



2024 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 once a year and must be received by May 31. 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 Cynthia Mueller with questions at cbmueller54@gmail.com.

Download a grant application from our website at <https://www.lapointecenter.org>. To request an PDF grant application be emailed to you, email LPC at lapointecenter@gmail.com. Hard copy applications are also available at the Art Gallery and the Madeline Island 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.
- The La Pointe Center, Inc. does not make grants to itself. In rare instances, a board or staff member may apply for a grant when the requested project is of significant importance to the Madeline Island Community and when there is no one else to take that project on. In these instances, the board will consult with the Wisconsin Arts Board for a more removed and objective opinion.
- Artists can only receive funding every other grant cycle. If you did not receive funding the last cycle please apply and try again. Priority will be given to applicants who did not receive a grant during the last granting cycle.

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 include: 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 on the announcement flyers, and outside the LPC Art Gallery, the Library and the Post Office. 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
- Grants may not be used for capital equipment purposes

Grantee Information

Grant award winners will be notified via telephone and email. 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 signed 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 finishes 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 an LPC public event. This may include donating an item to the LPC Wine and Beer Tasting Fundraiser/silent auction, when applicable;
- B. Present information of project at the Annual Membership meeting in August;
- C. Provide photographs and relevant information at various events throughout the year, including pictures for website of work in progress or finished project.
- D. Comply with civil rights law as per the Wisconsin Arts Board guidelines.

Project Credits

Grant recipients will give credit to the La Pointe Center for the Arts and the Wisconsin 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 for use on printed material. When no printed material is used, verbal credit shall be given.

Project Reporting

Grant recipients will be required to provide a 6-month update on their project. The project is to be completed in one year. Extensions will only be given under extenuating circumstances. Within 30 days of project completion, grant recipient must submit a final report with a project summary addressing key points listed below and the actual project budget.

Key Points to address in the project summary:

- 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.
- Describe any changes in the project's plan since the grant award
- How has the project impacted the community?
- How has the individual artist or group been impacted by the project?
- How the success of the project was evaluated?
- Are there any plans for the continuation of the project?
- Please submit at least one photo of your project along with the sign permission for LPC use in promotions and publicity.
- Present all pertinent copies of the publicity materials for the project.

***Made possible by a generous grant from the Wisconsin State Arts Board.
We encourage all grant recipients to become members of the La Pointe Center for Arts***



2024 GRANT APPLICATION

Only Grants using this form will be considered Application Process

Project Summary: Describe your project, intended outcomes, community impact, and artistic growth and development. 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. A sample budget is included for your reference.

Information and help for Grant Writing: Please feel free to contact Grants Committee Chair Cynthia Mueller with questions at cbmueller54@gmail.com.

Submit Completed Application: Applications are due May 31, 2024.

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:

Received By: _____

Date: _____

Name:

2024 Project Summary:

Please give as much detail as possible about your project including artistic growth and development, impact on or benefit to the community, your targeted population, and project goals. If you are using a public facility, please include written permission from the facility manager.

2024 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.

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PROJECT BUDGET SAMPLE

For a grant to take an art training course and then teaching a class

	Description	Amount
EXPENSES:		
Administrative	_____	_____
Artistic	Artists' teaching fees	\$2500
Technical Support	_____	_____
Production	_____	_____
Other	Artist's time to create class	\$3000
TOTAL SALARY EXPENSE		\$5500
Transportation	gas, lodging for taking training class	\$1800
Space/Equipment Rental	rent hall for three days of class	\$1000
Utilities (phone, electric, etc.)	_____	_____
Insurance	_____	_____
Supplies and materials	supplies	\$750
Other	curriculum printing	\$450
TOTAL OTHER EXPENSES		\$2000
TOTAL EXPENSES:		
(must equal Total Income below)		\$9500
INCOME:		
Class fees	registrations	\$500
Art sales	_____	_____
Other income	Sponsors	\$2000
Fundraising/Business, other donations	Other grants	\$2000
In-kind contributions*	Artist's time	\$3000
Grant Amount	_____	\$2000
TOTAL INCOME:		
(must equal Total Expenses above)		\$9500
REQUESTED GRANT AMOUNT		\$2000

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

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