



LA POINTE CENTER FOR THE ARTS GRANT APPLICATION PACKET

Grant Guidelines

The La Pointe Center for the Arts Grant is a one-year grant offered by La Pointe Center (LPC) and is supported in part by a grant from the Wisconsin Arts Board, with funds from the State of Wisconsin and the National Endowment for the Arts. Grant projects are to be completed within one year of award. Grant recipients are required to submit one completed application prior to grant cycle due dates.

Applications are accepted twice a year and must be received by September 30, 2017. Grant recipients are required to complete a final report to be completed no later than 30 days after project completion. When grant is awarded, all necessary paperwork will be provided. Contact Grants Committee Chair Sally Brown with questions at salpalbrown73@gmail.com.

To request an online PDF grant application, email LPC at lapointecenter@gmail.com. Hard copy applications are also available at the Library.

E-mail completed applications to lapointecenter@gmail.com, or mail to LPC Grants Committee, PO Box 247, La Pointe, WI 54850.

Who May Apply?

- Madeline Island, 501 c (3) Non-Profit organizations.
- Individual artists who are full or part-time residents of Madeline Island.
- Applications will not be accepted from organizations or artists who have not completed their obligations under previous grants.
- Artists can only receive funding every other grant cycle. If you did not receive funding the last cycle please apply and try again!

What kind of projects may be funded under the LPC Grants for the Arts Program?

Art disciplines including, but not limited to: dance, theater, music, literary arts, visual arts, multi-media activities. Projects including: performances, touring productions, publications, commissioned, visual and/or audio art and educational presentations.

Grants may be used for:

- Salaries
- Transportation
- Legally required royalties
- Technical/Production expenses
- Space/equipment rental and related expenses such as utilities and insurance
- Marketing/promotion/publication expenses
- Purchase of expendable materials
- Music scores
- Individual artists own hours of work (applies as an in-kind donation)

Grant Review Process

Grants are reviewed by a committee, which includes a committee chair who is a LPC Board Director, and at least four other committee members who are LPC members. The grants committee makes recommendations to the LPC Board who has the final approval.

The review process is open to the public. All applicants will be notified by email of the time and place of the meeting and are encouraged to attend. Grant review meeting dates will be posted outside the LPC Art Gallery. The committee will base their evaluation of each grant proposal on the following criteria:

- Artistic growth and development
- Benefit to the Community
- Ability of the applicant to successfully complete the project.
- Thorough completion of application materials

Grantee Information

Grant award winners will be notified via telephone. Upon notification of an award, grants recipients will receive a Grant Agreement packet that will include a contract that must be signed and returned within 30 days or grant amount will be forfeited. Grantees will be required to sign and return a W-9. Grantees receiving over \$600 will receive a 1099 for their grant year. When the contract is received, grantees will be issued a check for 50% of their total award via mail. The final 50% of the award will be funded at the completion of all the grant obligations, including the final report.

It is expected that the recipient finish their project within a year. If due to unanticipated circumstances, the project will not be finished within the year deadline, the recipient will contact their liaison to request an extension. If denied, the grants committee will meet with the grant recipient to discuss repayment of the initial 50% award money.

A liaison from the grants committee will be appointed to each grant recipient to support the recipient in completing the project. The liaison will contact the recipient periodically to determine the progress of the project. Any potential changes to the original approved project must also be requested from the grants committee through the project liaison.

Grant recipients are required to a) exhibit at the Annual LPC Wine Tasting Fundraiser and are encouraged to donate an item to the silent auction, if appropriate; and b) present at the Annual Membership meeting in August.

Project Credits

Grant recipients will give credit to the La Pointe Center for the Arts and the WI Arts Board in all brochures, news releases, programs, publications, printed and broadcast promotion, publicity, and advertising. The credit line should read, “This (project, concert, class) is supported by a grant from the La Pointe Center for the Arts and the Wisconsin Arts Board with funds from the State of Wisconsin.” Logos will be provided in grant package for use on printed material. When no printed material is used, verbal credit shall be given.

Project Reporting

Within 30 days of project completion, grant recipient must submit a final report with a project summary that includes actual project budget and the following:

List of the project accomplishments

- How many people were served and what populations were reached?
- Did the project meet its original goals? If not, explain the problems encountered.
- Please submit at least one photo of your project for use in promotions and publicity.
- The project is to be completed in one year. Extensions will only be given under extenuating circumstances.



LA POINTE CENTER FOR THE ARTS GRANT APPLICATION

Only Grants using this form will be considered

Application Process

Project Summary: Describe your project, intended outcomes, and community impact. Each project must include a public service activity such as a concert, exhibition, or class, which must be open to the public and free of charge.

Complete Budget Outline: The grant must be matched dollar for dollar with cash, in-kind or material contributions.

Information Workshop for Grant Writing: May 17, 2017, 6:30 PM, Madeline Island Library.

Submit Completed Application: Applications are due May 31 and October 31.

Mail: LPC Grants Committee, PO Box 247, La Pointe, WI 54850

Email: lapointecenter@gmail.com

Date of Application: _____

Amount Requested: _____

Applicant Name: _____

EIN# (if applicable): _____

Address: _____

Phone/Cell: _____

Email: _____

Project Proposal:

Summary of request. Please give as much detail as possible. If you are using a public facility, such as the Library or Woods Hall, please include written permission from the facility manager.

Received By: _____ Date: _____

Project Summary:

PROJECT BUDGET

(If not applicable to your project, leave blank)

	Description	Amount
EXPENSES:		
Administrative	_____	_____
Artistic	_____	_____
Technical Support	_____	_____
Production	_____	_____
Other	_____	_____
TOTAL SALARY EXPENSE		_____
Transportation	_____	_____
Space/Equipment Rental	_____	_____
Utilities (phone, electric, etc.)	_____	_____
Insurance	_____	_____
Supplies and materials	_____	_____
Other	_____	_____
TOTAL OTHER EXPENSES		_____
TOTAL EXPENSES: (must equal Total Income below)		_____
INCOME:		
Class fees	_____	_____
Art sales	_____	_____
Other income	_____	_____
Fundraising/Business, other donations	_____	_____
In-kind contributions*	_____	_____
Grant Amount	_____	_____
TOTAL INCOME: (must equal Total Expenses above)		_____
REQUESTED GRANT AMOUNT		_____

*In-kind contributions include artist's time, donations, volunteer work, etc.

This grant is supported in part by a grant from the Wisconsin Arts Board with funds from the State of Wisconsin and the National Endowment for the Arts.