



Madison Arts Commission  
 City of Madison Department of Planning and  
 Community and Economic Development  
 Planning Division  
 215 Martin Luther King, Jr. Blvd., Suite LL-100  
 P.O. Box 2985, Madison WI 53701-2985  
 Phone: (608) 261-9134  
 Fax: (608) 267-8739  
[www.cityofmadison.com/mac](http://www.cityofmadison.com/mac)



**Deadline: Noon March 15**

Choose one:  Project  
 ArtWORKS!  
 Summer Concert Series

Choose one:  Individual  Organization

If organization,  
 what is the size of your  
 organizational budget? \$535.00

Dunn's Marsh Neighborhood Association, Inc.  
 NAME OF INDIVIDUAL ARTIST OR ORGANIZATION (PLEASE PROVIDE FULL LEGAL BUSINESS NAME: i.e. MADISON THEATER GROUP, INC.)

If the applicant is not an individual artist, please indicate how your group is organized: (*Note: 501(c)(3) status does not answer this question - please consult your organization's leadership to determine the status of your group and the complete, legal name under which you would execute a contract with the City of Madison, should you be awarded this grant.*)

Corporation (Inc, Corp., Co., etc., including Non-Profit Corporations)  Unincorporated Association  
 Limited Liability Company (LLC)  Sole Proprietor d/b/a \_\_\_\_\_  
 Limited Liability Partnership (LLP)  Partnership  Other: \_\_\_\_\_

Marlborough Community Garden Community Mosaic Stepping Stone Project  
 PROJECT TITLE

\$1,836 \$918.00  
 ESTIMATED TOTAL COST MAC REQUEST

June 15th, 2014 September 30th, 2014 100 2000  
 START DATE END DATE NUMBER OF PROJECT PARTICIPANTS ANTICIPATED SIZE OF AUDIENCE

Maurice Cheeks, District 10  
 ALDERPERSON'S NAME AND DISTRICT NUMBER (WHERE PROJECT WILL OCCUR). VISIT [WWW.CITYOFMADISON.COM/CLERK/ELECTIONWHO.CFM](http://WWW.CITYOFMADISON.COM/CLERK/ELECTIONWHO.CFM) FOR ASSISTANCE.

Check if Project serves an area with a neighborhood resource team.  See List of NRT's: [www.cityofmadison.com/mayor/nrt/](http://www.cityofmadison.com/mayor/nrt/)  
 If yes, which NRT? Allied Drive \_\_\_\_\_

**IN THE SPACE PROVIDED, BRIEFLY DESCRIBE YOUR PROJECT:**

**Marlborough Park Community Gardeners will create 68 stained glass mosaic stepping stones under the leadership of community artist Christina Kantor. The stepping stones will beautify and identify the garden, mark each path, provide art experience/skill development, enhance relationships within families and among the different ethnic and economic groups in the garden, and create a sense of place.**

**ORGANIZATION APPLICANT**

Dudgeon Monroe Neighborhood Association, Inc. \_\_\_\_\_  
FISCAL AGENT/RECEIVER (i.e., Board of Regents of UW System, Arts WI)

Al Nettleton, Treasurer \_\_\_\_\_  
CONTACT PERSON FOR FISCAL AGENT

3200 Monroe Stree \_\_\_\_\_  
BUSINESS ADDRESS FOR FISCAL AGENT

Madison \_\_\_\_\_ WI \_\_\_\_\_ 53711 \_\_\_\_\_  
CITY STATE ZIP CODE

Mary Mullen (Dunn's Marsh Neighborhood Assoc., Inc) \_\_\_\_\_  
PROJECT CONTACT

608-298-0843 / mmullen@chorus.net \_\_\_\_\_  
BUSINESS PHONE / E-MAIL ADDRESS FOR PROJECT CONTACT

September 2000 ( letter of affirmation dated 11/28/2005) \_\_\_\_\_  
DATE ORGANIZATION RECEIVED FEDERAL TAX-EXEMPT STATUS  
UNDER SEC. 501(C)(3) OF THE IRS CODE

39-0557540 \_\_\_\_\_  
FEDERAL TAX ID NUMBER

OR

**INDIVIDUAL APPLICANT**

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE (DAYS) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

Dunn's Marsh Neighborhood Association  
 APPLICANT NAME/ORGANIZATION

**\$918.00**  
 TOTAL REQUESTED FROM MAC

**PROPOSED BUDGET FOR MADISON ARTS COMMISSION GRANT**

**PROJECT EXPENSES** (Please indicate via **check off** box if MAC funds will be used for the expense listed.)

Applicants may attach budget details **IN ADDITION** to this completed form.

In-Kind Expenses – Must Equal In-Kind Income (defined bottom of p.3*)	Amount
TOTAL IN-KIND Gardeners' labor to create mosaics (68 adults x 3 hours x \$12 = \$2,448) Gardeners' labor to set stepping stones (34 hours x \$12 = \$408) Total actual in-kind gardener labor = \$2,856	459.00
AMOUNT OF IN-KIND CLAIMED FOR THE GRANT	
t	
	0.00
<b>TOTAL</b>	459.00

Supplies/Materials	Amount	Check off
68 Mosaic Stepping Stones - \$6 each (stone, glass, mortar & grout)	340.00	<input checked="" type="checkbox"/>
Sand and gravel substrate for laying stepping stones plus delivery	120.00	<input type="checkbox"/>
Granite Chips for borders around stones plus delivery	85.00	<input type="checkbox"/>
<b>TOTAL</b>	545.00	<input type="checkbox"/>

Publicity/Postage	Amount	Check off
Postcards, printing 100 2-sided 5x7" color 2-sided postcards	\$45.00	<input type="checkbox"/>
Mail 100 5x7" postcards @ \$0.49 each	\$49.00	<input type="checkbox"/>
Print flyers to distribute in the neighborhood (700 half-sheet B&W flyers)	18.00	<input type="checkbox"/>
<b>TOTAL</b>	112.00	<input type="checkbox"/>

Services/Fees/Rentals	Amount	Check off
Insurance	50.00	<input type="checkbox"/>
Mosaic Making Tool Rental (glass nippers, trowels and buckets)	30.00	<input type="checkbox"/>
Tamper Rental for Setting Stones in Ground (2 for 4 hours at \$20 each)	40.00	<input type="checkbox"/>
<b>TOTAL</b>	120.00	<input type="checkbox"/>

Honoraria/Personnel	Amount	Check off
Artist fee for four three-hour stepping stone making workshops plus prep, clean up, and finishing time	600.00	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
<b>TOTAL</b>	600.00	<input checked="" type="checkbox"/>

Travel/Other Expenses	Amount	Check off
Community artist travel to pick up materials from Vinery (2 round trips of 15	15.00	<input type="checkbox"/>

miles each = 30 miles @ \$0.50/mile		
Community artist travel from home to 4 workshops (4 roundtrips of 5 miles = 20 miles @ \$0.50/mil)	10.00	<input type="checkbox"/>
	0.00	<input type="checkbox"/>
<b>TOTAL</b>	25.00	<input type="checkbox"/>

<b>Total Expenses MUST Equal Total Income on PAGE 3</b>	<b>GRAND TOTAL</b>	<b>1836.00</b>
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**PROJECT INCOME**

In-Kind Contributions – Must Equal In-Kind Expenses (item, source, amount)*	Amount
Volunteer labor by gardeners for making mosaics & setting the stones	459.00
	0.00
	0.00
	0.00
	0.00
	0.00
<b>TOTAL</b>	0.00

Committed Funds (donor and amount)	Amount
Marlborough Community Garden (from gardener fees and fines)	459.00
	0.00
	0.00
	0.00
	0.00
	0.00
<b>TOTAL</b>	0.00

Anticipated Funding (donor and amount)	Amount
MAC Grant Fund	91.00
	0.00
	0.00
	0.00
	0.00
	0.00
<b>TOTAL</b>	0.00

<b>MAC Grant Funds Request</b>	<b>TOTAL</b>	918.00
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<b>Total Income MUST Equal Expenses Total from PAGE 2</b>	<b>GRAND TOTAL</b>	<b>1836.00</b>
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**\*INKIND** is defined as non-cash donations of goods and services such as labor, facilities, or equipment to carry out a project. Typically, skilled or professional labor can be valued at the prevailing rate that the individual making the donation has a record of receiving in the field. *For example Grantee X counts donation of Venue Y at Venue Y's normal rental rate and the donation of their set designer at the designer's average wage of \$17.00 per hour X the number of hours they will work on the project. If audited, these amounts could be verified, by showing the posted rental agreement for Venue Y and previous pay stub of the set designer.*

Grants **MAY** be used for artists' fees, legally required royalties, production expenses, space rental, marketing costs, purchase of expendable materials, required insurance, etc. MAC Grants **CANNOT** be used to fund prizes or awards, grantee's tuition, purposes other than outlined in the grant, permanent equipment, travel outside the City of Madison, refreshments or debts incurred for past activities.

**Nondiscrimination Based on Disability.** Applicant shall comply with Section 39.05, Madison General Ordinances, Nondiscrimination Based on Disability in City-Assisted Programs and Activities. Under section 39.05(7) of the Madison General Ordinances, no City financial assistance shall be granted unless an Assurance of Compliance with Sec. 39.05 is provided by the applicant or recipient, prior to the granting of the City financial assistance.

**Applicant hereby makes the following assurances:** Applicant assures and certifies that it will comply with section 39.05 of the Madison General Ordinances, entitled "Nondiscrimination Based on Disability in City Facilities and City-Assisted Programs and Activities," and agrees to ensure that any subcontractor who performs any part of this agreement complies with sec. 39.05, where applicable, including all actions prohibited under section 39.05(4), MGO.

**APPLICATION SELF-CHECK (REQUIRED)**

- 1.  I have read the guidelines and understand the requirements if awarded MAC grant funds.
- 2.  I emailed the Arts Program Administrator of my intent to apply prior to submittal. 3/10/14  
DATE
- 3.  I have compiled everything in the application submission list, required in the guidelines.
- 4.  My Dropbox attachments are labeled with the naming convention described in the guidelines.  
  
 Example:            A\_application\_JDoe.pdf            D\_resumes\_JDoe.pdf  
                           B\_narrative\_JDoe.pdf            E\_worksample1\_JDoe.jpg  
                           C\_letters\_JDoe.pdf                 E\_imagelist\_JDoe.pdf
- 5.  I indicated (via check off box) on my budget which expenses MAC grant funds would be used for.
- 6.  My total requested funds are equal to, or less than, \$3,000.
- 7.  My total requested funds are equal to, or less than, 50% of total estimated project costs (see example below).
- 8.  In-kind donations may be used for 50% or less of the grant project matching funds (see example below).
- 9.  At least 50% of my total project matching funds are cash (see example below).

Total Project	Maximum MAC Grant Allowed	Cash Match	In-kind Match
\$3,000	\$1,500	\$750 or more	\$750 or less
\$6,000	\$3,000	\$1,500 or more	\$1,500 or less
\$10,000	\$3,000	\$1,500 or more	\$1,500 or more

- 10.  Expense and income totals match.
- 11.  Grant funds are requested **only** for: artists' fees, legally required royalties, production expenses, space rental, marketing costs, purchase of expendable supplies, required insurance, etc.
- 12.  No grant funds are requested for prizes or awards, grantee's tuition, purposes other than outlined in the grant, permanent equipment, travel outside the City of Madison, refreshments or debts incurred for past activities.
- 13.  My budget does not include other cash funding (in-kind is OK) from the City of Madison.
- 14.  If awarded funding I will include the required MAC and Wisconsin Arts Board credit language and logo on all publicity materials.
- 15.  If awarded this funding, I will photo document the project and provide five images to the City of Madison for their use.
- 16.  I understand that if awarded funding, I will receive payment after the project is completed and all necessary documentation has been approved by the City.