



# ANNUAL GRANT PROGRAM SMALL PROJECT GRANT SUBMISSION GUIDELINES

## **SMALL PROJECT GRANTS (UP TO \$750.00)**

**FIVE** GRANTS AWARDED ANNUALLY, PROPOSALS DUE JANUARY 1ST,  
APRIL 1ST, JULY 1ST, OCTOBER 1ST

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.

To apply, please visit [La Crosse Arts Board SlideRoom](#)

## **CONTACT**

For all grant inquiries, contact:

Jacqueline Marcou City of La Crosse Arts Coordinator [marcouj@cityoflacrosse.org](mailto:marcouj@cityoflacrosse.org)

# APPLICATION REQUIREMENTS

## SECTION 1 - CONTACT AND PROJECT INFORMATION

- 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

## SECTION 2 - PROJECT DESCRIPTION

- 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) Target audience and how they will be engaged

- 8) Under-served audience and how they will be engaged (if applicable)
- 9) How the grant will contribute to you or your organization's professional goals

## SECTION 3 - PROJECT BUDGET

The project budget must be a detailed list of expenses related specifically to the funding requested from the Arts Board. Budgets should include materials, supplies, rental fees, honoraria, and other anticipated costs that the requested grant amount will directly support. Applicants should not submit full operational budgets unrelated to the specific funding request. Project budgets must only include expenses that will be incurred after grant funds are awarded; Arts Board funding cannot be used to reimburse costs incurred before the grant award date or for projects or events that have already been completed. Other funding sources or in-kind donations supporting the broader project or event may be disclosed separately in the project description.

## SECTION 4 - CREATIVE SAMPLES

- 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)