



A department of MPS

Partnership for the Arts and Humanities

PROGRAM GUIDELINES

Note: As of February 2023, Milwaukee Recreation has made a number of changes to the program guidelines. These changes are reflected in blue throughout this document.

For the 2023-24 funding cycle (and the foreseeable future), the Partnership for the Arts & Humanities awards will be for two funding cycles. Special considerations related to this change are included throughout this document.

ABOUT

The Partnership for the Arts & Humanities is an allocation of 1.83 million dollars approved annually by the Milwaukee Board of School Directors to support afterschool, weekend, and summer arts and humanities-related opportunities for city of Milwaukee children and families. Funds are released after a rigorous application review process, to community-based organizations planning to partner with schools and/or youth-serving agencies. A dollar-for-dollar match requirement encourages new partnerships between community-based organizations, schools, and the funding community, and promotes the use of matching funds for programming during the school day.

GOALS

- Increase access to arts and/or humanities experiences for all city of Milwaukee children and families.
- Strengthen existing and establish new community partnerships that motivate students to higher levels of achievement through creative academic/cognitive, social-emotional, and physical/skill-based learning.
- Expand resources and support for arts and humanities education and build the collective capacity of community-based partners to effectively serve children, youth, and families.

ELIGIBILITY

- Applicant must be a community-based organization (LLC, Sole Proprietor, etc. - 501c3 status preferred but not required). *Note: Schools are not considered community-based organizations for this grant.*
- Applicant must serve city of Milwaukee children and families with the project or program and the program must take place outside of the regular school day (afterschool, weekends, or in summer).
- Applicant must partner with at least one community-based organization, school, and/or youth-serving agency **per funding cycle**. If approved for funding, organizations are required to obtain signatures of partner officials via the Partnership Agreement Form by the start of **each** funding cycle*. *Note: MPS as an entire district is not considered a "program partner".*
- Applicant must provide information about matching resources (in-kind or cash) that total an amount equal to or greater than the amount of the funding request **for the first funding cycle. If approved**

for funding, organizations are required to submit updated information regarding matching resources before the second funding cycle.

- *Note: If approved for funding, organizations are required to submit documentation demonstrating that funds have been secured to meet the dollar-for-dollar match requirement.*
 - *For sources of cash match: Organizations may submit a signed Matching Fund Agreement Form OR official correspondence from the granting agency for each source by the start of each funding cycle. Organizations with summer-only programs will be allowed to submit signed forms in May. (See page 4 of this document for criteria for matching resources, including guidelines governing the “official correspondence” stipulation above.)*
 - *For sources of in-kind match: Organizations must submit a signed Matching Fund Agreement Form for each in-kind matching source by the start of each funding cycle. Organizations with summer-only programs will be allowed to submit signed forms in May.*
- Priority is given to projects and programs that serve city of Milwaukee children and families who may not otherwise have access to arts and humanities programming.

RESTRICTIONS

- Funding requests must total between \$3,000 (minimum) and \$85,000 (maximum) and a detailed budget showing how the funds will be used is required on the application.

The Partnership for the Arts & Humanities funds do NOT directly support the following:

- Activities that occur during the regular school day (activities must be open to any city of Milwaukee resident – therefore restricted to out-of-school time).
- Administrative or non-program staffing costs and overhead (up to 15% of the total project budget for indirect staffing/administrative and overhead costs is allowable).
- Capital projects.
- Major equipment purchases. (Major equipment is defined as any one item priced above \$300.)
- Faith-based or religious-affiliated institutions are eligible to apply; however, under no circumstance shall said services and activities under this program impose prayer or other religious practices on students, even if students are not required to participate.

DEFINITIONS

“Arts-related activities” and “humanities-related activities” have been slightly modified to more closely align with the National Endowment for the Arts and Wisconsin Humanities.

Arts-related activities: The arts include culinary arts, dance, design (architecture, communications and graphic design, fashion design, historic preservation, industrial and product design, interior design, landscape architecture, inclusive design, rural design, social impact design, and urban design), folk & traditional arts, literary arts, media arts (traditional or expanded forms of storytelling, visual expression; and performance using film, cinema, audio, broadcast, new media, creative code, and related formats at the intersection of arts and technology), museums, music, musical theater, opera, multidisciplinary (may include work from the performing, visual, media, design, and literary arts), theater, and visual art (painting, sculpture, photography, printmaking, drawing, craft, and public art). (Adapted from the National Endowment for the Arts & Humanities.)

Humanities-related activities: The humanities are the ideas and knowledge about human history and culture that prompt us to examine our shared past, present, and future. The humanities ask us to consider how and why humans think and act as we do. Inquiry, observation, reflection, analysis, and discussion are the tools of the humanities. A good public humanities program encourages participants to think imaginatively and critically about the world.

The humanities include archaeology, art history, civic engagement, cultural anthropology, environmental conservation/stewardship, ethics, ethnic studies, folklore, gender studies, history, jurisprudence, languages, law, linguistics, philosophy, religious studies, and service learning. Social sciences, such as political science and sociology, are closely allied with the humanities and may provide expertise for public humanities programs. (Adapted from Wisconsin Humanities.)

Culturally responsive practices: Educational systems, processes, and habits adopted based on the belief that all students should be supported socially, emotionally, intellectually, and civically by leveraging students' lived experiences and learning styles to ensure student achievement. (Based on and adapted from Dr. Gloria Ladson-Billings, 1994). More information about MPS' commitment to culturally responsive practices can be found on the MPS website (<http://mps.milwaukee.k12.wi.us/en/Families/Family-Services/Intervention---PBIS/Culturally-Responsive-Practices.htm>).

Quality Afterschool Arts/Humanities Programs: Adapted from a study commissioned by the Wallace Foundation (*Something to Say: Success Principles for Afterschool Arts Programs from Urban Youth and Other Experts*), the following are key principles of successful out-of-school youth arts/humanities programs.

- Instructors are professionals in their field and are valued with fair compensation and investment in professional development.
- Executive Directors have a public commitment to high-quality youth programs that are supported by sustained action.
- Programs take place in dedicated, inspiring, welcoming spaces and affirm the value of what the students are doing and learning.
- There is a culture of high expectations, respect for self-expression and learning, and affirmation of youth participants.
- Programs should culminate in high-quality public events with real audiences.
- Positive relationships with adult mentors and peers foster a sense of belonging and acceptance.
- Youth participants actively shape the programs and assume meaningful leadership roles.
- Programs focus on hands-on skill building using current equipment and technology.
- Programs strategically engage key stakeholders to create a network of support for both youth participants and the programs.
- Programs provide a physically and emotionally safe place for youth.

Same or similar arts and/or humanities-related activities: Matching Funds can be used to support "the same or similar arts and/or humanities-related activities" as the activities outlined in the proposal. Matching funds can either be funds that support the project(s) outlined in the proposal or OTHER arts/humanities-related activities conducted by the applicant. MPS encourages the use of matching funds to support arts/humanities-related activities during regular school hours to help build connections between in and out-of-school programming.

CRITERIA FOR MATCHING RESOURCES

All matching resources must meet the following criteria:

- Committed from outside the MPS budget
- Provided by an outside agency (i.e. a foundation, federal or state grant, community fund, private donor, corporation or business public or private foundation support, individual donors, etc.). Matches from the applicant are not acceptable (i.e. funds raised from an annual fundraiser event).
- Intended for use during the same period as the Partnership for the Arts & Humanities funding cycle (roughly September-August). [Organizations are required to submit information regarding matching resources, including documentation of said resources, before the start of each funding cycle.](#)
- Designated to support the same or similar arts and/or humanities-related activities as those outlined in the proposal.

There are two categories of eligible match: cash and in-kind. An applicant's match can be entirely cash, entirely in-kind, or any combination thereof.

Cash Match: Cash match is any cash resources from an outside agency. Examples of cash match include but are not limited to contributions from: a foundation, federal or state grant, community fund, private donor, corporation or business, etc. **Cash match from the applicant is not acceptable.** Documentation of cash match must be provided for EACH SOURCE of cash match (should the applicant be approved for funding):

- [Organizations must submit:](#)
 - [Option 1: A signed Matching Fund Agreement Form that includes a signature from an official agency representative.](#)
 - [Option 2: Official correspondence from the granting agency confirming the matching funds. 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.](#)

In-Kind Match: In-kind match is any services or goods (non-monetary) donated to the applicant from an outside agency. Examples of in-kind match include but are not limited to: volunteer hours; direct staff/instructor trainings or professional development offered by an outside agency or consultant; books, supplies, facility/space use (that your organization would have otherwise paid for), transportation, tickets, memberships, etc. **provided by an outside agency** for use by the participants to support and/or enhance programming. Examples of what will NOT qualify as in-kind include but are not limited to: fees associated with salaries, cost of tickets, etc. of or to the applicant organization. [As of February 2023, Milwaukee Recreation will waive fees associated with space usage for MPS facilities. Organizations will still have to obtain a permit and cover the expenses associated with engineers/safety, if applicable. As such, the use of MPS space no longer qualifies as an in-kind match.](#) **In-kind match from the applicant is not acceptable, unless:** the applicant offers students a membership, tickets/admission, etc. to participants as an incentive to continue a relationship with the applicant **outside of funded program times** at no cost to participants. (Student/discounted rates should apply to estimated values.)

Documentation of in-kind match must be provided for EACH service and/or good (should the applicant be approved for funding):

- Complete a Matching Fund Agreement Form for each service and/or good. This form should clearly define the number of service hours and an estimated hourly rate and/or quantity and price per unit of goods donated. Provide as much detail as possible.

Note 1: Failure to meet the dollar-for-dollar match requirement will result in a reduction in the award amount (to the amount of match that was demonstrated).

Note 2: Digital signatures are acceptable for all Partnership Agreement Forms and Matching Fund Agreement Forms, including official correspondence documents (option 2 above regarding cash match documentation).

APPLICATION REVIEW

Applications are reviewed by a panel comprised of community members and MPS administrators who have expertise in arts, humanities, education, youth development, afterschool programming, educational program evaluation, and/or a related field. The rubric provided at the end of this document illustrates how each application will be scored and ranked. Please use this as a reference when completing the application.

TIMELINE

This is an estimated timeline and is subject to change. Please stay tuned to the Partnership for the Arts & Humanities webpage (www.MilwaukeeRecreation.net/ArtsandHumanities) for updates and/or contact the Supervisor of the Partnership Arts & Humanities for more information.

- Early-March: Application available online at <https://mps.smapply.io/>
- March: Informational sessions for applicants
- Late-April: Applications are due
- May: Community Review Panel meets and makes allocation recommendations
- Early-June: Recommendation notifications sent to applicants
- End of July: Recommendations taken for final approval to the Milwaukee Board of School Directors
- Early-August: Contracts are sent to organizations and due back within two weeks; all Partnership Agreement Forms and Matching Fund Agreement Forms due (unless it is a summer-only program)
- September-August (of the following year) for two funding cycles: Contract term
- On-going: Partners submit updated schedules/calendars and mail in or drop off regular Cost Reports and related documentation for reimbursement of work completed
- *August/September between the two funding cycles: Organizations submit a Mid-Term Report and Milwaukee Recreation conducts an assessment of each organization's performance (see below for details). If it is determined that an organization meets the performance standards as set forth by Milwaukee Recreation, funding for the second funding cycle (at the approved amount) will be made available.*
- Late-September of second funding cycle: Final Reports and final Cost Reports are due

Note: There will be a formal review process to assess each 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. This will take place between the two funding cycles. Failure to meet Milwaukee Recreation's standards will result in a forfeit of funding for the second funding cycle.

IMPLEMENTATION

If approved for funding, organizations will be required to enter into a Professional Services Contract with the Milwaukee Board of School Directors. (A sample of the contract can be found on the Partnership for the Arts & Humanities webpage www.MilwaukeeRecreation.net/ArtsandHumanities.) The following materials must be submitted to finalize the contract before work begins:

- Original signed Professional Services Contract
- Certificate of Insurance with Milwaukee Board of School Directors listed as an Additional Insured. **Please see the sample contract for information about insurance requirements – failure to meet these requirements may result in loss of contract.**
- Signed Partnership Agreement Forms and Matching Fund Agreement Forms ([or official correspondence](#)), unless the organization's programming takes place in summer. Forms for summer-only programs are due in May.
- Results of current (conducted within the last 12 months) criminal background checks for **ALL staff and volunteers that will have direct contact with students**. An individual's background check must be approved by MPS Employment Relations before the individual can work with MPS students. If the background check is rejected by MPS Employment Relations, that individual will not be permitted to work with MPS students and/or under this contract. The review process can take up to four weeks, so please plan accordingly.
- Organizations will be required to submit an electronic Mid-Term Report and a Final Report that will require reporting on program hours, participant demographics, achievement of one of the program's common outcomes, etc.

Services should not begin until you receive a fully executed copy of the contract back from MPS and you have completed all of the requirements above. MPS may cancel contract initiation for failure to submit all required materials. MPS may adjust an organization's award if the organization does not demonstrate a one-for-one match for each funding cycle.

Milwaukee Public Schools does not pay in advance for services. Funding will be paid upon receipt and approval of Cost Reports that provide documentation of all expenditures. Failure to submit the Final Report will jeopardize the payment of the final Cost Report.

Organizations approved for funding must agree to participate in any formal evaluation, professional development, showcase events, and marketing efforts as requested by MPS.

Organizations approved for funding should recognize the Milwaukee Public Schools Partnership for the Arts & Humanities on any and all promotional materials associated with funded programs/projects. The logo can be found at the Partnership for the Arts & Humanities webpage www.MilwaukeeRecreation.net/ArtsandHumanities or obtained by contacting the MPS Partnership for the Arts & Humanities Supervisor.



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APPLICATION RATING RUBRIC

Name of Reviewer: _____

Name of Applicant: _____

- The proposed project or program occurs within the Partnership for the Arts & Humanities program term for both funding cycles (Funding cycle 1: September 1, 2023-August 31, 2024; Funding cycle 2: September 1, 2024-August 31, 2025). (Section: Project or Program Overview)

<p>Demographic Information (access and support): _____/5 points TOTAL</p> <p>Comments:</p>			
Rating/Criteria	<p>0 points Applicant does not explain how they provide increased access and/or support for children, youth and families who are economically disadvantaged, identified as having special education needs, and/or are English Learners.</p>	<p>3 points Applicant explains how they provide increased access and/or support for children, youth and families who are economically disadvantaged, identified as having special education needs, and/or are English Learners, however, the answer is lacking detail/specificity.</p>	<p>5 points Applicant clearly explains how they provide increased access and/or support for children, youth and families who are economically disadvantaged, identified as having special education needs, and/or are English Learners.</p>

<p>Project or Program Details: _____/85 points TOTAL (7 sub-sections)</p> <p>Comments:</p>
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a. Needs Assessment: _____/15 points			
Rating/Criteria	0-5 points Need not clearly expressed OR too general (i.e.: City of Milwaukee youth...)	6-10 points Need expressed includes some specifics such as neighborhood or population to be served, but does not provide research or explanation of why program is needed.	11-15 points Need expressed is specific, includes research and clearly demonstrates the connection between the need and the population to be served.
b. Project Description: _____/15 points			
Rating/Criteria	0-5 points Program activities are vague / not clearly connected to the arts/humanities AND/OR do not seem age-appropriate. Applicant addresses program activities for only one funding cycle.	6-10 points Program activities are understood, involve the arts/humanities, and seem age-appropriate, but some questions remain about what the participants are going to do or accomplish.	11-15 points Program activities are clear, specific and age-appropriate. Project is clearly connected to the arts/humanities. Applicant clearly addresses program activities for both funding cycles.
c. Culturally Responsive Practices: _____/15 points			
Rating/Criteria	0-5 points Very little evidence of culturally responsive practices within the organization and/or programming AND description does not include specific examples.	6-10 points Some evidence of culturally responsive practices with specific examples.	11-15 points Strong evidence of culturally responsive practices, clear understanding of needs/culture of target population AND specific examples.
d. Time Frame: _____/5 points			
Rating/Criteria	0-2 points Program duration, time of year, frequency of activities, and/or hours youth will be engaged are unclear. Applicant addresses time frame for only one funding cycle.	3-4 points Some information complete, but questions remain.	5 points All information complete and clear. Applicant addresses time frame for both funding cycles.
e. Recruitment and Retention: _____/10 points			
Rating/Criteria	0-3 points Youth recruitment and/or retention not addressed, proposed strategies unlikely to be successful OR the program is not accessible to all city of Milwaukee youth.	4-6 points Recruitment AND retention addressed and have some promise of success.	7-10 points Recruitment/retention strategies appear very likely to be successful and the program is clearly accessible to all city of Milwaukee youth.
f. Staffing: _____/10 points			
Rating/Criteria	0-3 points Staffing strategy not clear OR qualifications seem inadequate for working with youth and/or in the arts/humanities field AND/OR there is a lack of staff diversity.	4-6 points At least one staff has professional qualifications for working with youth AND in the arts/humanities field AND there is some staff diversity.	7-10 points ALL staff have professional qualifications for working with youth AND in the arts/humanities field AND there is explicit staff diversity.

g. Program Quality: _____/15 points			
Rating/Criteria	0-5 points Plan for measuring program quality is not clearly expressed OR does not incorporate youth development best practices.	6-10 points Plan is understood, but does not incorporate youth development best practices.	11-15 points Plan is clear, specific and directly related to youth development best practices.

School/Agency Partner Information: _____/10 points TOTAL
Comments:

Rating/Criteria	0-3 points Identified partners do not serve City of Milwaukee youth OR youth who may not otherwise have access to arts/humanities programming AND/OR relationship between partner and applicant is unclear.	4-6 points Identified partners serve City of Milwaukee youth OR youth who may not otherwise have access to arts/humanities programming, but some questions remain about the relationship between partner and applicant.	7-10 points Identified partners seem appropriate, serve City of Milwaukee youth, reach youth who may not otherwise have access to arts/humanities programming AND relationship between partner and applicant is clear.
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Setting of the Project or Program: _____/10 points TOTAL (2 sub-sections)
Comments:

a. Experience: _____/5 Points			
Rating/Criteria	0-2 points Applicant has very little experience in providing arts/humanities programming to youth OR in the area/discipline of the proposed program.	3-4 points Applicant has some experience providing arts/humanities programming to youth or in the area/discipline of the proposed program.	5 points Applicant has extensive experience providing arts/humanities programming to youth.

b. Location/Facilities _____/5 Points

Rating/Criteria	0-2 points Location is inaccessible or inappropriate for the type of activities described AND/OR there is no plan for providing access/transportation.	3-4 points Location is somewhat accessible and appropriate for activities.	5 points Location is fully accessible and appropriate for activities described.
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Expected Outcome: _____/15 points TOTAL
Comments:

Rating/Criteria	0-5 points Outcome does not seem appropriate for activities of program.	6-10 points Outcome seems somewhat appropriate for program activities, but there is not a strong intentional connection.	11-15 points Outcome is directly related to the program activities; activities intentionally target the outcome.
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Budget: _____/15 points TOTAL
Comments:

Rating/Criteria	0-5 points Budget is vague OR does not match the proposed project or program.	6-10 points Budget is complete, but some questions remain about one or more line items.	11-15 points Budget is clear, has an appropriate level of detail and matches the proposed project or program.
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Matching Funds: _____/5 points TOTAL
Comments:

Rating/Criteria	0 points Matching funds are NOT from acceptable sources (i.e. they are from the applicant themselves or from the MPS budget) and/or are NOT intended for use during the	3 points Some matching funds are from acceptable sources and intended for use during the Partnership for the Arts & Humanities funding cycle, but questions remain.	5 points All matching funds are from acceptable sources, intended for use during the Partnership for the Arts & Humanities funding cycle, and no questions remain.
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	Partnership for the Arts & Humanities funding cycle.		
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Total Score: _____/145 points

Overall comments/concerns:

