

****PROPOSED CHANGES ARE HIGHLIGHTED IN YELLOW****

CITY OF LA CROSSE ARTS BOARD, 2023-24 ANNUAL GRANT PROGRAM

SMALL PROJECT GRANT APPLICATION GUIDELINES (UPDATED DEC. 2023)

SMALL PROJECT GRANTS (UP TO \$750.00)

FIVE GRANTS AWARDED ANNUALLY, PROPOSALS REVIEWED QUARTERLY

Small Project Grants are specifically designed to support emerging visual artists, performers, and writers who are residents or taxpayers of the City of La Crosse, Wisconsin. Our objective is to enable these individuals to produce new works or make progress on existing projects. Grant proposals are reviewed quarterly (January, April, July, and October), awarding up to \$750. The Arts Board will allocate funding for up to three projects per quarter, resulting in a maximum of five grants awarded annually. Preference will be given to proposals that include plans for public access to the work funded by this grant.

APPLICATION REQUIREMENTS

Section 1 - Contact Information & Project Information (Note: this information will be entered into a form in SlideRoom)

1. Name(s)/Organization
2. Mailing address
3. Email address
4. Phone number
5. Website
6. A short, 100-word biography (for individuals) or mission statement (for organizations)
7. Project Title
8. Brief Project Description (1-2 sentences for promotional purposes)
9. Project start and end dates
10. Requested funding amount (up to \$750)
11. List of participants (list anyone who will be involved in the project)
12. Conflicts of interest (please disclose any active contracts or contract negotiations with the City of La Crosse).
13. Have you been involved with previous projects that have received city funding (Y/N)? If yes, please list projects and year.
14. Are you a nonprofit that is registered in the City of La Crosse (Y/N)
15. If yes, please upload proof of your federal tax-exempt status under Section 501(c)(3) of the Internal Revenue Code (Give option to upload file)

Section 2 - Project Description (Note: this information will be entered into a form in SlideRoom)

1. Project location
2. Project description, up to 500 words
3. Project execution & timeline
4. Required materials
5. Durability & maintenance plan (optional; only if proposing a permanent project)
6. Plans for removal (optional, only if proposing a temporary project)
7. Principal people involved (this is requested in the above section)
8. Target audience and how they will be engaged
9. Under-served audience and how they will be engaged (if applicable)
10. How the grant will contribute to you or your organization's professional goals

Section 3 - Project Budget (Note: Saved as pdf and uploaded to SlideRoom)

The project budget must be a detailed list of expenses that justify the requested funding. It should include materials, supplies, rental fees, honoraria, and other anticipated costs. Please disclose other funding or in-kind donations besides the amount in this grant request.

Section 4 - Creative Samples (Note: Submitted directly to SlideRoom)

1. Preliminary project sketches/designs for the proposed project (optional; only if the proposal includes the creation of artwork)
2. Portfolio of previous projects, performances, writing samples, or artworks (optional, maximum 10 samples)
3. List corresponding to work samples submitted. Include number, year, title, size, and media (optional).
4. Nonprofits registered to an address in the City of La Crosse must submit proof of their federal tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.