

# City of La Crosse Arts Board

## DRAFT Policies on the Review of Proposals and Grants (effective 2022)

The City of La Crosse Arts Board has established policies and procedures for unsolicited donations, grants, art loans, public art or exhibition proposals for the following reasons:

- Maintain the quality of the public art collection.
- Ensure that artworks are sited to the most suitable locations.
- Establish that there will be funds to protect, maintain, preserve, and conserve works of art on public property.
- Evaluate works for quality, safety, durability, and maintainability.

### Grant Policy

The Arts Board reviews grant requests from arts organizations that directly impact visual and performing arts in the public realm within the city of La Crosse. Funds are limited and not all requests will be funded. Grant requests are reviewed twice annually, in January (with March disbursement) and August (with October disbursement). Requests should detail how funds would be used by specific venue/event to enhance visual and performing arts in the public realm within the city of La Crosse. Requests must be received two weeks prior to monthly Arts Board meetings (the Arts Board meets on the first Friday of each month, with exceptions for holidays).

#### Review criteria:

- Compatibility of proposed request with the mission of the Arts Board
- Annual Arts Board budget and appropriate distribution of funds beyond planned projects
- City of La Crosse Arts Board identification as a named sponsor
- Summary report within 2 months of sponsored event

### Proposal Policy

As funds allow, the Arts Board includes calls for artists each year in its program to advance the arts and cultural activity in the city of La Crosse. Funds are limited and not all proposals will be funded. Proposals must be received two weeks prior to monthly Arts Board meetings (the Arts Board meets on the first Friday of each month, with exceptions for holidays). The Arts Board reserves the right to accept proposals in full or to make recommendations for amendments, to decline proposals that fail to meet stated criteria, or to table a proposal until more information can be gathered. There may be additional review processes necessary, for example, Engineering, Parks, etc.

#### Review criteria:

1. Compatibility of proposed request with the mission and goals of the Arts Board
2. Annual Arts Board budget and appropriate distribution of funds beyond planned projects
3. Aesthetic quality (including craftsmanship)
4. Conceptual framework and clear rationale for the work's significance
5. Appropriateness of the materials, textures, colors and design to the expression of the design concept
6. Relationship to (or departure from) the city's existing public art
7. Appropriateness of the artwork and proposed location
8. Other site-specific/project specific considerations
9. Anticipated costs and labor to create, install, maintain or repair the artwork

# **City of La Crosse Arts Board Public Art Application/Proposal**

## **COVER PAGE**

**Title of proposed artwork or exhibition:**

**Name(s)/Organization:**

**Mailing address:**

**Contact phone:**

**Email address:**

**Website:**

**Participants (list anyone that will be involved in the project):**

**Conflict of interest** (please disclose any active contracts or contract negotiations with the City of La Crosse):

**If applicable, please provide the address or Google map link to the specific location you have in mind (site photographs are helpful also):**

**Indicate whether the artwork is:**

- Temporary (if temporary, indicate expected duration in months/years)
- Permanent (if permanent, an Art Maintenance agreement must accompany proposal)

## **PLEASE ATTACH A PROPOSAL THAT INCLUDES THE FOLLOWING:**

### **1-2 page narrative description of the artwork or project including:**

1. Concept
2. Aesthetic Vision
3. Artist involvement
4. Materials
5. Durability

### **1-2 page logistical statement including:**

1. Clear timeframe for installation
2. Budget
3. Funding sources (include grant or in-kind donations in addition to Arts Board funding request)
4. Maintenance plan (if proposing a permanent project) OR Plans for removal (if proposing a temporary project)

**Artist bio/resume**

**Examples of past exhibits or similar projects**

**Visuals including: digital images of artworks in exhibition or on site**

**Letters of support (optional)**