



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

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 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

- 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)