



A department of MPS

Partnership for the Arts and Humanities

GUIDEBOOK FOR GRANTEES



MILWAUKEE RECREATION

Partnership for the Arts and Humanities

Guidebook for 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: milwaukee recreation.net/rec/Programs/Arts-Humanities.htm.



2025 - 2027 Funded Programs

<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 the craft of building wooden boats and other projects as a teaching tool and as part of a holistic youth development strategy. Our integrated programs are offered year-round, including an after-school teen program (ages 13-18) at AHB's shop; a six-week, summer paid internship for teens; and multiple weeklong day camps (ages 10-15) either on the Menomonee River, the lakefront, or at our community boat shop.</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 youth 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 Milwaukeeans ages 14-24 to build artistic expertise, personal development, interdisciplinary literacy, and career readiness. CCX meets participants where they are at various stages of their lives through diverse access points, program activities, and levels of commitment, including: monthly creative sessions and weekly open studio hours where participants connect, network, and explore varied artistic mediums with peers and artist mentors; wellness and college access resources and case management supported by Art Start social workers and college advisors; paid summer internships where youth gain creative industry experience; paid Emerging Artist Residency (EAR), including weekly workshops, skill development, portfolio development, mentorship, and networking; public art projects, campaigns, and gallery exhibitions where youth collaborate with professional artists on interdisciplinary/multimedia art works that reflect their creative identities and visions; special industry projects and national travel supported by Art Start industry partners; and more.</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. AWE programs will run from September 1, 2025 through August 31, 2026 and September 1, 2026 through August 31, 2027. We will facilitate Truck Studio programming for eight weeks in the summer, four days per week (M, T, W and F), from 12pm to 3pm at the REC Department identified parks and playgrounds. During the academic school year, Artist In Residence will operate weekdays during after school hours at Doerfler School CLC where youth average 3 hours of programming per visit.</p>
<p>Arts @ Large</p>	<p>Arts @ Large provides dynamic, out-of-school arts programming that inspires creativity and empowers young artists. Our Artist in Residence (A.I.R.) Academy, 2 6-week Saturday sessions offered during the academic year, and Summer Arts Camp, Monday - Thursday for 6-weeks held during summer break, serve students in grades 3-8 from across Milwaukee County. Both programs are offered free of charge, with a refundable deposit to encourage consistent attendance and engagement. These programs, led by local Artist Educators, expose youth to a diverse range of artistic disciplines and are thoughtfully integrated with our broader Community Center initiatives. This cohesive approach ensures that each participant's artistic journey is enriched through ongoing opportunities for creative expression, mentorship, and community connection. All youth programming is held at the Arts @ Large Community Center, located in Milwaukee's historic Walker's Point neighborhood—a vibrant and inclusive space that serves as a creative hub for both youth and the wider community.</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 internships: Environmental Arts or Graphic Design and Mental Health Advocacy. All students receive paid training, which includes creative expression and artistic development, as well as professional development workshops covering topics such as 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 & Dance is a community-based, cultural performing arts program in the City of Milwaukee that inspires intergenerational connection, community, 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 and community events take place throughout the city year-round, in partnership with local youth-serving organizations and 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. Our after school and summer performing arts camp programs provide culturally relevant arts education for at-risk youth, when they are most vulnerable to negative influences. We partner with professional artists of color to nurture social-emotional skills and creative expression through chorus/music, African drumming, and dance for elementary students. High school youth participate in an immersive summer performing arts camp exploring musical theater—acting, choreography, music, stage design, spoken word, film, and voiceover—while developing an original production. Students display their skills and engage family, friends, and community at culminating school showcases and for Camp, Day of Kuumba, an uplifting performance that celebrates their work at Peck Pavilion. Camp participants have additional performances, including at citywide events such as Youth & Family Night at Milwaukee Black Theatre Festival and the Black Arts Fest Youth Stage.</p>
<p>Boys & Girls Clubs of Greater Milwaukee</p>	<p>Movement Matters is a free after-school program offered by Boys & Girls Clubs of Greater Milwaukee (BGCGM) that has introduced youth in grades K5–8th to dance, movement, and music since 2022. Designed for all skill levels, the program promotes physical activity, cultural appreciation, and artistic expression. In partnership with 7 local dance organizations, youth experience diverse styles including hip hop, ballet, tap, African, salsa, and theatrical dance. From October to May, weekly sessions follow a two-phase model: a four-week rotation with multiple partners (October–February) and a focused three-month intensive with a single partner (March–May). The program culminates in a celebratory year-end performance for families and the community. Professional dance instructors lead programming, supported by Club staff, ensuring personalized and engaging experiences. Movement Matters fosters confidence, creativity, and cultural awareness, inspiring continued exploration in the performing arts while promoting healthy, active lifestyles.</p>
<p>CAPITA Productions, Inc.</p>	<p>CAPITA Productions, Inc. will provide tuition-free musical theater training for 3K-12 MPS students through after-school, weekend, and summer sessions that include snacks and transportation support as needed. Theater professionals will lead group and individual instruction in dance, vocal, and spoken word performance. Adult and near-peer mentors model leadership, perseverance and accountability. CAPITA's approach grows literacy, communication, and team-building skills, which supports academic achievement, resilience, and multi-generational communities. Our goal-focused approach fosters confidence and personal responsibility among students with limited access to quality theater training. Both our signature "We Are the Drum" Black History Month show and our newer Summer Showcase lets students share what they have learned about the arts, Black History, and American culture.</p>

Casa Romero Renewal Center	<p>Journeys: Exploring Identity and Voice through the Arts is a comprehensive program at Casa Romero (CR) that takes place through after-school workshops, overnight retreats, and summer day camps. The program focuses on providing low-income, urban youth with opportunities to collaborate with professional artists and explore diverse forms of artistic expression, including visual arts, poetry, creative writing, and music. These artistic mediums serve as tools for building self-esteem, fostering critical thinking, and enabling participants to express their personal messages. Ultimately, the goal is to empower youth to use the arts as a means of communicating their unique voices and as a tool for creating positive change in their communities.</p>
Craig Clifton Inc.	<p>The Elementz program is a year-long afterschool and summer mentorship program for youth ages 9–17 focusing on 3rd–8th graders that integrates life skills, academic support, tutoring, and creative development through the lens of hip-hop culture. Rooted in the foundational elements of hip-hop—DJing (music and technology), emceeing (creative writing and public speaking), breakdancing (movement and wellness), and graffiti art (visual storytelling)—youth develop academic confidence, cultural identity, leadership, and entrepreneurial thinking. Programming includes weekly tutoring sessions, hip-hop history, creative writing labs, multimedia art production, business skill-building, and cultural storytelling. Youth collaborate on projects and performances highlighting their voice and lived experiences. Entrepreneurship is emphasized through branding, product design, and digital portfolio sessions. Family engagement includes monthly events like community dinners, exhibitions, and youth-led showcases. The program operates during the school year with 1.5-hour after-school sessions 2–3 times per week, and a full-day summer intensive offering 4–5 days per week of hands-on programming.</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. Each year, 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 through a series of interactive storytelling workshops. Ex Fabula will also bring together youth from partner organizations and the broader community at multiple StorySlams and further extend the reach of those stories via media pieces. As young people take incremental risks and 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 at highly subsidized rates to Milwaukee youth through two outlets: targeted recruitment at MPS schools and ongoing access at the Milwaukee Youth Arts Center.</p>
Genre: Urban Arts	<p>Genre: Urban Arts operates within the Milwaukee area and the broader international arts community to provide dynamic arts and writing workshops, artist discussions, and critical analysis of art and culture through various media platforms. Founded by Nakeysha Roberts Washington, M.S.Ed—a certified ELA educator for grades 6–12 and a former Milwaukee Public Schools student and teacher—the program is rooted in fostering creativity and literacy among high school students. Our program, Genre: Urban Arts' Creative Workshops, is designed to engage 10th–12th grade students with interests in writing, visual arts, and performance art. Through a combination of workshops, gallery visits, and professional artist interactions, portfolio building, and exhibition inclusion, the initiative aims to enhance students' creative expression, critical thinking, and understanding of the arts economy.</p>
Girl Scouts of Wisconsin Southeast	<p>Girl Scouts of Wisconsin Southeast (GSWISE) partners with Milwaukee Public Schools (MPS) to provide the Girl Scout Promise Program. Through this community outreach program, girls in grades K-12 can experience staff-led troop programs, where they will attend afterschool sessions led by specially trained Girl Scout staff who guide and inspire girls to explore new things and gain practical skills. Programming aligns with the GSLE curriculum which focuses on four pillars: STEM, the outdoors, life skills, and entrepreneurship.</p>

<p>Hmong American Friendship Association</p>	<p>Fifty years ago, the first Hmong people came to the United States as refugees—after being driven from their homes in Laos following the Vietnam War. Our project; Celebrating Hmong Identity through an Exploration of Hmong History, Arts, and Culture; is designed to help youth understand how Hmong history has influenced their culture and traditions, as well as how Hmong people have assimilated successfully into their new lives in the United States while maintaining their Hmong identity. Youth will explore Hmong cultural arts, including dance and textiles, and they will also learn about traditional Hmong village life through the creation of both a mural and the replica of Hmong village.</p>
<p>Hope House of Milwaukee</p>	<p>Hope Illustrated provides visual arts instruction and exploration for young people experiencing homelessness and housing insecurity, with the goal of supporting healthy self-confidence through skill building, connection and community. The program's core is an artist residency with Marina Lee of Beginning Dreams Forever, providing weekly hands-on, mixed media visual arts programming for youth ages 7-12 and transforming part of Hope House, where a portion of participating youth live, into a youth art gallery. When youth experience homelessness, it can erode their sense of safety – the sense that the adult world will protect them, leading to anxiety and unsettledness. It is critical that young people feel secure and be able to exercise some control over their lives to regain agency and self-confidence. The Hope Illustrated Program provides an artistic avenue for young people to express their ideas, reclaim ownership of space, and develop positive self-identity and hopefulness for the future.</p>
<p>Keep Greater Milwaukee Beautiful</p>	<p>Eco-Heroes is a multi-session program that strengthens the connection between Milwaukee youth and the environment around them. This program emphasizes that every small act makes a difference, which promotes engaged youth to initiate a positive impact in their community. By interlacing literacy with social and physical sciences, this program promotes creativity, problem solving, and teamwork. Participants are introduced to relevant environmental topics such as recycling and waste reduction, water and land pollution, energy conservation, urban habitats, and wellness and gardening. Each subject is explored through hands-on activities, group collaboration, and environmentally friendly art projects, while using a combination of indoor and outdoor program spaces throughout the school year and summer.</p>
<p>Latino Arts, Inc.</p>	<p>Latino Arts intends to conduct the 2026/2027 Summer Family Cultural Arts Series in partnership with two schools located in our Walker's Point neighborhood: UCC Bruce-Guadalupe Community School & UCC Acosta Middle School. They will be 2 weeks long & consist of 2 workshops designed for the mostly Latino families that reside in our community, i.e., they will be culturally relevant & competent (presented bilingually). In 2026, one session will be a hands-on workshop. Latino Arts Managing Artistic Director (MAD) will guide families through the history & creation of Talavera birdhouses, a traditional Mexican folk art. The 2nd session will consist of a walking tour led by Latino Arts' MAD, highlighting murals and other artwork found throughout the Latino Arts/UCC 12-block shared campus. Families will then create sidewalk art inspired by what they have seen. Pending evaluation & input from participating schools & families, our 2027 series will offer similar programming.</p>
<p>Lead2Change</p>	<p>Dream.Explore.Build. (D.E.B.) is 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 (\$11.32/hour). 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.</p>

<p>Lynden Sculpture Garden</p>	<p>BE THE CHANGE develops the leadership and self-advocacy skills of young refugee women and girls through arts-centered programming. During the academic year, the cohort meets monthly at Lynden to collectively explore identity and empowerment through artmaking with women artists and topical discussions with women leaders. The participants produce and disseminate a culminating publication of their artmaking and writing. In the summer, we provide participants with a menu of skill-building opportunities: intensive workshops with Lynden’s artists-in-residence; a week-long comics workshop at Lion’s Tooth in Bay View; the chance to plan and implement arts programming at our HOME World Refugee Day celebrations at Milwaukee City Hall and Lynden; and free tuition, room, and board to attend the residential World Affairs Seminar at Carroll University. By modeling female refugee/immigrant leadership—in the choice of artists, speakers, and mentors—BE THE CHANGE invites participants to construct their own vision of the future.</p>
<p>Marcus Center for the Performing Arts</p>	<p>The Marcus Center Arts Education Program connects Milwaukee youth to the performing arts industry through a culture-centered, community-based youth arts programs offering year-round engagements with professional touring artists. In this free programming, participants are mentored and taught by professional artists from similar backgrounds. Hands-on workshops in various disciplines (jazz, dance, musical theater) accelerate skill growth, while panel discussions, open rehearsals, performances, and post-show talkbacks foster a sense of belonging and explore pathways to arts careers and beyond. Engagements inspire joy while concurrently improving academics, socio-emotional wellness, and career readiness (NEA, 2012). Youth are actively engaged in activities that enhance teamwork, creativity, persistence, resilience, confidence, presentation, and emotional intelligence: power skills, a recent Forbes article labeled the “new currency” of the workplace. Supplemental engagements for entire families in neighborhoods of need foster community, belonging, and bonding moments that complement the messages shared onstage.</p>
<p>Milwaukee Art Museum</p>	<p>The Milwaukee Art Museum’s (MAM) Teen Internship Program helps Milwaukee teens to develop creative and leadership skills as they learn about higher education and career pathways in the arts. This program increases access to hands-on art education experiences and resources for teens who may otherwise face financial barriers. During MAM’s teen internships, youth see behind the scenes at Wisconsin’s largest art museum, connect and collaborate with peers and mentors, and gain professional experience. The program is offered during the school year (weekly after school) and in the summer (four days/week for one month).</p>
<p>Milwaukee Ballet</p>	<p>Milwaukee Ballet provides impactful dance education to City of Milwaukee students through Relevé, our cornerstone program offering weekly ballet classes at no cost to second through fourth graders during the school year. Relevé students may also be invited to attend free, week-long dance intensives during school-year breaks—extensions of the program that promote creative movement, expression, and peer connection. Milwaukee Ballet School & Academy enhances these opportunities by offering up to 100% tuition scholarships for students from first grade through high school, allowing continued dance exploration year-round. All students learn ballet fundamentals and may experience additional styles, such as Latin Partnering, which may reflect their own cultures. These programs introduce artistic traditions and prepare students for advanced training while nurturing self-esteem and community. Dance becomes a powerful avenue for building strength, coordination, and musicality, while developing life skills like self-awareness, perseverance, and collaboration—supporting personal growth, healing, and resilience both in and beyond the studio.</p>
<p>Milwaukee Muslim Women's Coalition</p>	<p>Funding from the Partnership for the Arts and Humanities supports multi-faceted and culturally appropriate empowerment programming and community 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 therapy to facilitate healing and help students cope physically and psychologically. 4) Host a community Eid celebration. 5) Cultivate a community garden.</p>

<p>Milwaukee Repertory Theater</p>	<p>Next Narrative Monologue Competition (NNMC) is a free arts education program that celebrates contemporary Black playwrights and inspires high school students to engage in healthy reflection around their leadership and performance abilities. Fall and Winter NNMC programming includes after-school residencies at schools and youth-serving agencies and drop-in workshops at Milwaukee Rep's new Education & Engagement Center, aimed at building performance skills and preparing students to audition for a regional competition. Two regional winners will receive an all-expense paid trip to New York City to participate in the national competition. Participants will be encouraged to apply for our Teen Council leadership program. In addition to providing free attendance to Milwaukee Rep performances, Teen Council will organize monthly arts workshops, culminating in a unique performance opportunity based on NNMC's core themes. New teacher resources and limited training for middle school students will further increase program accessibility.</p>
<p>Milwaukee Youth Symphony Orchestra</p>	<p>The Milwaukee Youth Symphony Orchestra's Community Partnership Programs deliver participatory music education and its developmental benefits to Milwaukee students who lack equitable access to these assets because of barriers including finances. For students in need, we provide financial aid so they can participate in ensemble, enrichment, and outreach options in classical, jazz, steel-pan, and Latin music. The programs foster cognitive, emotional, and social skills that youths will need in life – such as resilience, teamwork, empathy, leadership, and critical thinking – besides musical skills. Research shows that 73% of the programs' students show gains in character skills, 87% in cognitive skills, and 91% in musical skills. All students show gains in skills including time management and focus. Also, the programs advance access, equity, diversity, and inclusion in music. Of students in the programs, 66% are youths of color, 65% are from Milwaukee, and 75% come from low- to moderate-income families.</p>
<p>Neighborhood House of Milwaukee</p>	<p>Family Adventures (FA) is a dynamic initiative aimed at strengthening parent-child relationships while offering families meaningful educational opportunities. Running from 2025 to 2027, FA will provide free cultural explorations and events. The theme for Funding Cycle 1 (2025-2026), "Families That Learn Together," emphasizes humanities and arts activities focused on the celebrations and traditions of Milwaukee's diverse cultures. Held on weeknights and Saturdays, sessions will feature outings and interactive family projects, encouraging deeper cultural understanding, connection, and stronger family bonds. Events will be open to Milwaukee residents and hosted at NH and various venues citywide. With an expected annual reach of 50 unduplicated and 200 duplicated children and families, FA aims to create lasting, impactful experiences, designed to nurture learning, strengthen family bonds, foster meaningful connections, and celebrate the rich cultural diversity within our city.</p>
<p>Neu-Life Community Development</p>	<p>Neu-Life Community Development is a near-northside nonprofit providing year-round educational and recreational programs for youth, ages 5-18. One of the most popular education programs/experiences is the annual youth-led Art Show, which exposes students to new genres and mediums of art.</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 sustainability for Milwaukee-area high school students. The summer intern session (May - August) supports community-based projects throughout the city and assists with green infrastructure maintenance and land stewardship projects. Intern sessions emphasize building capacity to support projects while gaining knowledge and career awareness related to green infrastructure, engineering, and climate change 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>Running Rebels Community Organization</p>	<p>Through the Running Rebels UNITY Arts program, Milwaukee youth ages 12-24 engage in a wide range of creative disciplines across the performing, digital media, and visual arts fields. The program comprises weekly workshops that balance education & instruction with dedicated time for exploration, practice, and creative project development in both individual and group settings. Youth also have consistent access to opportunities for performance and publication. UNITY Arts programming is offered year-round during out-of-school time at Running Rebels' East and Central locations, complemented by occasional offsite experiences with our community arts partners.</p>
<p>SHARP Literacy</p>	<p>SHARP's Summer Arts Program, in partnership with Community Learning Centers (CLCs), combats summer learning loss—still critical due to post-pandemic setbacks. Students engage in hands-on art, movement, and read-alouds in a creative, supportive environment that builds confidence and encourages self-expression. Each session strengthens social-emotional skills and peer relationships through collaboration and open-ended learning. Programs serve Kindergarten through 6th grade with curriculum options like S.T.A.R – SEL Through Art and Reading, Garden & Greenhouse: Growing Creativity, and STEAM Dream Team, all designed to integrate creativity with arts, literacy, and science. Our Summer Arts Program services—including student learning, educator pay, and partner agreements—will remain unchanged for this summer, with the exception of free Education Tours.</p>
<p>Signature Dance Company</p>	<p>Signature Dance Company is a pre-professional performance company that nurtures girls through the art of dance while instilling leadership values. Our program offers year-round dance training for girls ages 3 to 18+, with a focus on building confidence, discipline, and purpose. Dancers train in a wide range of styles including ballet, jazz, hip hop, lyrical, modern, contemporary, and Afro-fusion. Classes are offered weekly and are designed to develop both technical skills and expressive artistry. In addition to regular classes, company members participate in rehearsals to prepare for several major performances each year, including our signature Winter and Spring Concerts, community showcases, and ministry-based performances at local churches and events. Our Summer Arts Intensive provides an immersive experience where dancers engage in technique classes, choreography labs, and performance training, culminating in a dynamic end-of-session showcase. We also host leadership retreats and mentorship activities. Through every class and performance, Signature creates a space where girls are celebrated, challenged, and encouraged to use their gifts to uplift their communities.</p>
<p>Skai Academy</p>	<p>Skai Academy offers K4-12th grade youth the opportunity to engage in high-quality after-school, out-of-school, and summer multicultural arts experiences, including theater, visual arts, and music, with integrated extensions in language arts, history, math, and science. The program promotes equity through interest-based learning, fostering creativity, skill development, social awareness, and educational curiosity. By providing a diverse range of activities with professional artist mentors, high school and college assistants, and senior community volunteers, we aim to inspire students and deepen our impact on their individual growth and collective achievement.</p>
<p>Sojourner Family Peace Center</p>	<p>Sojourner Family Peace Center offers holistic healing opportunities for children and their families following experiences of abuse. Through our Healing Arts Programming, youth are empowered to explore alternative ways of healing and expressing their emotions. These creative outlets include drop-in after-school arts sessions, family art nights, specialized community collaborations centered on the arts, dedicated artistic experiences, and a week-long summer camp experience. The overall goal of our program is to help children build self-confidence, recognize their potential, and feel supported as they work toward their personal goals.</p>
<p>Taylor 4 ALL</p>	<p>Taylor 4 ALL is an innovative 8-session arts program using superhero storytelling to build resilience, emotional intelligence, and self-efficacy in Milwaukee youth ages 8-17. Participants identify strengths, process challenges, develop coping strategies, and create personal narratives transforming adversity into agency.</p>

TBEY Arts Center	TBEY Arts Center will establish a partnership with four Milwaukee schools and/or community organizations to provide high-quality arts education through the TBEY ArtReach Program. Students in grades K4-12 receive instruction in music, theatre, dance, and visual arts, led by professional teaching artists, culminating in end-of-year student showcases in each discipline. Select students from these partnerships will further expand their artistic journey through TBEY's Summer Exploring Arts Camp, where campers engage in diverse arts experiences throughout the summer. Guided by local artists, students explore various creative disciplines, participate in field trips and cultural activities, and showcase their work in a final presentation. Additionally, selected students may participate in two major productions and an art exhibition: 1. A Journey Through Dance (Summer Dance Concert, Jun-Aug) 2. Spring Theatre Production (Feb-Jun) 3. Art Exhibition (Jan-May) TBEY ensures Milwaukee students gain transformative arts experiences, fostering creativity, confidence, and artistic growth.
Teens Grow Greens	Teens Grow Greens will provide paid internship and apprenticeship work experiences for Milwaukee teens, ages 14–18. The program will engage teens through two hands-on learning tracks: a foundational internship followed by a more intensive apprenticeship for second year teens who have successfully completed internships. Both focus on culinary arts, food justice, entrepreneurship, leadership development, and community problem-solving.
TRUE Skool	The "TRUE Skool Experience" describes our multi-faceted and tiered year-round approach to youth engagement while staying on course for our targeted outcomes of serving youth families and communities through transformative arts and Hip Hop culture. We provide after school, weekend and summer experiences. Youth who participate in TRUE SKOOL develop creative skill sets unique to the TS Experience, entrepreneurial skills, and leadership development. Following the MPS calendar we complement the youth's educational journey providing supplemental arts education that reinvigorates the excitement to learn, advances a youth's communication skills, and inspires creativity. Our Fall and Spring sessions take place after school, and each 10-week session ends with a "Showcase & Gallery" performance that invites friends, family and community to celebrate the youth's accomplishments. These important milestones keep the youth motivated to return for future sessions to advance their skills. During the summer youth apply for a 6-week paid internship.
Urban Ecology Center	The Urban Ecology Center's non-school day and summer programming provides high-quality learning opportunities by transforming Milwaukee's parks into outdoor classrooms and engaging youth in inquiry-based education, all while having fun and exploring nature. The Center's unique summer camp program combines the outdoor adventure of a traditional nature center camp with the benefits of science-based learning that helps curb summer learning loss. The Center offers scholarships for students to attend these programs at low cost, based on financial need. The Adventure Day programming takes place on non-school days during the school year, and offers a blend of academic learning with hands-on, outdoor experiential learning and skill-building opportunities. These programs are designed to serve young people living in the historically underserved neighborhoods around each branch: Washington Park (zip code: 53208), Riverside Park (zip code: 53211), and Menomonee Valley (zip code: 53215).
UWM ArtsECO	Milwaukee Visionaries Project (MVP) is an academic-year media arts program that provides Milwaukee area middle and high school students with conceptual and technical development in art, design, media and technology. Students learn and use industry-standard tools across a range of media to create work centering issues in their lives and communities. Participants meet weekly on UWM's campus to learn filmmaking, animation, and media literacy from professional artist educators, grounded in a student-centered relational approach to learning and mentoring unique, creative products. Engaging in all stages of production - from story development and critique to hands-on creation - students produce original short films, showcased annually at the Milwaukee Film Festival and other community venues. MVP shines a spotlight on youth voices by centering student voice, equity, and culturally sustaining practice through filmmaking to empower diverse Milwaukee youth with future forward communication skills, creative confidence, and pathways to college and careers in the arts.

<p>VIBEZ Creative Arts Space</p>	<p>Together We Create is a multigenerational arts initiative hosted by VibeZ Creative Arts Space, offering free, drop-in workshops for families in underserved Milwaukee communities. Held weekly during the school year at three local school sites, the program provides a rotating lineup of hands-on art activities including painting, fluid art, poetry, watercolors, and crafts. Each session is designed to support individual creativity while strengthening family connections and promoting mental wellness. Participants enjoy a welcoming space, a healthy snack, and take-home creative materials to continue their exploration beyond the session. Together We Create is a safe, joyful space for families to express themselves, build community, and grow through art.</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>Walker's Point Center for the Arts</p>	<p>Walker's Point Center for the Arts provides cultural programming that is rooted in sustainability, inclusivity, and community engagement. For 38 years, WPCA has been a vital creative hub in Milwaukee, advocating for historically underrepresented artists and ensuring equitable access to the arts for youth and families—particularly those in Walker's Point and surrounding neighborhoods who face economic and social barriers. Our programs focus on high-quality, accessible arts education and culturally relevant community events that reflect and celebrate the diverse identities of our community. We offer free or low-cost visual and performing arts workshops, exhibitions, and youth programs designed to empower individuals through artistic expression, promote cross-cultural understanding, and nurture creative potential.</p>
<p>Wild Space Dance Company</p>	<p>Wild Arts: Summer Creative Arts Camp is a free, half-day, three-week summer program offered at MPS-Lincoln Center Middle School of the Arts for 5th through 8th graders. Participants attend workshops in dance and creative movement, visual arts, and spoken word poetry. They gain inspiration and engage with the community on a field trip to Milwaukee Art Museum for a social justice tour focusing on artists of color. A culminating youth-led performance and exhibition of original dance, poetry, and artworks is presented for friends and family on the program's final session. Wild Arts Summer Camp provides students with creative and fun structured activities in a safe, supervised environment at no cost to them.</p>
<p>Wisconsin Bicycle Federation</p>	<p>The Bike Fed will provide four - one-week humanities themed adventure bike programs for 64 total teens over the 2 year cycle. One camp will focus on Visual Arts such as public murals, museums, and explore the connection of art, traffic safety and community building. Youth will have the chance to meet local artists and create their own art inspired by the things they see on their bike rides. The other weeklong camp will be focused on exploration by bike of various food and cultures of Milwaukee's diverse communities. We will visit local ethnic landmarks and restaurants to prepare, eat, and learn about various foods and recipes of different cultures. Youth participants will each be able to borrow a bicycle, receive a helmet, water bottle, and various pieces of equipment that will support continued use of bikes as a mode of transporting themselves around the city beyond the camp programming.</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 program also hosts two one-week inter-arts Poetry Camps each summer, which include meals, workshops, field trips, and student-led readings that are open to the public. YLAP's Milwaukee Queer Writing Project's (MQWP) programming partners with high school GSA clubs and LGBTQ+ community organizations to offer LGBTQ+-led writing workshops. Finally, YLAP supports the Milwaukee Youth Poet Laureate (MYPL) program, which is aimed at providing widespread opportunities that prepare Milwaukee youth to become expressive thought leaders.</p>



Notable Changes

1. We are now using a two-year funding cycle. The current contract is in effect from August 19, 2025 through September 30, 2027. Services shall be performed during the first program period between September 1, 2025 to August 31, 2026. Services during the second program period shall be performed between September 1, 2026, and August 31, 2027. Grantees will receive the amount listed in their contract from September 2025-August 2026. Pending review of the midterm report as well as a performance review, grantees may be eligible to receive the same amount again from September 2026-August 2027. 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, 2026 for all grantees via SurveyMonkey Apply. The Mid-Term Program Report will cover all grant activities from the first program period (September 1, 2025 - August 31, 2026).
4. We have now implemented a **Performance Review** process. This process will be completed by Erin Fonseca 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. These visits are intended for staff from the Partnership for the Arts & Humanities to observe your programming and connect with the program coordinator or relevant staff members. Grantees are required to assist with scheduling site visits.
6. A Final Program Report will be due by September 30, 2027 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 2025 - 27



Dates and Deadlines

Below are important dates and deadlines for the 2025-27 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
August 19, 2025	All grantees	Attend the Grantee Information Session	Link to Zoom meeting will be sent via email
September 1, 2025	All grantees	Submit signed contract	Via email to Procurement
September 1, 2025	All grantees	Submit proof of appropriate level of insurance	Your insurance agent should submit via EXIGIS
September 1, 2025	All grantees	Select your cost reporting schedule	Via your SurveyMonkey Apply account
September 1, 2025	Organizations with programs beginning September-April	Submit signed Matching Fund Agreement Forms	Via your SurveyMonkey Apply account
September 1, 2025	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 Erin Fonseca (fonsecer@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 Email or US Postal Service to Michelle Porter at MPS Central Services
September 5, 2025 (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, 2025 (10:00 – 11:30 AM)	New grantees – required Returning grantees – encouraged	Attend the Cost Report Workshop	Link to RSVP form and Zoom meeting will be sent via email
Due Date	Who It Applies To	Task	Where to Submit/How to Complete
November 20th, 2025	All grantees	Connected Roots Summit	Recreation Supervisor to send more info in August-September; all grantees encouraged to attend.
May 2026	All grantees	Partnership for the Arts & Humanities Showcase	Recreation Supervisor to send participation survey; all grantees encouraged to participate in some way

May 1, 2026	Organizations with summer-only programs	Submit signed Partnership Agreement Forms	Via your SurveyMonkey Apply account
May 1, 2026	Organizations with summer-only programs	Submit signed Matching Fund Agreement Forms	Via your SurveyMonkey Apply account
By August 31, 2026	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, 2026	All grantees	Notification of second year funding	Recreation Supervisor to notify you regarding your award for 2024-25
September 30, 2026	All grantees	Final 2025-26 Cost Reports due	Via US Postal Service or email to Michelle Walters at MPS Central Services

Note: 2026-2027 important dates and tasks are forthcoming, however, they will follow the general timeline as outlined above.



Contract Details

2025 - 27 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 2025-27 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.



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: milwaukee recreation.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 spans 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:

<u>SUMMARY</u>	
➤	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.

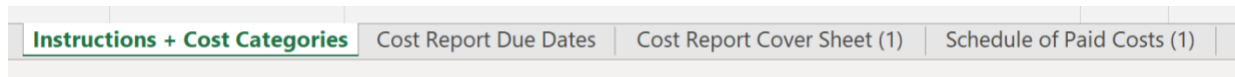
Figure 2:

MPS Partnership for the Arts and Humanities Cost Report Cover Sheet

Contract #:				Return to: Milwaukee Recreation Attn: Brenda Saucedo 5225 W. Vliet St., Room 162 Milwaukee, WI 53208	
Vendor #:					
Organization:		Name and Date:			
		Phone/Email:			
Contract \$ Amount:		Payment Address:			
Report #: 1				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.

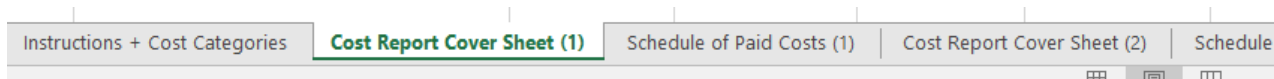
Figure 3:



The basics of proper cost reporting are as follows.

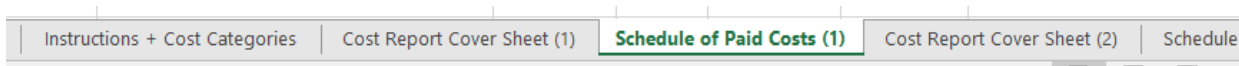
1. Complete ALL information on the “Cost Report Cover Sheet” unless it has been completed for you.
 - o Green shaded areas: Your Vendor #, Contract #, and Organization Name. Your vendor and contract numbers can be found in your Contract. You will also need to complete the Project Budget section. This 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.

2025-27 COST REPORTING SCHEDULES

2025-26 FUNDING CYCLE DEADLINES			
MONTHLY		BI-MONTHLY	
September Report	October 15, 2025	Sept - Oct Report	November 15, 2025
October Report	November 15, 2025	Nov - Dec Report	January 15, 2026
November Report	December 15, 2025	Jan - Feb Report	March 15, 2026
December Report	January 15, 2026	Mar - Apr Report	May 15, 2026
January Report	February 15, 2026	May - Jun Report	July 15, 2026
February Report	March 15, 2026	Jul - Aug Report	September 30, 2026
March Report	April 15, 2026	SUMMER - ONLY PROGRAMS	
April Report	May 15, 2026		
May Report	June 15, 2026		
June Report	July 15, 2026		
July Report	August 15, 2026	May - Aug Report	September 30, 2026
August Report	September 30, 2026		

2026-27 FUNDING CYCLE DEADLINES			
MONTHLY		BI-MONTHLY	
September Report	October 15, 2026	Sept - Oct Report	November 15, 2026
October Report	November 15, 2026	Nov - Dec Report	January 15, 2027
November Report	December 15, 2026	Jan - Feb Report	March 15, 2027
December Report	January 15, 2027	Mar - Apr Report	May 15, 2027
January Report	February 15, 2027	May - Jun Report	July 15, 2027
February Report	March 15, 2027	Jul - Aug Report	September 30, 2027
March Report	April 15, 2027	SUMMER - ONLY PROGRAMS	
April Report	May 15, 2027		
May Report	June 15, 2027		
June Report	July 15, 2027		
July Report	August 15, 2027	May - Aug Report	September 30, 2027
August Report	September 30, 2027		

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, 2026. 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, 2027. 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, 2026) 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.

2025-27 PERFORMANCE REVIEW

Procedure: By August 31, 2026, 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 60% of possible points using the scoring rubric below may 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, 2025 - August 31, 2026**

Total Score: _____ of 15 points possible. Percentage score: _____ %

Note: Projections presented below were sourced from the organization's 2025-27 application and/or any updated information provided by the organization before the start of the funding cycle.

Participant Reach Measures						
Standard	Category	4 Points	3 Points	2 Points	1 Point	0 Points
PR 1	Organization's projected reach (unduplicated): _____ Organization's actual reach (unduplicated): _____ Percent reached (actual/projected): _____ %	100-90%	89-80 %	79-70 %	69-60 %	Below 60%
Total number of points awarded for participant reach measures: _____ /4						

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	4 Points	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%	69-60%	Below 60%
Total number of points awarded for contract outcome monitoring measures: _____ /4						

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			

EXTRA CREDIT POINTS

Engagement Measures			
Standard	Category	1 Point	0 Points
EG 1	Organization <u>attended</u> the annual fall Connected Roots Summit for the Partnership for the Arts & Humanities network.	Yes, one or more individuals from the organization attended.	No, the organization was not in attendance.
EG 2	Organization <u>actively participated</u> in the bi-annual Partnership for the Arts & Humanities Showcase through an informational table, on-stage performance or presentation, or both.	Yes, the organization contributed via a table, stage component, or both.	No, the organization did not participate in the Showcase.
EG 3	Organization <u>attended</u> the bi-annual Partnership for the Arts & Humanities Showcase by sending a representative, a group of youth, or both.	Yes, a staff member, group of youth, or both attended the event.	No, the organization was not represented at the Showcase.
Total number of points awarded for engagement measures: _____ /3 Extra Credit Points			



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 2025-2027 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 2025-2027 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 2025-2027 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 Erin Fonseca, Recreation Supervisor – Afterschool Arts & Humanities.

Phone: (414) 475-8479

Email: erin@mkerec.net

In the event Erin Fonseca is out of the office, please contact Leighton Cooper, Coordinator – Before & Afterschool Programs

Phone: (414) 475-8844

Email: leighton@mkerec.net

Note: If there are any questions or concerns Erin Fonseca 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.