding theatre performances. In addition to producing our CAPITA directors will oversee/coordinate the CAPITA volunteers and theater professionals to strengthen and bring more depth to our ongoing after school program and schedule weekend family sessions to increase family participation. While using the arts to learn about historic events that have happened in Milwaukee and throughout the country, families will have the opportunity to compare stories from history to their own life stories to gain inspiration and direction. Our "We Are the Drum" production is held during Black History Month and allows students to share through music, song, narration, and dance what they have learned about the arts, Black History and how applies in current life..</p>
Casa Romero Renewal Center	<p>"Journeys: Exploring Identity and Voice through the Arts," is an overarching program at Casa Romero (CR) that is carried out in the form of after-school workshops, over-night retreats, and summer day camps. Our priority is to give low-income, urban youth opportunities to work with professional artists as they explore various forms of artistic expression: visual arts, poetry, creative writing, and music. These mediums are used as vehicles for youth to build self-esteem, develop critical thinking skills, and voice their message, with the end goal of empowering participants to use the arts to communicate their unique voices and as a tool they can use to make a positive impact in their community.</p>
Ex Fabula	<p>Youth Affinity Storytelling (YAS) uplifts youth by holding space for them to develop and practice self-advocacy skills through the power of personal storytelling. Ex Fabula will partner with organizations that serve young people – especially those of marginalized and disenfranchised identities – and place Ex Fabula teaching artists in residency at those organizations. Teaching artists will engage young people at series of interactive storytelling workshops and lead full group story-sharing. Ex Fabula will also bring together youth from multiple organizations at annual, youth-designed StorySlams and work with young people to further extend the reach of those stories via media pieces. As young people vulnerably share their stories publicly, they will build and deepen relationships and gain confidence in their voices; they will also gain skills that can be leveraged in the workplace, on civic projects, and to support their own mental health.</p>
First Stage	<p>First Stage's Theater Academy is a theater training program for youth of all ages and experiences that fosters life skills through stage skills. Taught by professional teaching artists, classes emphasize Creative Drama, Stage Movement, Voice, Scene Study, and more—providing students with a foundation in theater, as well as a deep understanding of how to relate with each other in a positive and supportive manner. To ensure access, First Stage provides Theater Academy classes and experiences afterschool free of charge to Milwaukee youth through two outlets: targeted recruitment at MPS schools and ongoing access at the Milwaukee Youth Arts Center.</p>

<p>Girl Scouts of Wisconsin Southeast</p>	<p>Girl Scouts of Wisconsin Southeast (GSWISE) partners with Milwaukee Public Schools (MPS) and other organizations to provide the Girl Scout Leadership Experience (GSLE) to approximately 50 girls. Girls in grades K-5 participate in extracurricular staff-led troop programs where they will be a part of the longest and most successful girl leadership program in the world. Girls attend weekly activities (for up to six weeks) that align with the GSLE curriculum which focuses on four pillars: STEM, the outdoors, life skills, and entrepreneurship, while exploring leadership traditions and connecting them to their values and cultural conditions.</p>
<p>Hmong American Friendship Association</p>	<p>Our project, Exploring Southeast Asian Arts and Culture, builds on the Hmong American Friendship Association's previous Arts & Humanities grants to combine the teaching of traditional dance with additional areas of Hmong arts and culture. Youth will be exploring both traditional and contemporary Hmong music, traditional Hmong games, and the patterns and symbols of Southeast Asian textiles, including story cloths and clothing. Our goal is to strengthen the identity of Southeast Asian youth both as Americans and as Southeast Asians who have a rich cultural heritage. In addition, the program will be open to all youth, especially African American and Burmese youth in our neighborhood who are interested in learning more about Hmong culture.</p>
<p>Keep Greater Milwaukee Beautiful</p>	<p>Eco-Heroes is a multi-session program that engages Milwaukee youth to explore the world around them and become empowered to make positive changes to improve their community. This program weaves literacy and the social sciences to support the learning of environmental concepts and issues while simultaneously providing innovative eco-art lessons. Youth participants discover and explore environmental topics such as urban forestry, wellness and gardening, water pollution, recycling and waste reduction, and energy conservation in a variety of outdoor and indoor activities throughout the school year and during the summer months.</p>
<p>Kids From Wisconsin Ltd.</p>	<p>The Kids from Wisconsin's RYD (Realize Your Dream) music programs are interactive music-based curriculum offering after-school and summer programming to all youth throughout in Milwaukee. The RYD programs consist of various multi-grade, child-centered learning taught by skilled teachers and follow the state's core music standards. Students learn notation, composing, and performing through movement, vocals, dance, rhythm, and songs, culminating in a final performance piece. Regular evaluations ensure comprehension and the ability to work together on creating. The program aims to provide a platform for students to learn about music comprehension, enjoyment, and how it interacts with daily life. It will build ability, showcase talents and connect youth to their community in a mini performance, and increase musical opportunities for youth. The objective is to break down the barriers of music education by making accessible programming in various Milwaukee communities through, workshops, residencies and performances available to all students of Milwaukee.</p>

Lead2Change	Lead2Change respectfully requests support of Dream.Explore.Build. (D.E.B.), our signature career-readiness program. When high school juniors and seniors experience D.E.B., they embark on a fruitful journey of cultivating their dreams, exploring their strengths, and building their futures that measurably increases their confidence in several life and career skills such as problem solving, professionalism, networking, decision making, elevator speeches, and more. D.E.B. includes 300 hours of instruction, reflection, sharing, professional development workshops, social emotional learning, one-on-one professional coaching, peer-to-peer feedback, and a 7-week paid professional internship. The result is an increase in self confidence in the 27 soft skills we measure. Our program also increases the chances that our young people will achieve success in life and the workforce by securing family-sustaining jobs. We are leveling the playing field for people of color and providing on-ramps to the workforce through meaningful exploration and skill-building that will serve them throughout their lives.
LocoMotion Dance Company	LocoMotion Dance Company is an arts-based organization with a mission to help black and brown youth see a world of endless possibilities through different experiences within the arts. LDC helps Milwaukee youth access high-quality arts education while offering mentorship, boosting self-esteem, and building confidence. MKE Inner-City Arts is a two-phased project. Phase one, the Fall semester, will focus on developing the foundation of arts education. Students will learn dance techniques and elements of performance productions and then participate in a showcase. Phase two, the Spring semester, will focus on artistic expression with our professional artists serving as advisors to the students in creating student-led performance pieces that will be showcased at the end of the semester. We will use the National Core Arts Standard as an outline for goals and evaluations for each grade level.
Marcus Center for the Performing Arts	The Marcus Performing Arts Center's FrontRow program connects young people in Milwaukee to the performing arts industry through year-round workshops and engagements with professional artists. Through FrontRow, participants gain hands-on experiences in the performing arts and are encouraged to explore, play, and discover their abilities. This free program provides opportunities for youth to engage with performing artists across multiple disciplines in workshops, discussions, and masterclasses that inform, inspire, and provide creative skills development.
Milwaukee Art Museum	The Teen Internship Program at the Milwaukee Art Museum (MAM) is an art museum-based training and career exploration program that has been preparing City of Milwaukee teenagers for careers in the arts since 1977. It offers teens from neighborhoods and schools across the city opportunities to immerse themselves in intensive, out-of-school visual arts experiences through two kinds of paid internships: Satellite and ArtXpress. The Satellite internship takes place during the school year (October-December for the fall semester and March-May for the spring semester) and focuses on art history, education, and interpretation. ArtXpress is a summer studio internship that takes place in July and focuses on creating public art. Local high school teens in grades 11-12 are eligible to apply for Satellite, ArtXpress, or both. Through their involvement, interns gain experience in (1) career exploration, (2) art interpretation, presentation, and education, and (3) public program development.

Milwaukee Ballet	Milwaukee Ballet is committed to creating accessible opportunities for students of Milwaukee County to receive in-studio dance training after school, during school breaks, and in the summer. Throughout the year, we provide ballet training through our Milwaukee Ballet School & Academy, where we offer up to 100% tuition scholarships for students interested from first grade through high school graduation. Our Discover Dance Program provides third through fifth grade students free, full-day programming : 1. in summer with a weeklong dance camp and 2. for the first time, a Spring Break weeklong camp starting in 2023-2024, and 3. MPS “Days off” Day Camps in 2024-2025. These opportunities include a diverse range of dance styles to help develop well-rounded students who are able to reflect on their performance and improve their ability to make corrections.
Milwaukee Film	Milwaukee Film’s Teen Programs, including 1) Teen Screen and 2) Take 1: Teen Filmmaking Lab (Take 1), help develop leaders and collaborators through opportunities for youth to express themselves using film as the conduit. Teen Screen is a Milwaukee Film Festival-centered program where young people work together to serve as programmers for the festival’s Teen Screen category. Teen Screen builds the next generation of film programmers, curators, and filmgoers, supporting youth voices to program a slate of films that we screen in the Milwaukee Film Festival each year. Take 1 is a 16-20 week course offered in Fall and Spring where young people learn about the filmmaking process from idea to premiere. Instructors guide students to produce their own live action narrative or documentary short films, giving them hands-on experience with the filmmaking process, from start to finish.
Milwaukee Muslim Women's Coalition	Milwaukee Muslim Women's Coalition provides multi-faceted and culturally-appropriate empowerment programming and public art projects for immigrant and refugee students in Milwaukee. Specifically, we will: 1) Empower immigrant and refugee students through leadership exercises, team-building activities, and discussions about cultural identity; 2) Work with therapists and social workers to address the unique trauma experienced by immigrant and refugee students in a culturally-sensitive way; 3) Utilize art and music therapies to facilitate healing and help students cope physically and psychologically; 4) Create public art to share with the community; and 5) Cultivate and expand a community garden.
Milwaukee Repertory Theater	The Next Narrative Monologue Competition (NNMC) is a free arts education program that celebrates contemporary Black playwrights and inspires high school students to build confidence through self-expression. Fall and Winter NNMC programming includes in- and after-school residencies at schools and youth-serving agencies, drop-in residencies, and workshops throughout Milwaukee to build performance skills and prepare students to audition and participate in a regional competition. Two winners from regionals will advance to the national competition in New York City. The program will also include professional theater experiences and youth employment opportunities. During the spring, all program participants will be invited to attend playwriting and devising workshops to learn how to create their own narratives to perform over the summer.

<p>Milwaukee Youth Symphony Orchestra</p>	<p>Community Partnership Programs (CPP) deliver direct participatory music education and its developmental benefits to Milwaukee students who would have no access to them otherwise because of barriers including financial need. Students receive financial aid to ensure their participation in ensemble, enrichment, and outreach options in classical, jazz, steel-pan, and Latin music. The programs promote cognitive, social, and emotional skills that youths will need to succeed in any walk of life – such as teamwork, empathy, leadership, discipline, and critical thinking -- in addition to musical skills. Research shows that 73% of CPP students display gains in character skills, 87% in cognitive skills, and 91% in musical skills. All students show gains in skills including time management, focus, and leadership. Also, the programs advance access, equity, diversity, and inclusion in music. Of CPP students, about 65% live in Milwaukee, 65% are youths of color, and 75% come from low- to moderate-income families.</p>
<p>Neighborhood House of Milwaukee</p>	<p>Family Adventures (FA) will provide a series of educational and cultural experiences for school-age children and their families under the theme “The Magic of Milwaukee.” FA sessions, offered on weeknights and Saturdays from September to May, will focus on humanities and arts topics that explore traditions, expressions and histories of the diverse cultures that form the fabric of Milwaukee. Each FA event will also include interactive projects for families to complete together. These projects are designed to extend and enhance learning, deepen cultural understanding and connection about cultural groups and strengthen family bonds. FA events will be open to all city of Milwaukee residents at no or very low cost to ensure accessibility and will take place at various cultural and arts venues around the city, as well as at Neighborhood House. We anticipate that FA will serve 200 children and families annually.</p>
<p>Neu-Life Community Development</p>	<p>Neu-Life Community Development is a near north-side nonprofit providing year-round educational and recreational programs for youth, ages 5-18, as part of afterschool and summer programming. Under this contract, Neu-Life will execute our annual youth-led Art Show and expose youth to new genres and mediums of art through artist residencies.</p>
<p>Quasimondo Physical Theatre</p>	<p>“Bee the Change” is a multi-faceted arts/environmental project that will engage 50-65 culturally diverse mostly low-income children in the Brady Street Lower East Side neighborhood in creative theatre/arts activities designed to increase their ability to work together as a team to help our pollinators, and us, to survive. The projects four facets include: 1) creating a Pollination Parade with puppets, costumes, musical instruments; 2) a pageant illustrating how and why we can support our pollinators; 3) a Documentary photo/video of the process; 4) Resource Guides with activities/information to raise awareness, knowledge and commitment to help our pollinators.</p>
<p>Radio Milwaukee</p>	<p>Grace Weber’s Music Lab (GWML) is a free monthly music and arts education program and talent accelerator for Milwaukee area high schoolers to connect with and be inspired by music industry professionals and each other. GWML provides opportunities to build performance skills; make connections between engaged and talented young people from different neighborhoods; expose participants to the multiple career opportunities available in creative industries; and to experience performances and talks by professional musicians and entertainment industry professionals.</p>

<p>Reflo</p>	<p>The Reflo Environmental Internship program offers paid experiential learning and personal growth opportunities related to the environment, climate education and justice, and sustainability for Milwaukee-area high school students. In the School Year session, small teams will work collaboratively from October – April to organize their own green initiative or project at their schools. Youth will investigate the role community voice and engagement plays in advancing sustainability goals, and create a presentation of impact sharing their work with the broader community. In the Summer session (May - August), interns will support community-based projects throughout the city and assist with green infrastructure maintenance and land stewardship projects. Both intern sessions emphasize building capacity to support projects while gaining knowledge and career awareness related to green infrastructure and climate justice with the opportunity to collaborate with other environmental youth groups and partner organizations throughout the program as they develop personal and professional skills.</p>
<p>Riveredge Nature Center</p>	<p>In fall 2023, Riveredge Nature Center will be launching the Riveredge Environmental Club (REC) to increase middle school youths’ interest in – and access to – nature and environmental education. Limited access to natural spaces often inhibit Milwaukee youth from learning about the environment in the real world. People of color are underrepresented in environmental fields highlighting one of the generational impacts of environmental inequity in our community. REC youth will learn to question the world around them and explore local issues of environmental injustice in their community while analyzing paths to a better environmental future. Our REC educators will increase students’ access to both urban and wild natural spaces. Through this program, we provide place-based conservation and environmental education tools to foster a new generation committed to environmental stewardship and empowered to pursue a career in the environmental field.</p>
<p>Running Rebels Community Organization</p>	<p>Through the Running Rebels UNITY Arts Program, youth ages 12-21 engage in a wide range of creative pursuits within the visual, performing, media, and culinary arts fields. The program encompasses weekly workshops that provide education & instruction, practice time, and creative project development, as well as a set of regular showcases and performance opportunities. External partnerships with Milwaukee businesses and organizations provide additional opportunities for the creative development of UNITY youth. This program is open to all skill levels, but is especially transformative for the artistic novice, who will be invited to step out of their comfort zone, try new things, and evolve their creative capacity.</p>
<p>SHARP Literacy</p>	<p>SHARP’s Summer Arts Program is a partnership with Community Learning Centers (CLCs), designed to prevent summer learning regression, which has become more critical since the pandemic. SHARP workshops provide opportunities for students to learn in a creative, supportive environment through individual and collaborative art projects, movement activities and read alouds. Having conversations and voicing their ideas and opinions in a non-judgmental space where there are no right and wrong answers helps students establish and maintain positive relationships and practice social skills. Sites select from curriculum options for kindergarten through 6th graders including Aloha Wisconsin, Summer Journeys and STEAM Dream Team.</p>
<p>Signature Dance Company</p>	<p>Signature Dance Company is a non-profit organization that serves girls ages 3-adult. Our programming consists of weekly classes, rehearsals, yearly performances, a summer camp, a retreat, and multiple mentorship activities. All of our classes are taught by professional artists, many of whom are working professionally in the arts, as well as mentors and staff who believe in empowering and building leadership skills in young women. We are seeking funding to provide between 4 scholarships to girls who reside in the City of Milwaukee as well as funding that will support students for our summer camp only. The girls will participate in our Pre Academy (ages 3-5) or our Academy (ages 6-17) and be able to take advantage of the entire scope of our programming. Additionally, we will serve approximately 75 additional girls in our six week summer camp.</p>

<p>Sixteenth Street Community Health Centers</p>	<p>“Healthy Communities, Big and Small” enhances our existing programming, “The Scientist and Artist in You” by including more topic areas within the arts and humanities. It emphasizes the interconnectedness of our systems to guide children to develop a better understanding of the role they play in their own communities and explore the reciprocal impact, big and small, they have on other communities. The program combines art and humanities activities using nature as a classroom and utilizes existing program elements, such as emotional health components, and community partnerships. By widening their perspective of the world, our hope is that the program will allow children to grow as individuals, becoming healthier and more active citizens.</p>
<p>Sojourner Family Peace Center</p>	<p>Children who live with family violence can recover and heal from their experiences. Sojourner’s Children’s Program offers creative outlets for youth to cope and discover a path forward from violence. Youth Art Space is offered to shelter residents and community members who are current or former clients. Children ages five and older participate in creative workshops led by the Arts Program Coordinator, including open studio, cultural projects, and celebrations. Camp HOPE focuses on breaking the generational cycle of family violence. Children take part in a week-long overnight camp and monthly reunions building lasting relationships with counselors and fellow campers to better navigate their healing journeys. Generating resiliency, competency, and turning point opportunities can help children overcome the trauma of family violence.</p>
<p>TBEY Arts Center</p>	<p>TBEY ArtReach Program & Summer Arts Camp is designed to serve Milwaukee students grades K4-12. Programming is open to all Milwaukee students/residents and students who attend the partnering schools. Our programs are designed to reach undeserved students. ArtReach Program - Teaching artists will provide arts instruction, develop specialized arts-related activities and organize a showcase at the completion of each semester. TBEY works with school partners based on the needs/goals of each school. Teaching artists develop lessons and activities that allows students to explore and learn different aspects of performance and/or visual arts at the partnering school. Summer Arts Camps - Participants undergo rigorous training with professional artists learning new techniques in a variety of mediums, styles, and themes. The camps are designed to prepare members for performance and/or producing (art) work. Participants gain professional experience and appreciation for the creative works and productions that help shape the world around them.</p>
<p>Teens Grow Greens</p>	<p>Teens Grow Greens is a series of paid internships where Teens develop life-skills through hands-on experience. The program includes physical labor and mental improvement, and is designed to achieve personal growth as well as a positive impact upon the community. In the spring, Teens develop their soft skills and develop an understanding of the benefits of healthy eating and physical activity through goal setting. In the summer, Teens will learn about food justice through growing food and creating leadership projects to aid their communities. In the fall, Teens will develop their own "product with a purpose" and gain entrepreneurial skills at farmer’s markets.</p>

<p>Unity in Motion, Inc. (DBA Project Kindred)</p>	<p>PROJECT KINDRED is a youth development and leadership organization dedicated to disrupting the cycle of segregation through transformative learning experiences. We provide countless opportunities to unite the city’s young people and lead them to common ground, foster positive peer relationships, and develop the skills and values necessary to become empowered and culturally reverent future leaders — building diverse, equitable, loving communities for the next generation. Our program unlocks the transformational power that occurs when youth connect across differences, not only inspiring action but unleashing authentic leadership. Participants demonstrate a measurable increase in both their leadership and their social and emotional capacities. The model includes programs that help build meaningful connections across lines of racial and economic difference; Opportunities to strengthen those relationships over time; An experiential curriculum that empowers students to internalize lessons in diversity, respect, empathy, communication and conflict resolution; Long-term mentoring and support for student-led projects advancing justice.</p>
<p>UWM PSOA Youth Arts Programs</p>	<p>UWM Youth Arts Programs provide year-round out of school time arts instruction to Milwaukee youth through three innovative programs: ArtsECO PreCollege, Milwaukee Visionaries Project and UWM String Academy. Focused on specialized media and arts through advanced instruction, participating students are ready for college-level, industry-relevant opportunities. ArtsECO Pre-College provides a high school summer art and design program; Milwaukee Visionaries Project (MVP) is an academic year middle and high school media literacy, animation and video program; UWM String Academy (UWMSA) provides musical instruction. These programs support 6-12th grade students with conceptual and technical development in art, design, media and technology, engaging youth to use professional-level tools across a range of media to create work addressing issues central to their lives. UWM String Academy (UWMSA) provides children aged 4-18 private and group lessons on violin, viola and cello, music theory instruction, and opportunities for recitals and concerts on campus and in our community.</p>
<p>Victory Garden Initiative</p>	<p>VGI's Youth Education Program (YEP!) highlights growing food and environmental stewardship while positively impacting food security for Milwaukee youth. YEP! utilizes our 1.5 acre urban farm in the Harambee neighborhood and a network of school gardens as an outdoor laboratory for teaching practical garden skills, composting, and nutrition. YEP! is an invitation for Milwaukee youth to come together, make new friends, learn outdoors, achieve food security, and positively impact their physical, mental, and developmental health. Our program includes an After School Chef-in-Training Club and Summer AgriCorp camp for a year-round immersive experience in all things food!</p>
<p>Wisconsin Conservatory of Music</p>	<p>The Wisconsin Conservatory of Music offers music education and performance opportunities for people of all ages and skill levels. Our summer camps provide a fun and engaging way for students to immerse themselves in music and make new friends. Our Music Exploration Camps are designed for children entering grades 2-6, with no prior experience required. Campers will learn to sing, drum, and play ukulele, and perform in a final showcase on the last day of camp. At the Conservatory, we believe that everyone can benefit from music education, and we're committed to helping people of all backgrounds discover the joy of making music.</p>

<p>Woodland Pattern Book Center</p>	<p>Woodland Pattern's Youth Literary Arts Program (YLAP) provides year-round interdisciplinary arts programming with a focus on creative writing. YLAP consists of four main avenues of student engagement and serves students in grades 3–12. The YLAP's Community Learning Center (CLC) programs serve students at MPS school sites through after-school and summer creative writing sessions. The YLAP also offers two one-week inter-arts Poetry Camps each summer, which include meals, workshops, field trips, and a student-led reading that is open to the public. YLAP's Milwaukee Queer Writing Project's (MQWP) programming partners with high-school Gay-Straight Alliance (GSA) clubs to offer LGBTQ-led writing workshops to MPS students throughout the city. Finally, YLAP supports activities and events connected to the new Milwaukee Youth Poet Laureate (MYPL) program, which is aimed at providing widespread opportunities that prepare Milwaukee youth to become expressive thought leaders.</p>
<p>Xalaat Africa Drum and Dance for Life</p>	<p>Xalaat Africa Drum and Dance for Life will implement our Cultural Arts Programming at Milwaukee High School of the Arts for high school students. Programming will consist of traditional and contemporary African dance, drumming, vocals, and performance etiquette. Instruction will take place weekly afterschool at the high school, and The Pink House Studio, with performances for K-12 students from throughout the MPS district.</p>



Notable Changes

1. We are now using a two-year funding cycle. The current contract is in effect from August 16, 2023 through September 30, 2025. Services shall be performed during the first program period between September 1, 2023 to August 31, 2024. Services during the second program period shall be performed between September 1, 2024, and August 31, 2025. Grantees will receive the amount listed in their contract from September 2023-August 2024. Pending review of the midterm report as well as a performance review, grantees may be eligible to receive the same amount again from September 2024-August 2025. Funds cannot be rolled over from the first to second funding cycle.
2. Cost reports may now be emailed to RecFinance@milwaukee.k12.wi.us, however mailed and dropped off cost reports will still be accepted. Digital and physical signatures are now accepted.
3. Previous Mid-Term Program Reports were due in January. A Mid-Term Program Report will now be due by August 31, 2024 for all grantees via SurveyMonkey Apply. The Mid-Term Program Report will cover all grant activities from the first program period (September 1, 2023 - August 31, 2024).
4. We have now implemented a [Performance Review](#) process. This process will be completed by Christina Dresang after the Mid-Term Program Report is submitted and be completed by mid-September. The Performance Review will assess the organization's performance concerning the Partnership for the Arts & Humanities goals and objectives including overall participant reach, partnerships, meeting administrative and contract compliance deadlines and requirements, etc. Once the Performance Review is complete, the grantee will receive official notification of whether or not MPS standards have been met with a notification of second-year funding. Failure to meet MPS standards will result in a forfeit of funding for the second funding cycle. More information about this process can be found in your contract or in the Performance Review section of the guidebook.
5. All grantees should expect at least two site visits from MPS per program period, for a total of four (or more) visits across both funding cycles. Grantees are required to assist with scheduling site visits.

6. A Final Program Report will be due by September 30, 2025 via Survey Monkey Apply. This report will cover activities during the second program period.

7. Outcomes monitoring will be completed during both funding cycles. Grantees will be required to report out about progress towards outcomes on both the Mid-Term and Final Program Reports and submit completed outcome monitoring data tracking spreadsheets.



Timeline and Important Dates

Dates and Deadlines for 2023 - 25



Dates and Deadlines

Below are important dates and deadlines for the 2023-25 Partnership for the Arts & Humanities program. All specific dates and deadlines listed below are firm unless the Supervisor of the Partnership for the Arts & Humanities notifies you otherwise.

Due Date	Who It Applies To	Task	Where to Submit/How to Complete
September 1, 2023	All grantees	Submit signed contract	Via email to Procurement
September 1, 2023	All grantees	Submit proof of appropriate level of insurance	Your insurance agent should submit via EXIGIS
September 1, 2023	All grantees	Select your cost reporting schedule	Via your SurveyMonkey Apply account
September 1, 2023	Organizations with programs beginning September-April	Submit signed Matching Fund Agreement Forms	Via your SurveyMonkey Apply account
September 1, 2023	Organizations with programs beginning September-April	Submit signed Partnership Agreement Forms	Via your SurveyMonkey Apply account
One month prior to program start	All grantees	Submit criminal background checks	Via this form: tinyurl.com/yc3pu8mj (the link is also available on the Partnership for the Arts & Humanities web page)
One month prior to program start	All grantees	Submit finalized programming schedule (this will be used to schedule site visits)	Via your SurveyMonkey Apply account or via email to Christina Dresang (dresanc@milwaukee.k12.wi.us)
Monthly or bi-monthly	Organizations with programs beginning September-April	Submit Cost Reports (you will select a monthly or bi-monthly schedule)	Via US Postal Service to Michelle Porter at MPS Central Services

September 13, 2023 (10:00 – 11:30 AM)	New grantees – required Returning grantees – encouraged	Attend the Outcome Monitoring Workshop	Link to RSVP form and Zoom meeting will be sent to you via email
October 3, 2023 (1:00 – 2:30 PM)	New grantees – required Returning grantees – encouraged	Attend the Cost Report Workshop	Link to RSVP form and Zoom meeting will be sent via email
May 2024	All grantees	Partnership for the Arts & Humanities Showcase	Recreation Supervisor to send participation survey; all grantees encouraged to participate in some way
May 1, 2024	Organizations with summer-only programs	Submit signed Partnership Agreement Forms	Via your SurveyMonkey Apply account
May 1, 2024	Organizations with summer-only programs	Submit signed Matching Fund Agreement Forms	Via your SurveyMonkey Apply account
By August 31, 2024	All grantees	Complete a Mid-term Report	Via your SurveyMonkey Apply account
Mid-September	All grantees	Performance Review Conducted	Recreation Supervisor to complete and send to you for signature
September 15, 2024	All grantees	Notification of second year funding	Recreation Supervisor to notify you regarding your award for 2024-25
September 30, 2024	All grantees	Final 2023-24 Cost Reports due	Via US Postal Service or email to Michelle Walters at MPS Central Services

Note: 2024-25 important dates and tasks are forthcoming, however, they will follow the general timeline as outlined above.



Contract Details

2023 - 25 Partnership for the Arts and Humanities



Contract Compliance

Milwaukee Public Schools (MPS) works with organizations and agencies on a contractual basis. Organizations or agencies are known as “vendors” or “contractors” and provide “services” to the district and/or its constituents. All vendors/contractors are required to demonstrate that they meet MPS vendor requirements, such as appropriate levels of insurance, criminal background checks for staff with direct contact with students, and so on.

Milwaukee Recreation tracks contract compliance for each organization funded via the Partnership for the Arts & Humanities. If your organization or agency is deemed noncompliant, a representative will reach out to you to resolve the issue immediately. Incidents of noncompliance may affect your organization’s ability to receive reimbursements during the current Contract Period or funding in the future.

The next few pages consist of a general copy of the 2023-25 Partnership for the Arts & Humanities Contract. The full contract, including appendices, can be found [here](#). This will be useful to refer to when questions arise, however, you will be provided your fully executed contract via your SurveyMonkey Apply account. To help you, we have pointed out important areas of the Contract with black arrows.

Copy of Contract

Contract Requisition Number:
Contract Number:
Vendor Number:

MILWAUKEE BOARD OF SCHOOL DIRECTORS PROFESSIONAL SERVICES CONTRACT

This Contract is being entered into this ___ day of _____ 2023, by and between _____ (“Contractor”) and Milwaukee Board of School Directors d/b/a Milwaukee Public Schools (“MPS”).

1. SCOPE OF SERVICES

Contractor shall specifically perform the following services under this Contract:

The Partnership for the Arts & Humanities expands access to arts and humanities programs during out-of-school time by providing funds to community-based organizations to serve city of Milwaukee children, youth, and families.

Contractor was selected pursuant to its submission to the 2023-25 Partnership for the Arts and Humanities Application. Contractor’s specific performance requirement is as submitted in Contractor’s “2023-25 Partnership for the Arts and Humanities Application,” and shall be incorporated into the Contract.

Contractor shall provide, at its own expense, all personnel, supplies, and equipment required to perform the services under this Contract. Unless otherwise indicated, all services are in-person.

2. TERM

This Contract shall be in effect on August 16, 2023, through September 30, 2025 (“Contract Term”).

Services during the first funding cycle shall be performed between September 1, 2023, and August 31, 2024. Pending Contractor’s satisfactory performance review and MPS’s approval, services during the second funding cycle shall be performed between September 1, 2024, and August 31, 2025. A final program report and final cost report are due by September 30, 2025.

No work shall commence before a Contractor receives a fully executed Contract and has been given approval to proceed. Any work performed by the Contractor prior to obtaining a fully-executed Contract with approval to proceed shall not be compensated pursuant to this Contract. Any continuation of the Contract beyond this term must be set forth in writing and signed by the original signatories to the Contract.

3. COMPENSATION

Total compensation under this Contract shall not exceed \$ _____. Contractor shall be compensated in an amount not to exceed \$ _____ for each funding cycle. Funds cannot be rolled over from the first funding cycle to the second funding cycle. Additional guidelines and requirements regarding compensation are identified in **Attachment A, Section B.**, and its referenced attachments.

MPS does not pay in advance for services. MPS reserves the right to determine in its sole discretion whether services have been adequately and fully delivered; to withhold payment until services are fully and adequately delivered, or to disallow a pro-rata share of payments for services not fully and adequately delivered.

No payment shall be made until a properly submitted invoice/Cost Report(s) pursuant to **Attachment A, Section B**, is approved. Said invoice/Cost Report(s) shall be submitted to:

Milwaukee Public Schools
Department of Recreation & Community Services
ATTN: Michelle Porter
5225 W. Vliet Street, Rm 162
Milwaukee, WI 53208
Copied to Email: waltermm@milwaukee.k12.wi.us

As a matter of practice, MPS attempts to pay all invoices/cost reports in 45 days. It is mutually agreed that State Prompt pay law does not apply to this Contract.

Unless otherwise specified, MPS shall not pay cost reports/invoices submitted more than 15 days after the reporting period. In the case of grant funding, no payments shall be made after grant close out. Final cost reports/invoices must be marked as such.

4. NON-APPROPRIATION OF FUNDS

1

This Contract is contingent upon the appropriation of sufficient funds by appropriate MPS officials. If funds are not appropriated, Contractor agrees to take back any commodities furnished under the Contract, terminate any services supplied to MPS under the Contract, and relieve MPS of any further obligations under the Contract.

5. NON-DISCRIMINATION

In the performance of work under this Contract, Contractor shall not discriminate in any way against any employee or applicant for employment on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability, or socio-economic status. This prohibition includes but is not limited to employment; promotions, demotions and transfers; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. Contractor shall post in conspicuous places, available for employees of Provider and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Contractor is required to include a similar provision in all subcontracts to this Contract.

If MPS determines Contractor has violated this non-discrimination policy, MPS may terminate this Contract without liability for undelivered services or materials. MPS may also deem the Contractor ineligible to participate in future contracts with MPS.

6. INDEMNITY

Notwithstanding any references to the contrary, Contractor assumes full liability for all of its acts or omissions in the performance of this Contract, as well as the acts or omissions of its subcontractors. Contractor shall indemnify and hold harmless MPS, its agents, officers and employees against all liabilities, losses, judgments, decrees, costs, and expenses that may be claimed against MPS as a result of granting of this Contract to said Contractor, or that may result from the carelessness or neglect of said Contractor, its agents, or employees. Contractor agrees to accept tender of the defense of any claim or action against MPS falling within the scope of this indemnity. If judgment is recovered against MPS in suits of law or equity for any reason, including by reason of the carelessness, negligence, or acts or omissions of the Contractor, against such persons, firms or corporations carrying out the provisions of the Contract for the Contractor, the Contractor assumes full liability for such judgment, not only as to any monetary award, but also as to the costs, attorneys' fees or other expenses resulting therefrom.

In accordance with applicable laws, MPS shall be responsible for defending and paying judgments on behalf of its officers, employees and agents while acting within the scope of their employment or agency for any claims that may arise out of MPS's negligence for acts, policies, or directives that affect the activities covered by this Contract.

7. BACKGROUND CHECKS

Contractor will conduct, at Contractor's expense, a criminal information records background check, (hereinafter referred to as "background check"), through the Wisconsin Department of Justice and other appropriate states' agencies, on all current and potential administrators, board members, officers, and employees (full-time and part-time), and volunteers who have, or who are anticipated to have, "direct, unsupervised contact" with MPS students in the performance of this Contract. (Note: No background checks are required for youth mentors/workers who are under the age of 18.)

An out-of-state background check should be completed in the state(s) in which the individual resided for at least six (6) months within the last 10 years and was eighteen years or older at the time.

For purposes of this Contract, a volunteer is any non-paid person who provides services on a regular and ongoing basis for more than five hours a week. A volunteer is not a parent or other adult who is a one-time volunteer for a field trip or other one-time only activity. Provider will use good judgment in accepting the services of a volunteer, and will be familiar with the volunteer before accepting services of that volunteer.

No later than one month before programming with MPS students begins, Contractor will submit to MPS's Department of Employment Relations (DER), utilizing the Smartsheet link provided herein: <https://tinyurl.com/yc3pu8mj>, all completed background checks. Such records will be reviewed and MPS will notify Contractor of any individual(s) who, based on MPS standards, are unfit and should not have contact with MPS students. All determinations made by MPS with regards to whether an individual is fit to provide services pursuant to this Contract are made in MPS's sole discretion. More information about the background check process can be found in the 2023-25 Partnership for the Arts and Humanities Guidebook for Grantees.

The following will each be a material failure to comply with the terms of this Contract and cause for immediate termination of this Contract by MPS: failure to perform background checks as outlined in this Section 7; failure to submit background checks to MPS as outlined in this Section 7; allowing services to be provided by an individual who has not been subjected to a background check; and allowing services to be performed by an individual who has been determined to be unfit by MPS as outlined in this Section 7.

8. INSURANCE AND PROOF OF FINANCIAL RESPONSIBILITY

Contractor understands and agrees that financial responsibility for claims or damages to any person, or to Contractor's employees and agents, shall rest with the Contractor. Contractor and its subcontractors shall effect and maintain any insurance coverage, including, but not limited to, Workers' Compensation, Employers' Liability, General Liability, Contractual Liability, Automobile Liability and Umbrella Liability to support such financial obligations. The indemnification obligation, however, shall not be reduced in any way by existence or non-existence, limitation, amount or type of damages, compensation, or benefits payable under Workers' Compensation laws or other insurance provisions.

The minimum limits of insurance required of the Contractor by MPS shall be:

Workers' Compensation	Statutory Limits
Employers' Liability	\$100,000 per occurrence
General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Auto Liability	\$1,000,000 per occurrence
Umbrella (excess) Liability	\$1,000,000 per occurrence

Commercial General Liability shall be on an occurrence form covering the risks associated or arising out of the services provided under this Agreement. This insurance is not to have any exclusions, sub-limits, or restrictions as respects coverage for sexual abuse and molestation, corporal punishment, athletic events, and use of gymnasium equipment.

The Milwaukee Board of School Directors shall be named as an additional insured under Contractor's and subcontractors' general liability insurance and umbrella liability insurance. Evidence of all required insurances of Contractor shall be submitted electronically to MPS via its third party vendor, EXIGIS Risk Management Services. Waivers and exceptions to the above limits will be in the sole discretion of MPS and shall be recorded in the EXIGIS system, which records are incorporated into this Contract by reference. The certificate of insurance or policies of insurance evidencing all coverages shall include a statement that MPS shall be afforded a thirty (30) day written notice of cancellation, non-renewal or material change by any of Contractor's insurers providing the coverages required by MPS for the duration of this Contract.

9. SHIPPING /TAXES

If goods are provided pursuant to this Contract, please note that MPS is exempt from Federal Excise and Wisconsin Sales Taxes. All vendor quotes, bids and invoices must include delivery FOB destination to the MPS location receiving the goods and freight must be prepaid. This means any freight, shipping, processing, handling or like charges must be part of a unit price. Any separate line items for freight, shipping, processing, handling or like charges listed on an invoice will be deleted and NOT PAID.

All textbook purchases shall be governed by the terms and conditions in the Milwaukee Board of School Directors' Textbook Contract, which provides that textbooks shipped to MPS or its schools must be done at no additional charge to MPS or its schools.

MPS reserves the right to reject any items that do not conform to the bid, quote or Purchase Order. All return freight charges associated with the rejected materials shall be borne by the vendor.

10. IRREPARABLE HARM

It is mutually agreed the breach of this Contract on Contractor's part shall result in irreparable and continuing damage to MPS for which money damages may not provide adequate relief. Therefore, the breach of this Contract on Contractor's part shall entitle MPS to both preliminary and permanent injunctive relief and money damages insofar as they can be determined under the circumstances.

11. TERMINATION BY CONTRACTOR

Contractor may, at its option, terminate this Contract upon the failure of MPS to pay any amount, which may become due hereunder for a period of sixty (60) days following submission of appropriate billing and supporting documentation. Upon said termination, Contractor shall be paid the compensation due for all services rendered through the date of termination including any retainage.

12. TERMINATION BY MPS - BREACH BY CONTRACTOR

If Contractor fails to fulfill its obligations under this Contract in a timely or proper manner, or violates any of its provisions, MPS shall thereupon have the right to terminate it by giving 10 days written notice before the effective date of termination of the Contract, specifying the alleged violations, and effective date of termination. The Contract shall not be terminated if, upon receipt of the notice, Contractor promptly cures the alleged violation with 10 days. In the event of termination, MPS will only be liable

for services rendered through the date of termination and not for the uncompleted portion, or for any materials or services purchased or paid for by Contractor for use in completing the Contract. However, MPS shall recover all funds paid to Contractor under this Contract to which Contractor is not entitled. The decision of MPS will be final.

Contractor shall meet or exceed all federal, state, and local laws, regulations, and ordinances and shall meet the standards set by any federal, state, or local agency which may have regulatory or administrative control over such party, its facility, and/or activity. The failure of Provider to meet such standards may result in the automatic termination of this Contract.

13. TERMINATION BY MPS

MPS further reserves the right to terminate this Contract at any time for any reason by giving Contractor written notice by Registered or Certified Mail of such termination. MPS will attempt to give Contractor 30 days' notice, but reserves the right to give immediate notice. In the event of said termination, Contractor shall reduce its activities hereunder, as mutually agreed to, upon receipt of said notice. Upon said termination, Contractor shall be paid for all services rendered through the date of termination, including any retainage. This section also applies should the Milwaukee Board of School Directors fail to appropriate additional monies required for the completion of the Contract.

Nothing in this, or any other, section shall prevent MPS from immediately terminating this Contract if it determines, in its sole discretion, that continuing this Contract would cause an immediate and incurable threat to the safety of the participants in the Summer Recreation Program.

14. INDEPENDENT CONTRACTOR

Contractor agrees and stipulates that in performing this Contract, it is acting as an Independent Contractor, and that no relationship of employer and employee, partnership or joint venture is created by this Contract. Contractor's engagement with MPS is limited solely to the operation of the 21st Century Community Learning Centers as outlined in this Contract. Contractor has exclusive control over work hours, location, and other details of such services, and MPS's sole interest is to ensure that said service shall be performed and rendered in a competent, safe, efficient, timely and satisfactory manner in accordance with the terms of this Contract.

Contractor has the sole obligation to provide for and pay any contribution or taxes required by federal, state or local authorities imposed on or measured by income. Contractor specifically covenant not to file any complaint, charge, or claim with any local, state or federal agency or court in which Contractor claims to be or to have been an employee of MPS during the period of time covered by this Contract and that if any such agency or court assumes jurisdiction of any complaint, charge or claim against MPS on Contractor's behalf, Contractor will request such agency or court to dismiss such matter. MPS shall not be charged any obligation or responsibility whatsoever of extending any fringe benefits which may be extended to MPS employees, including any insurance, or pension plans.

Contractor further agrees that MPS is not to be charged with the obligation or responsibility of extending any fringe benefits such as hospital, medical and life insurance, or pension plans which may be extended to employees of MPS from time-to-time and further agree to indemnify and hold harmless MPS and all its employees, officers and agents from any liability for personal injuries, including death, or for damage to or loss of personal property, which might occur as a result of the performance of the services provided for under this Contract.

15. ASSIGNMENT LIMITATION

This Contract shall be binding upon and inure to the benefit of the parties and their successors and assigns; provided, however, that neither party shall assign its obligations hereunder without the prior written consent of the other.

16. PROHIBITED PRACTICES

- A. Contractor during the period of this Contract shall not hire, retain or use for compensation any member, officer, or employee of MPS to perform services under this Contract, or any other person who, to the knowledge of Contractor, has a conflict of interest.
- B. Contractor hereby attests it is familiar with MPS's Code of Ethics, providing in pertinent part, "[a]n employee of Milwaukee Public Schools may not accept any gift or gratuity in excess of \$25.00 annually from any person, persons, group or any firm which does business with or is attempting to do business with MPS."
- C. No person may enter into this Contract for services that the MPS employee would otherwise perform as an employee.

- D. No current or former MPS employee may perform services on a professional services contract without the prior written consent of the MPS Chief Human Capital Officer or his/her designee.
- E. If Contractors intends to use funds hereunder to purchase apparel for \$5,000.00 or more, the Provider agrees to provide only items manufactured by responsible manufacturers as that term is defined in MPS's Administrative Policy 3.09(18)(B)4. Provider is required to include this provision in all subcontracts to this Contract.
- F. Contractors shall be nonsectarian in its programs, admissions policies, employment practices and all other operations. Contractor will regularly monitor the activities of its subcontractors, and any individual who participates in the providing of the CLC, to ensure compliance with this requirement.

17. LIVING WAGE REQUIREMENT

Contractor shall comply with, and ensure its sub-contractors performing work under this Contract comply with Milwaukee Board of School Directors' Administrative Policy 3.09(17), which requires that employees be paid a "living wage". If MPS determines in its sole discretion, Contractor has violated this living wage policy, MPS may terminate this Contract without liability for undelivered services or breach of contract. MPS may also deem Contractor ineligible to participate in future contracts with MPS.

18. NOTICES

Notices to either party provided for in this Contract shall be sufficient if sent by Certified or Registered mail, postage prepaid, addressed to the signatories on this Contract, or to their designees.

To: Lynn A. Greb, Senior Director
Milwaukee Public Schools
Department of Recreation & Community Services
5225 W. Vliet Street, Room 162
Milwaukee, WI 53208

To: Provider:

Copy To: Director of Procurement & Risk Management
Milwaukee Public Schools
5225 W. Vliet Street, Room 160
Milwaukee, WI 53208

19. WAIVER

The waiver or failure of either Party to exercise in any respect any rights provided for in this Contract shall not be deemed a waiver of any further right under this Contract.

20. INTEGRATION / SEVERABILITY

This Contract and its attachments and appendixes, if any, constitute the entire Contract among the Parties with respect to the subject matter hereof and supersede all prior proposals, negotiations, conversations, discussions and Contracts among the Parties concerning the subject matter hereof. No amendment or modification of any provision of this Contract shall be effective unless the same shall be in writing and signed by both Parties.

In the event Contractor seeks minor modifications to the programming set forth in the Contract, Contractor shall electronically submit a signed letter requesting such approval with a detailed explanation for the requested change to the Recreation Supervisor of Afterschool Arts & Humanities. Minor modifications may include, but are not limited to, a change in school(s) to be served, a change in community partners, or other deviations from the originally proposed services which closely follow the intent of the programming approved by MPS.

Whether such modifications are acceptable to MPS shall be in the sole discretion of MPS. Modifications will be accepted if found to be in the best interests of MPS and its partners. Contractor shall not implement any changes unless and until it receives confirmation from MPS, in writing, that such modifications are acceptable. MPS reserves the right to request additional information, including a revised budget, prior to making a determination.

The District shall not be bound by any terms and conditions included in of Contractor's packaging, service catalog, brochure, technical data sheet or other document which attempts to impose any conditions at variance with or in addition to the terms and conditions contained herein.

Contract Requisition Number:
Contract Number:
Vendor Number:

If any term or provision of this Contract will be found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same will not affect the other terms or provisions hereof of the whole of this Contract, but such term or provision will be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties will be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

21. CHOICE OF LAW & FORUM

The state courts of Wisconsin shall be the sole forum for all disputes arising of this Contract. The validity, construction, enforcement and effect of this Contract shall be governed solely by the laws of the State of Wisconsin.

22. TIMING

Time is of the essence in this Contract.

23. CERTIFICATION REGARDING DEBARMENT OR SUSPENSION & LOBBYING RESTRICTIONS

Contractor certifies that neither Contractor or its principals; its subcontractors or their principals; the sub-recipients (if applicable) or their principals are suspended, debarred, proposed for debarment, voluntarily excluded from covered transactions, or otherwise disqualified by any federal department or agency from doing business with the Federal Government pursuant to Executive Orders 12549 and 12689. Contractor specifically covenants that neither the Contractor or its principals, its sub-contractors or their principals, or the sub-recipients (if applicable) or their principals are included on the Excluded Parties List System ("EPLS") maintained by the General Services Administration ("GSA").

Concurrently with signing this Contract, Contractor will provide MPS with a certification which certifies that neither Contractor nor its principals and its subcontractors nor their principals are listed as debarred or suspended in the System for Award Management (SAM), the government-wide exclusion list maintained by the federal government. Provision of this certification is a material term of this Contract and condition precedent to any payment of compensation. If during the term of this Contract, Contractor, its principals or its subcontractors, are listed on SAM, Contractor has a duty to inform MPS of the same, at which time MPS will have the right to immediately terminate this Contract. In the event of such a termination, MPS will only be liable for services rendered through the effective date of termination. MPS will not be liable for any uncompleted portion of this Contract or for any goods or services purchased or paid for by Contractor for use in completing the Contract.

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

24. FORCE MAJEURE

MPS will not be liable to pay Contractor for any work that the Contractor is unable to perform due to act of God, riot, war, civil unrest, flood, earthquake, outbreak of contagious disease or other cause beyond MPS's reasonable control (including any mechanical, electronic, or communications failure, but excluding failure caused by a party's financial condition or negligence).

25. STUDENT DATA

Contractor acknowledges that student data is protected by both federal and state law. *See* Wis. Stat. § 118.125; 20 U.S.C. § 1232g(b); 34 C.F.R. § 99.1 *et seq.* If MPS determines that Contractor has disclosed any student record information in violation of either federal or state law, without prejudice to any other rights or remedies the MPS may have, MPS shall be entitled to immediately terminate this and every other existing Contract without further liability. Moreover, MPS may bar Contractor from future MPS contracts for varying periods up to and including permanent debarment.

26. NON-DISCLOSURE & OWNERSHIP

Absent prior written consent, Contractor shall not: (1) disclose, publish, or disseminate any information, not a matter of public record, that is received by reason of this Contract, regardless of whether the Contractor is or is not under contract at the time of the disclosure; or (2) disclose, use, publish, or disseminate any information or work product developed for MPS under this

Contract Requisition Number:
Contract Number:
Vendor Number:

Contract for its own or any third party's benefit. Contractor agrees to take all reasonable precautions to prevent any unauthorized use, disclosure, publication, or dissemination of the same information.

All information and any derivatives thereof, whether created by MPS or Contractor under this Contract remains the property of MPS and no license or other rights to such information is granted or implied hereby. For purposes of this Contract, "derivatives" shall mean: (i) for copyrightable or copyrighted material, any translation, abridgment, revision, or other form in which an existing work may be recast, transformed, or adapted; and (ii) for patentable or patented material, any improvement thereon.

Within ten business days of the earlier of receipt of MPS' written or oral request, or final payment, Contractor will return all documents, records, and copies thereof it obtained during the development of the work product covered by this Contract. Notwithstanding the previous statement, Contractor shall maintain all program records for at least seven (7) years from the end of the Contract term, if not returned to MPS.

27. MPS LOGO/PUBLICITY

No Contractor shall use the MPS Logo in its literature or issue a press release about the subject of this Contract without prior written notice to and written approval of Milwaukee Recreation.

All promotional materials and publicity of Partnership for the Arts and Humanities Programs and services as outlined in this Contract must include reference to "Milwaukee Public Schools" or "Milwaukee Recreation," along with "Partnership for the Arts & Humanities." Notwithstanding the foregoing, prior to releasing any promotional materials relating to this Contract, Contractor shall submit a copy and inform the Milwaukee Recreation.

All apparel, (e.g., t-shirts, etc.), and printed items, (e.g., flyers, banners, etc.), purchased with Partnership for the Arts & Humanities funds must include reference to the "Partnership for the Arts & Humanities," and "Milwaukee Recreation" or include the Partnership for the Arts & Humanities logo. In the event apparel is purchased by Contractor, the Contractor shall comply with the standards set forth in MPS Board of School Directors' Administrative Policy 3.09(18) and **Section 16(E)** above.

28. ORDER OF PRIORITY

Should Contractor and MPS sign Contractor's Contract in addition to this Contract, the terms set forth in this Contract shall govern in the event of a conflict. Order of priority of all documents are outlined in **Attachment A, Section A.1.a.**

29. PUBLIC RECORDS

Both parties understand that the Board is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Contract are subject to and conditioned on the provisions of Wis. Stat. § 19.21, *et seq.* Contractor acknowledges that it is

obligated to assist the Board in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of this Contract, and that the Contractor must defend and hold the Board harmless from liability under the law. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this Contract.

30. CONTRACT COMPLIANCE REQUIREMENT

The HUB requirement on this Contract is 0%. The student engagement requirement of this Contract is 0 hours. The Career Education requirement for this Contract is 0 hours. Failure to achieve these requirements may result in the application of some or all of the sanctions set forth in Administrative Policy 3.10, which is hereby incorporated by reference.

Contract Requisition Number:
Contract Number:
Vendor Number:

IN WITNESS WHEREOF, the parties here to have executed this Contract on the day, month and year first above written.

CONTRACTOR (Vendor #:)

MILWAUKEE BOARD OF SCHOOL DIRECTORS

By: _____
Authorized Representative

By: _____
*Janine Adamczyk, Director
Procurement & Risk Management*

Date: _____

Date: _____

VENDOR
ADDRESS
CITY, STATE, ZIP
PHONE

By: _____
*Keith P. Posley, Ed.D.
Superintendent of Schools*

Date: _____

SSN / FEIN:

Budget Code:

By: _____
*Marva Herndon, President
Milwaukee Board of School Directors*

Date: _____

Reviewed by Insurance Compliance:

By: _____

Date: _____

ATTACHMENT A

**2023-25 MILWAUKEE RECREATION PARTNERSHIP FOR
THE ARTS & HUMANITIES PROGRAM**

This Attachment between [INSERT ORGANIZATION NAME HERE] (hereinafter referred to as “Contractor”), and the Milwaukee Board of School Directors, d/b/a Milwaukee Public Schools (hereinafter referred to as “MPS”) shall be incorporated into Professional Service Contract, [insert contract number], (hereinafter referred to as “PSC” or collectively “Contract”).

A. PROGRAM REQUIREMENTS

1. General Program Compliance.

- a. Contractor shall perform services set forth in accordance with the Contract, this attachment, the 2023-25 Partnership for the Arts and Humanities Guidebook for Grantees, found here: <http://www.milwaukee recreation.net/artsandhumanities/>, incorporated by reference, and Contractor’s submitted 2023-25 Partnership for the Arts & Humanities Application. In the event of a conflict between the documents, the order of priority shall be as follows: (1) the PSC; (2) this attachment; (3) 2023-25 Partnership for the Arts & Humanities Guidebook for Grantees; (4) Contractor’s submitted 2023-25 Partnership for the Arts & Humanities Application.

2. Meetings, Workshops, and Site Visits.

- a. Information Sessions. All Contractors are required to attend one (1) information session prior to the start of the Contract Term. The information sessions will cover all Contractor’s requirements under this Contract. The information sessions are scheduled to take place on Wednesday, August 16, 2023. Contractors must attend one of two sessions: 10:00 – 11:30 AM or 1:00 – 2:30 PM (location TBD). An RSVP form will be distributed in early August 2023.
- b. Cost Report Workshops. New Contractors (those that have not participated in the Partnership for the Arts & Humanities program before the 2023-25 funding cycle) are required to attend a Cost Report Workshop at the date specified herein this section. Detailed cost reporting expectations and procedures will be covered at this workshop. The workshop will take place on Tuesday, October 3, 2023, from 1:00 – 3:30 PM (location TBD). An RSVP form will be distributed in early September 2023. Contractors that have participated in the Partnership for the Arts & Humanities program in the past may be required to attend a refresher Cost Report Workshop.
- c. Outcome Monitoring Workshop. New Contractors (those that have not participated in the Partnership for the Arts & Humanities program before the 2023-25 funding cycle) are required to attend an Outcome Monitoring Workshop at the date specified herein this section. Outcome monitoring tools and procedures will be covered at this workshop. The workshop will take place on Wednesday, September 13, 2023, from 10:00 – 11:30 AM (location TBD). An RSVP form will be distributed in early September 2023. Contractors that have participated in the Partnership for the Arts & Humanities program in the past may be required to attend a refresher Outcome Monitoring Workshop.

- d. Check-in Meetings. In-person meetings with the Contractor may be requested by MPS at any time throughout the Contract Term.
- e. Site Visits. Staff of the Partnership for the Arts & Humanities and/or other MPS staff will conduct site visits of Contractor programs throughout the Program Period. Each Contractor should expect at least two (2) site visits from MPS during the Program Period. Contractors are required to provide programming schedules to program staff to assist with scheduling site visits.
- f. Virtual Programming. In the event that a communicable disease or governmental regulations impacts MPS' ability to carry out the Partnership for the Arts & Humanities program in-person services, as set forth in this Contract, MPS reserves the right to make any necessary changes to the program and/or Contract. Contractor shall abide by MPS' policies regarding in-person and virtual programming. If MPS determines that there is a need for Contractor to offer virtual programming at any point during the Program Period, the Recreation Supervisor of Afterschool Arts & Humanities will request a virtual program plan from Contractor, which may include a detailed virtual programming plan and a work sample. Contractor shall not begin any virtual programming until the virtual programming plan is approved by the Recreation Supervisor of Afterschool Arts & Humanities.

In the event that a communicable disease or governmental regulations impacts MPS' ability to hold any information session, workshop, or meeting in person, the Recreation Supervisor of Afterschool Arts & Humanities will coordinate a virtual version of the event or meeting. Contractor will be provided with information on how to access the virtual event or meeting, and attendance at said virtual event shall be mandatory for any event or meeting that was mandatory per this Contract.

3. Program Monitoring and Reporting.

- a. Mid-Term Program Report. Contractor shall electronically submit via their SurveyMonkey Apply account a Mid-Term Program Report by August 31, 2024. The Mid-Term Program Report will detail program outcomes, challenges, successes, reach, etc., and must include information and documentation regarding Contractor's program budget, partners, and matching funds for the second funding cycle. The Mid-Term Program Report, a sample of which is included as **Appendix C**, however, submission to SurveyMonkey will not be available until one month prior to its due date. Failure to submit a timely Mid-Term Program Report will result in a forfeit of funding for the second funding cycle (2024-25).
 - i. Contractor may be required to attend a meeting following their submission of the Mid-Term Program Report or when they reach the midpoint of their program to discuss the program's progress.
- b. Performance Review. Upon receipt of Contractor's Mid-Term Program Report, MPS will conduct a Performance Review to determine if funding for the second funding cycle (at the approved amount) will be made available to the Contractor. The Performance Review, a sample of which is included as **Appendix D**, will be conducted as Mid-Term Program Reports are received and completed by mid-September. Once the Performance Review is complete, Contractor will receive official notification from MPS indicating whether or not MPS standards have been met. Failure to meet MPS standards will result in a forfeit of funding for the second funding cycle. In the event the Contractor's program begins

between September 1 and September 15, and Contractor has not received notification regarding approval for the second cycle, Contractor may submit for reimbursement of expenses (on their next Cost Report) incurred while waiting for approval. If approval for the second funding cycle (beginning September 1, 2024) is not granted, MPS may reimburse Contractor for approved program-related expenses incurred between September 1 and September 15, or until receipt of official notification from MPS, whichever comes first.

- c. Final Program Report. Contractor shall electronically submit via their SurveyMonkey Apply account a Final Program Report detailing program outcomes, challenges, successes, reach, etc., no later than Friday, September 30, 2025. The Final Program Report, a sample of which is included as **Appendix E**, will be available one month prior to its due date. Failure to submit a timely Final Program Report, including completed Outcome Data Tracking Spreadsheet(s), may impact the processing and reimbursement of Cost Reports.
- d. Outcomes Monitoring. Contractor shall be responsible for outcomes monitoring, as set forth in the 2023-25 Partnership for the Arts and Humanities Guidebook for Grantees and Contractor's submitted 2023-25 Partnership for the Arts and Humanities Application. Contractor will be required to report out about progress toward outcomes on the Mid-Term and Final Program Report and submit their completed Outcome Monitoring Data Tracking Spreadsheets.

4. Forms.

- a. Contractor is responsible for completing and submitting forms documenting the partnerships and matching funds outlined in their 2023-25 Partnership for the Arts & Humanities Application. The information submitted in the Application covers one funding cycle (2023-24). Prior to the second funding cycle (2024-25), contractor is required to submit updated or new forms reflecting the partnerships and matching funds secured for the 2024-25 funding cycle. These forms will be submitted with Contractor's Mid-Term Program Report.
- b. Partnership Agreement Forms. Contractor is responsible for completing and submitting a Partnership Agreement Form for all partners identified in its 2023-25 Partnership for the Arts and Humanities Application. Services should not begin until all Partnership Agreement Forms have been submitted and approved (for each funding cycle). For Contractors with programs beginning September-April, Partnership Agreement Forms are due September 1, 2023 and must submit their Mid-Term Program Report in August 2024. For Contractors with summer-only programs, Partnership Agreement Forms are due May 1, 2024 and May 1, 2025. See **Appendix F** for the Partnership Agreement Form.
- c. Matching Fund Agreement Forms. Contractor is responsible for providing evidence for all matching funds (in-kind and cash) identified in its 2023-25 Partnership for the Arts and Humanities Application equal to or greater than the amount of this Contract. For sources of cash match, Contractor may submit signed Matching Fund Agreement Forms or official correspondence. The official correspondence must be on the granting agency's letterhead and include a statement indicating that the funds are intended to support the same or similar programming funded by the Partnership for the Arts & Humanities. The official correspondence must be signed by an official agency representative and include contact information. Emails containing the above information will not be accepted. For sources of

in-kind match, only Matching Fund Agreement Forms will be accepted. Services should not begin until all evidence of matching funds have been submitted and are approved (for each funding cycle). For Contractors with programs beginning September-April, evidence of matching funds are due September 1, 2023 (for the first funding cycle) and with the Mid-Term Program Report due August 31, 2024 (for the second funding cycle). For Contractors with summer-only programs, Matching Fund Agreement Forms are due May 1, 2024 and May 1, 2025. See Appendix G for the Matching Fund Agreement Form.

- d. Release Forms.
 - i. Photo/Video Release Forms. Contractor shall be responsible for distributing permission forms to the parents/guardians of all participants as it relates to photo/video/social media releases. The permission forms must contain language permitting MPS to rely on the same. In the event a participant's parent/guardian does not grant consent, the participant must still be permitted to take part in all program activities, and it shall be Contractor's sole responsibility to ensure the privacy of the participant is protected at all times. MPS reserves the right to inspect and make copies of these records at any time.
 - ii. Evaluation and Other Data Release Forms. Contractor shall be responsible for distributing and collecting passive permission forms to/from the parents/guardians of all participants as it relates to evaluation and other data collection. The passive permission forms must contain language permitting MPS to rely on the same. In the event a participant's parent/guardian does not grant consent, the participant must still be permitted to take part in all program activities, and it shall be Contractor's sole responsibility to ensure the privacy of the participant is protected at all times. Contractor shall also be responsible for analyzing and assessing such data in accordance with such passive permission forms. MPS reserves the right to inspect and make copies of these records at any time.

B. COMPENSATION

1. Services should not begin until this Contract is fully executed and all criminal background checks, partnership agreement forms, and matching fund agreement forms, as set forth in PSC Section 7 and this Attachment A, Section 4a and 4b, have been submitted and approved.
2. Contractor shall follow MPS reimbursement procedures as set forth in herein below and in accordance with the Cost Reporting Guidelines, found here: <http://www.milwaukeeerecreation.net/artsandhumanities/>.
 - a. Reimbursement Procedures.
 - i. Contractor shall complete and submit monthly or bi-monthly Cost Reports, a sample of which is included as Appendix A, throughout the Contract Term to request reimbursement for approved program-related expenses. Contractors with summer-only programs (those taking place between May-August of 2024 and 2025) are only required to submit two reports, one containing all expenses for the entire Summer 2024, and a second report containing all expenses for Summer 2025. Contractor will select which reporting schedule to follow at the beginning of the Contract Period.
 - b. Contractor shall include, with each Cost Report submitted, the following documentation:

- i. Copies of all paid receipts/invoices submitted for reimbursement. Receipts and invoices should also be accompanied by the Schedule of Paid Costs, a component of the Cost Report, detailing the purpose of the purchase(s).
 - ii. Copies of all receipts submitted by the Contractor must be legible and provide the following information:
 - 1. Name of vendor from which the item was purchased;
 - 2. Date of the purchase which coincides with the period in which the reimbursement is requested;
 - 3. Identification and quantity of items purchased; and
 - 4. Amount spent (excluding all taxes, late payment fees, penalties, etc.)
 - 5. Brief description of the reason for purchase and how it relates to the funded program
 - iii. Copies of Organizational Checks used for payment of authorized expenses; and
 - 1. Copies of Payroll ledger forms and other relevant data (*i.e.*, identifying payee, check number, hourly rate, gross wages, and authorized deductions).
 - iv. Any employee listed on the Cost Report who has not undergone and passed a Criminal Background Check, as outlined PSC Section 7, shall not be eligible for reimbursement.
- c. All purchases must include a written description of the purpose of the expenditure on the Cost Report. Any purchase that does not include a description may not be reimbursed.
 - d. Contractor shall ensure the Cost Report and all documents related thereto are legible, and clearly organized in their submission. Contractor acknowledges that any required document that is not submitted or contains errors will reduce or delay the reimbursement request.
 - e. Contractor shall have each Cost Report signed by the authorized organizational officer and identify the name and telephone number of the person responsible for its preparation.
 - f. Cost Reports are due to MPS no later than 15 days after the end of the reporting period selected by the Contractor. Cost Report due dates for both reporting schedules are outlined in **Appendix B**. Cost Reports for Contractors with summer-only programs (those taking place between May-August of 2024 and 2025) are due on September 30, 2024 and September 30, 2025. Any Cost Report that is submitted late may, in MPS' sole discretion, be included in the next review cycle; however, MPS reserves the right to reject such report as untimely.
 - g. MPS shall make reasonable efforts to reimburse Contractor for approved expenditures within 45 days of receipt of a properly submitted Cost Report (following the monthly or bi-monthly reporting schedule). Notwithstanding the foregoing, Wisconsin's prompt pay law does not apply to this Contract.

- h. If Contractor submits a Cost Report that does not meet the requirements outlined herein **Section B.2**, and one or more expenses are denied, the Contractor will be allowed to submit a Corrective Cost Report for reimbursement of said expenses. A Corrective Cost Report should include only the items previously denied with proper documentation. The cover sheet of the Correct Cost Report should clearly indicate "Corrective Cost Report". These reports should be submitted no later than 30 days after email notification of the denied expenses.
 - i. Notwithstanding anything to the contrary herein, MPS reserves the right to withhold payment of any Cost Report submitted after the Program Period under this Contract until receipt of the Final Program Report, including completed Outcome Data Tracking Spreadsheet(s) pursuant to **Section A.3.c-d**.
3. Fiscal Requirements.
- a. Contractor shall submit a revised budget for approval if the Recreation Supervisor of Afterschool Arts & Humanities deems it necessary after a detailed review of the budget submitted with the Contractor's 2023-25 Partnership for the Arts & Humanities application.
 - b. Contractor agrees to spend all funds received under this Contract in accordance with the authorized expense categories identified on the Cost Report, the budget submitted and as approved by the Recreation Supervisor of Afterschool Arts & Humanities.
 - c. MPS will not reimburse Contractor for any costs incurred outside of the Contract Term, September 1, 2023, to August 31, 2025.
 - d. Contractor shall maintain adequate source records supporting all expenditures under this Contract, including, at a minimum: invoices; payroll records; time sheets; and receipts. Such records shall be retained by Contractor for at least seven (7) years after the termination of this Contract.
 - e. Contractor shall use appropriate cash management procedures so that public funds disbursed under this Contract are discernible from other funds, including matching funds. MPS reserves the right to request documentation relating to matching funds at any time throughout the Contract Term.
 - f. Subject to **Section B.3.a.**, Contractor must submit a revised budget to the Recreation Supervisor of Afterschool Arts & Humanities for written approval prior to making any adjustments to its originally approved budget at or above 10% per budget category. Variances below 10% are acceptable without prior approval.
 - g. Any funds allocated to Contractor, but not expended during the Contract Term, shall remain under the jurisdiction of the Milwaukee Board of School Directors/MPS to be used for future programming.



Fulfilling Your Scope of Services

Please refer to ¶ 1 of your Contract for items related to your Scope of Services. Your Contract contains your finalized Scope of Services (aka the Project Summary from your application or revised version you submitted).

Once your Contract is in effect, you are expected to fulfill your complete Scope of Services as outlined in your Contract, regardless of the amount you were funded. If at any time you determine that you are unable to fulfill your Scope of Services, please contact the Supervisor of the Partnership for the Arts & Humanities as soon as possible to discuss options. Options include termination of your Contract, adjustments to your program in order to fulfill your Scope of Services, or something else deemed appropriate.

If you need to request minor programmatic or budgetary changes, please reach out to the Recreation Supervisor - Afterschool Arts & Humanities.



Partnership and Matching Fund Agreement Forms

To encourage new and sustained partnerships between community-based organizations, schools and youth-serving agencies, organizations are required to identify partners and matching fund providers (cash or in-kind) in their application.

A “partner” is a youth-serving agency or school whose children or families your organization intends to serve. A “matching fund provider” is an entity that is providing cash or in-kind support for the project or program outlined in your application.

Once awards are approved by the Milwaukee Board of School Directors, organizations are required to provide evidence of their partnerships and secured matching funds (totaling the award amount). This is demonstrated through the Partnership Agreement Form and Matching Fund Agreement Form, which are to be sent to EACH partner and matching fund provider for signature. Blank forms are available via your SurveyMonkey Apply account or in the “Grantees” section of the Partnership for the Arts & Humanities web page: milwaukeeerecreation.net/rec/Programs/Arts-Humanities.htm.

Signed Partnership Agreement Forms serve as a commitment on the part of the partner and organization. These forms are helpful to refer to if you encounter any issues with your partners. To be clear, this form is not a binding agreement; it is considered an acknowledgement of the partnership. We have found that some MPS principals are reluctant to sign Partnership Agreement Forms because they have been instructed by the district not to sign contracts or MOUs. To help principals feel comfortable signing our Partnership Agreement Form we have added a statement approved by the Department of Procurement & Risk Management: “A note to MPS school principals: This document is approved for signature by school principals per the MPS Department of Procurement & Risk Management.)”

Likewise, the Matching Fund Agreement Form serves as acknowledgement of monetary support for the project or program outlined in your application. Milwaukee Recreation reserves the right to request documentation related to matching funds at any time throughout the Contract Period beyond submitted agreement forms.



Criminal Background Checks

Please refer to ¶ 7 of your Contract for detailed information and requirements surrounding criminal background checks (CBCs).

You are required to submit CBCs for EACH individual, 18 and over, that you anticipate having direct, unsupervised contact with MPS students throughout each program period. CBCs must span an individual's lifetime as some charges are permanent bars to employment. We required a search from the Department of Justice- Wisconsin Online Record Check System to ensure the check span's the individual's lifetime. A search on the Wisconsin Circuit Court Access (CCAP) page is not considered a proper background check. CBCs must be submitted to MPS at least one month prior to the start of your programming and must have been conducted within the last year.

CBCs should be run through the Department of Justice- Online Record Check System here: <https://recordcheck.doj.wi.gov/>

Completed CBCs should be submitted via the SmartSheet form here: goo.gl/VpNv9U.

You will be given access to a SmartSheet (an online spreadsheet) that lists all CBCs your organization has submitted and their status. If a staff member does not pass the MPS criminal background check approval process, you may submit an appeal, but there is no guarantee that the individual will be able to work directly with program participants. Questions about appeals or how to submit an appeal should be directed to the Supervisor of the Partnership for the Arts & Humanities.

Note: Reimbursement checks will be withheld if you have not conducted and submitted CBCs for the individuals delivering your program or if you are requesting reimbursement for individuals whose CBCs have been denied, as this poses a potential risk.



Insurance Requirements

Please refer to ¶ 8 of your Contract for information regarding insurance requirements. Contracts will not be fully executed until appropriate insurance documentation has been submitted. A detailed overview of insurance requirements can be found in the “Applicants” section of the Partnership for the Arts & Humanities web page: milwaukeecreation.net/rec/Programs/Arts-Humanities.htm. A general overview is provided below (Figure 1).

All evidence of proper insurance must be submitted electronically to MPS via EXIGIS Risk Management Services (EXIGIS), which the district is now partnering with for all Professional Service Contracts. A representative from EXIGIS will contact your organization to collect insurance documentation. If you do not receive an email from EXIGIS, please check your email’s spam folder before contacting the Supervisor of the Partnership for the Arts & Humanities.

Figure 1:

SUMMARY

- All contracts over \$1000 require insurance.
- Some contracts \$999 and under may require insurance depending on the services.
- All review of insurance documentation is done through the EXIGIS system; the District no longer accepts or review COIs manually.
- When a contract request is entered, contractor will receive an email from EXIGIS reminding them of the minimum limits of insurance required by MPS and how to provide their insurance broker’s information. The insurance broker then provides proof of insurance.
- Any request for waiver of insurance coverage must be completed through EXIGIS.
- General liability coverage will never be waived.
- Contracts are not finalized until appropriate insurance documentation is on file in EXIGIS or a waiver request has been granted.
- The only guarantee your contract has been finalized and that you may provide services is **receipt of a fully-executed contract**.
- If you provide services before receiving a fully-executed contract, you do so at the risk of non-payment.
- Workers’ compensation coverage is required for all contractors, with the exception of individuals or single-member LLCs.

The District’s contract states that minimum limits of insurance are:

Workers’ Compensation	Statutory Limits
Employers’ Liability	\$100,000 per occurrence
General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate
Auto Liability	\$1,000,000 per occurrence
Umbrella (excess) Liability	\$1,000,000 per occurrence

The District also requires that “The Milwaukee Board of School Directors” shall be named as an additional insured under your general liability insurance and umbrella liability insurance. If “MPS” or “Milwaukee Public Schools” is named instead, the COI will be rejected as non-compliant.



Termination of Contract

Please refer to the following sections of your Contract for details surrounding the termination of Contracts: ¶ 11, ¶ 12, and/or ¶ 13.

Please be sure to fulfill your Scope of Services, submit all required forms (CBCs, insurance requirements, etc.), complete Mid-term and/or Final Reports, and adhere to all other requirements listed in your Contract. Failure to do so could lead to a termination of your Contract. The Performance Review process may result in a termination of your contract if MPS standards are not met.

Contact the Supervisor of the Partnership for the Arts & Humanities immediately if there are any issues, concerns, or changes that may lead to a termination of your Contract* or if you plan to terminate your own contract.

*MPS will send you a 30-day written notice of any violations leading to termination. If you are able to correct the violations by the end of the 30 days, your Contract will no longer be at risk for termination.



Cost Reports and Reimbursements

Overview Procedure and Timeline



Cost Reports and Reimbursements Overview

A Cost Report is how organizations demonstrate that they have paid for services and items necessary to carry out the program outlined in their Scope of Services. As a reminder, MPS does not pay in advance for services, so all payments are made in the form of reimbursements. For detailed information about cost reporting, see ¶ B of Attachment A of your Contract.

A Cost Report with proper documentation of allowable costs and payment of those costs that are in direct alignment with your approved budget ensures a timely reimbursement. This is not difficult to do but does require some time to put together. Milwaukee Recreation/MPS will make reasonable efforts to reimburse for approved expenditures within 45 days of receipt of a properly completed and submitted Cost Report (following the reporting schedule selected by the grantee). If Milwaukee Recreation or MPS needs to reach out to you regarding a Cost Report issue, your reimbursement may be delayed.

The Cost Report template (cover sheet pictured below) will be made available to you at the beginning of the Contract Period.

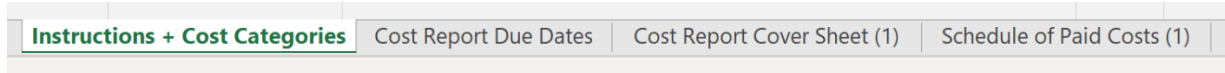
Figure 2:

MPS Partnership for the Arts and Humanities Cost Report Cover Sheet

Contract #:				Return to: Milwaukee Recreation Attn: Brenda Saavedo 5225 W. Vliet St., Room 162 Milwaukee, WI 53208	
Vendor #:					
Organization:		Name and Date:			
		Phone/Email:			
Contract \$ Amount:		Payment Address:			
Report #:		MPS USE ONLY			
Report Start Date:					
Report End Date:					
Cost Report Due: 15 days after end of bimonthly reporting period.					
Cost Category	Project Budget (Partnership for the Arts & Humanities Funds ONLY)	Previous Report Expenditures	Current Report Expenditures	Costs-To-Date (Total of all Reimbursements Requested To Date)	Budget Balance (Project Budget less Costs-To- Date)
Personnel	\$ -	-	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	-	\$ -	\$ -	\$ -
Contractual / Purchased Services	\$ -	-	\$ -	\$ -	\$ -
Program Materials & Supplies	\$ -	-	\$ -	\$ -	\$ -
Equipment Purchase / Rental	\$ -	-	\$ -	\$ -	\$ -
General Program Costs	\$ -	-	\$ -	\$ -	\$ -
Administrative Costs / Indirect Expenses (no more than 15%)	\$ -	-	\$ -	\$ -	\$ -
TOTALS	\$ -	-	\$ -	\$ -	\$ -
I certify that the information contained in this report is correct, is recorded as such on the books of this agency, and that the expenditures reflected herein were made in accordance with conditions of the agreement of this agency with MPS.					
Organization Representative				Date:	

Sheet 1 (“Instructions + Cost Categories”) of the Cost Report template contains instructions for filling out each report, as well as definitions and a list of items and services that are considered reimbursable. A list of unallowable items is also available via Sheet 1.

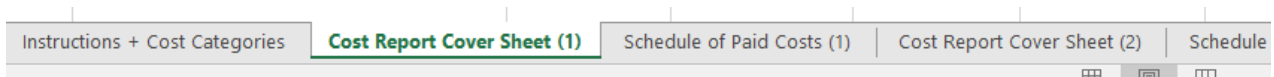
Figure 3:



The basics of proper cost reporting are as follows.

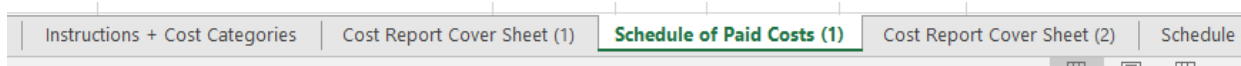
1. Complete ALL information on the “Cost Report Cover Sheet” unless it has been completed for you.
 - o Green shaded areas: Your Vendor #, Contract #, and Organization Name. Your vendor and contract numbers can be found in your Contract. You will also need to complete the Project Budget section. This budget should match the budget the Supervisor for the Partnership for the Arts & Humanities approved. The Project Budget is not your OVERALL program budget; this is the portion of the budget that is funded via the Partnership for the Arts & Humanities.
 - o Orange shaded areas: Your Contract Amount (aka your award amount), which should match the total of the Project Budget section.
 - o Pink shaded areas: Cost Report # (starting with “1”), Report Start Date (first day of the month in accordance with your selected submission schedule), Report End Date (last day of the month in accordance with your submission schedule), Name and Date (for person completing the report), Phone/Email (for person completing the report), and Payment Address (where payment should be sent).

Figure 4:



2. Use the “Schedule of Paid Costs” sheet (the sheet following each “Cost Report Cover Sheet”) to record your program expenses for the reporting period you selected. The total of the blue cells of each schedule sheet will populate the blue cells on the “Cost Report Cover Sheet”.
3. For each cost, we need to see 1) proof of the purchase AND 2) proof that the expense was paid. Full details regarding documentation can be found in ¶ B2b your Contract.

Figure 5:



4. Please print Cost Reports using the one-sided printing option, as double-sided sheets slow down the review process. Lastly, don't forget to sign your Cost Report before emailing, mailing, or dropping it off to Milwaukee Recreation.

Note: We require signatures on Cost Reports; digital and physical signatures are both acceptable.



Submission Procedure and Timeline

Please refer to ¶ B2a of Attachment A of your Contract for full details surrounding reimbursement procedures.

All Cost Reports are to be submitted following the submission schedule selected by your organization. If a Cost Report is not submitted by the submission deadline, Milwaukee Recreation has the right to reject the report due to untimeliness or delay reimbursement due to other Cost Reports being processed.

2023-24 FUNDING CYCLE DEADLINES					
MONTHLY		BI-MONTHLY			
September Report	October 15, 2023	Sept - Oct Report	November 15, 2023		
October Report	November 15, 2023	Nov - Dec Report	January 15, 2024		
November Report	December 15, 2023	Jan - Feb Report	March 15, 2024		
December Report	January 15, 2024	Mar - Apr Report	May 15, 2024		
January Report	February 15, 2024	May - Jun Report	July 15, 2024		
February Report	March 15, 2024	Jul - Aug Report	September 30, 2024		
March Report	April 15, 2024	SUMMER - ONLY PROGRAMS			
April Report	May 15, 2024				
May Report	June 15, 2024				
June Report	July 15, 2024			May - Aug Report	September 30, 2024
July Report	August 15, 2024				
August Report	September 30, 2024				

2024-25 FUNDING CYCLE DEADLINES					
MONTHLY		BI-MONTHLY			
September Report	October 15, 2024	Sept - Oct Report	November 15, 2024		
October Report	November 15, 2024	Nov - Dec Report	January 15, 2025		
November Report	December 15, 2024	Jan - Feb Report	March 15, 2025		
December Report	January 15, 2025	Mar - Apr Report	May 15, 2025		
January Report	February 15, 2025	May - Jun Report	July 15, 2025		
February Report	March 15, 2025	Jul - Aug Report	September 30, 2025		
March Report	April 15, 2025	SUMMER - ONLY PROGRAMS			
April Report	May 15, 2025				
May Report	June 15, 2025				
June Report	July 15, 2025			May - Aug Report	September 30, 2025
July Report	August 15, 2025				
August Report	September 30, 2025				

All Cost Reports must be submitted to Michelle Porter via USPS (see ¶ 3 of your contract for mailing address), hand-delivery, or email to RecFinance@milwaukee.k12.wi.us. If Milwaukee Recreation requests new or additional supporting documentation, you may send this documentation via email.

When you have completed your final Cost Report, please write "Final" somewhere on the Cost Report Cover Sheet. This indicates to Milwaukee Recreation/MPS finance personnel that they can process the reimbursement and then close your Contract. As noted in section ¶ 3 of your Contract, final Cost Reports will not be processed until a Final Report has been submitted by your organization.



Non-reimbursable Items

Non-reimbursable items are defined as any expense that is 1) unrelated to the Partnership for the Arts & Humanities funded program, 2) not in accordance with the Milwaukee Board of School Directors policies, or 3) not included in your approved budget.

These include, but are not limited to:

1. Purchases or salaries not within the scope of the funded program
2. Salaries or wages for staff that do not meet the [City of Milwaukee's current livable wage requirement](#) (\$15.00/hour for the 2023-24 program cycle)
3. Fees or purchases associated with in-school programming
4. Alcoholic beverages
5. Late charges or fees
6. Credit card fees
7. Contributions, donations or tips*
8. Promotional/marketing items or materials not related to the funded program
9. Taxes, such as sales tax (exception: federal taxes)
10. Mortgage, rent or lease payments
11. Unpaid credit card purchases that do not have the original receipt and are not related to the funded program
12. Door prizes and incentive items for staff and participants
13. Fundraising-related expenses such as mailings, event expenses, etc.
14. Video game systems, accessories or games
15. Food not directly used for the program and/or unhealthy food
16. Equipment purchases at or over \$300 for a single item without prior approval**
17. Gasoline and/or maintenance for vehicles***
18. Agency or program signage to be placed within or outside any MPS facility without the Partnership for the Arts & Humanities logo

19. Program audit or evaluation fees
20. Photo or video documentation of the program to be used to market the program in the future

**Delivery fees and shipping costs are acceptable expenses.*

***Approved items purchased at or above \$300 will become property of Milwaukee Public Schools and will need to be inventoried and tagged.*

****Requesting reimbursement for program-related mileage is acceptable.*



Proper Documentation

To ensure that your Cost Reports are processed within the 45-day time frame you will need to include proper documentation of expenses with each Cost Report.

In general, each expense needs two items in order to be verified, 1) proof that the purchase or expense occurred – receipt, invoice, payroll record, etc., and 2) proof that you/your organization paid for the item(s) or service(s) – receipt, check, copy of credit card statement, etc.

Submitted documentation must be legible and provide the following information:

1. Name of the vendor from which the item was purchased;
2. Date of the purchase which coincides with the period in which the reimbursement is requested;
3. Identification and quantity of items or services purchased; and
4. Amount spent (excluding all taxes, late payment fees, penalties, etc.)

Note: All purchases must include a written description of the purpose of the expenditure. Any purchase that does not include the above description will not be reimbursed.



Program Reporting

Reports Reviews and Monitoring



Mid-term and Final Reports

Please refer to ¶ A3 of Attachment A of your Contract for information regarding Mid-term Reports and Final Reports.

All Mid-term Reports are due via SurveyMonkey Apply by August 31, 2024. The Mid-Term Report will ask you to report out about your programming, including number of students and family members served (duplicated and unduplicated), demographic information of those served, details about if/how the program met your selected outcome, how the outcome was monitored, and so on.

A Performance Review will be conducted by Milwaukee Recreation following submission of the Mid-Term Report. The Performance Review will assess the organization's performance concerning the Partnership for the Arts & Humanities goals and objectives including overall participant reach, partnerships, meeting administrative and contract compliance deadlines and requirements, etc. More details can be found on the following page in the Performance Reviews section.

All Final Reports are due via SurveyMonkey Apply by September 30, 2025. Failure to submit a Final Report will jeopardize the payment of your final Cost Report and may affect future funding.

The Final Report will ask you to report out about your programming, including number of students and family members served (duplicated and unduplicated), demographic information of those served, details about if/how the program met your selected outcome, how the outcome was monitored, and so on.

Mid-Term and Final Report templates will be available at least one month prior to the due dates listed above.



Performance Reviews

We have now implemented a performance review process. This process will be completed after the mid-term program report by mid-September. Once the performance review is complete, the grantee will receive official notification of whether or not MPS standards have been met with a notification of second-year funding. Failure to meet MPS standards will result in a forfeit of funding for the second funding cycle.

In the event the grantee's program begins between September 1 and September 15, and the grantee has not received notification regarding approval for the second cycle, the grantee may submit for reimbursement of expenses (on their next cost report) incurred while waiting for approval. If approval for the second funding cycle (beginning September 1, 2024) is not granted, MPS may reimburse the grantee for approved program-related expenses incurred between September 1 and September 15, or until receipt of official notification from MPS, whichever comes first.

Please refer to ¶ A3b of your Contract for full details surrounding performance reviews.

2023-25 PARTNERSHIP FOR THE ARTS & HUMANITIES PERFORMANCE REVIEW

Procedure: By August 31, 2024, each organization will submit a Mid-Term Report. Upon receipt of Mid-Term Reports, Milwaukee Recreation will conduct an assessment of each organization's performance via a "Performance Review". The Performance Review will assess the organization's performance concerning the Partnership for the Arts & Humanities goals and objectives including overall participant reach, partnerships, meeting administrative and contract compliance deadlines and requirements, etc. Failure to meet Milwaukee Recreation's standard of 75% of possible points using the scoring rubric below will result in a reduction or forfeit of funding for the second funding cycle.

PERFORMANCE REVIEW RUBRIC

Organization name: _____

Award amount: _____

Funding cycle being assessed: September 1, 2023 - August 31, 2024

Total Score: _____ of 13 points possible. Percentage score: _____%

Note: Projections presented below were sourced from the organization's 2023-25 application and/or any updated information provided by the organization before the start of the funding cycle.

Participant Reach Measures					
Standard	Category	3 Points	2 Points	1 Point	0 Points
PR 1	Organization's projected reach (unduplicated): _____	100-90%	89-80%	79-70%	69% and below
	Organization's actual reach (unduplicated): _____				
	Percent reached (actual/projected): _____%				
Total number of points awarded for participant reach measures: _____ /3					

Partnerships Measures			
Standard	Category	1 Point	0 Points
P 1	Organization's projected number of partners: _____ Organization's actual number of partners: _____	Yes, the number of partnerships was maintained.	No, the number of partnerships was not maintained.
Total number of points awarded for partnership measures: _____ /1			

Contract Compliance Measures			
Standard	Category	1 Point	0 Points
CC 1	Organization attended the mandatory information session. All new organizations (those who have not participated in the Partnership for the Arts & Humanities program before) attended the outcome monitoring and cost reporting workshops.	Yes	No
CC 2	All matching fund agreement forms submitted by the due date. <i>For contractors with programs beginning September-April, matching fund agreement forms are due September 1. For contractors with summer-only programs, matching fund agreement forms are due May 1.</i>	Yes	No
CC 3	Organization met their one-for-one match.	Yes	No
CC 4	Partnership agreement forms submitted by the due date. <i>For contractors with programs beginning September-April, matching fund agreement forms are due September 1. For contractors with summer-only programs, matching fund agreement forms are due May 1.</i>	Yes	No

CC 5	Criminal background checks submitted no later than one month before work with MPS students begins.	Yes	No
Total number of points awarded for contract compliance measures: _____ /5			

Outcome Monitoring Measures					
Standard	Category	3 Points	2 Points	1 Point	0 Points
OM 1	Organization's reported percent of participants achieving selected outcome on their mid-term report: _____	100-90%	89-80%	79-70%	69% and below
Total number of points awarded for contract outcome monitoring measures: _____ /3					

Site Visit Measures				
Standard	Category	1 Point	0 Points	
SV 1	Completed at least two site visits per funding cycle (at least one was a regular session visit)	Yes	No	
Total number of points awarded for site visit measures: _____ /1				

Comments from Organization:



Photo and Video

In addition to your own photo and/or video documentation, Milwaukee Recreation will occasionally send a professional photographer out to your programs. If we plan to do so, we will communicate this in advance and work with you to identify a good date and time for this. If you know of possible hurdles (i.e. individuals that cannot be photographed, special union rules, etc.), please inform us of these well in advance of the visit.

Please refer to ¶ A4d of Attachment A of your Contract for details regarding photo, video, or social media details and requirements, including your responsibilities regarding release forms.

You will also be strongly encouraged to provide photo and/or video documentation of your programs with your Mid-term and Final Report. Please be prepared to do so.



Outcomes Monitoring

Your organization is responsible for monitoring progress toward the outcome you selected in your application each funding cycle. To help you with this, Milwaukee Recreation, in collaboration with the former Center for Urban Initiatives and Research at UWM, developed indicators and measurement tools to ensure consistent program outcome measurement across sites.

A detailed set of guides for monitoring outcomes, including tools such as surveys and short-answer questions, as well as suggestions for facilitating appropriate, simple, and reliable data collection, is available in the “Grantees” section of the Partnership for the Arts & Humanities web page:

milwaukee.recreation.net/rec/Programs/Arts-Humanities.htm. The documents are titled Guidelines for Common Outcome Monitoring – Pre/Post Method and Guidelines for Common Outcome Monitoring – Retrospective Post. For the 2023-25 funding cycle, grantees are allowed to select the version they would like to utilize for measuring/monitoring their outcome.

Essentially, there are two overall methods for measuring your selected outcome: (1) pre-program and post-program (or near the end) assessments, and (2) retrospective pre-post assessment, which is distributed near the end of your program. The latter measures the pre-program and post-program attitudes/feelings/mindsets only once (near the end of the program). Each method comes with a set of tools used to measure outcomes, such as close-ended surveys, open-ended surveys and observation rubrics. The retrospective pre-post assessment comes with a set of online surveys to easily implement in the event that programs are entirely virtual. The links to the online versions can be found here: <https://tinyurl.com/8arvt2w3>

Please review both documents carefully before selecting your method. You will be expected to report out about how many program participants achieved the selected outcome and other aspects of your outcomes monitoring process in your Final Report.



Check-Ins and Site Visits

Meetings, Calendar and Visits



Check-in Meetings and Site Visits

As described in ¶ A2 of Attachment A of your Contract, Milwaukee Recreation may request in-person or phone meetings with you at any time throughout the 2023-2025 program period. The Supervisor of the Partnership for the Arts & Humanities may request that these meetings be with direct program staff and/or administrative staff to discuss the program.

Another method for monitoring programs is site visits. The purpose of a site visit is to observe and/or become familiar with funded programming. During the visit, the Partnership for the Arts & Humanities program staff will look for the following:

1. Whether the program provides a safe, inclusive environment for participants
2. Quality of the program space and materials/supplies
3. Whether the program is engaging for program participants
4. Whether the program is designed to achieve the selected outcome
5. How program staff interact with program participants
6. How program participants engage with one another

Each organization is required to schedule at least four site visits during the 2023-2025 contract term, two per program period. Our typical plan for site visits is to observe a general program session and a culminating event or celebration. Note: A check-in meeting is not considered a site visit to the program. We want to see the program in action!

Partnership for the Arts & Humanities staff may visit your program unannounced on any given day and at any given time during the Program Period. If there is an explicit reason as to why the site visit must be scheduled ahead of time, please notify the Partnership for the Arts & Humanities staff as to what the reasoning is and the best day/time to visit.

We will make all attempts to provide feedback regarding what was observed during each visit or a summary of observations from all visits.



Programming Calendars

Program calendars/schedules are due via SurveyMonkey Apply one month prior to the start of your program. Since Partnership for the Arts & Humanities staff may visit your program unannounced on any given day and at any given time during the 2023-2025 Program Period, it is important that your program schedule is up to date and accurate.

You will be asked to upload a copy of your program schedule via SurveyMonkey Apply. Please be sure to include the following information: session date(s), start and end time(s), location(s), a brief description of the session or event, and anything else we may need to know such as parking or arrival instructions.

You will be asked to submit an updated version of your programming schedule if anything changes.



Contact Information

All Partnership for the Arts & Humanities-related questions or concerns should be directed to Christina Dresang, Recreation Supervisor – Afterschool Arts & Humanities.

Phone: (414) 475-8479
Email: christina@mkerec.net
Address: Milwaukee Public Schools
Department of Recreation and Community Services
Attention: April Heding
5225 W. Vliet St., Room 163
Milwaukee, WI 53208

In the event Christina Dresang is out of the office, please contact April Heding, Recreation Manager – Afterschool Arts & Humanities.

Phone: (414) 475-8508
Email: april@mkerec.net
Address: Milwaukee Public Schools
Department of Recreation and Community Services
Attention: April Heding
5225 W. Vliet St., Room 163
Milwaukee, WI 53208

Note: If there are any questions or concerns Christina Dresang is unable to answer or address she will then decide, at her discretion, whether to involve any other managerial and/or supervisory staff within the Department of Recreation and Community Services at MPS and/or any other people whom she may feel are necessary to the conversation.