

ANNUAL GRANT PROGRAM

Green Bay Public Arts Commission
City of Green Bay
Dept. of Community and Economic Development
100 North Jefferson Street - Room 608
Green Bay, WI 54301-5026
Phone: (920).448.3142
Fax: (920).448.3426
<http://greenbaywi.gov/pac>



GREEN BAY
PUBLIC ARTS
COMMISSION

SUBMISSION DEADLINE

2nd Friday of every month

All application materials must be submitted by the deadline to be reviewed that month by the Commission. Late materials will be held for the following month.

WHAT IS THE GREEN BAY PUBLIC ARTS COMMISSION?

The Green Bay Public Arts Commission's (GBPAC) mission is to promote the arts, culture, and creative identity of Green Bay. The GBPAC exists to fund artistic activities and support cultural programs that integrate and advance arts and culture as an essential part of life in Green Bay. The GBPAC is a five member commission appointed by the Mayor to advise the City about matters of arts and culture.

WHAT IS THE ANNUAL GRANT PROGRAM?

The GBPAC Annual Grant Program distributes funds to artists/artist teams and scholars to offer their creative talents to the City of Green Bay. Grants can fund up to 50% of any type of public art pursuit. Grants are for a maximum of \$1,500. Grant applications are due by 5:00pm on the day of the deadline. Applicants may submit only one application per four month period. Artists are welcome to reapply but the same project will not be funded twice in the same calendar year. Individuals and/or organizations may receive funding for only one grant per funding period.

The Annual Grant Program's purpose is to help fund public art works, art performances, and events that promote and/or employ public art. Projects can be temporary or permanent.

THE ANNUAL GRANT PROGRAM CAN FUND: artists' fees, legally required royalties, production expenses, space rental, marketing costs, purchase of expendable supplies, required insurance, city-related expenses such as street closures, and police/fire protection.

THE ANNUAL GRANT PROGRAM DOES NOT FUND: prizes or awards, scholarships, tuition, permanent equipment, travel outside Green Bay, refreshments, and/or debts incurred for past activities.

ALL APPLICATION MATERIALS MUST BE RECEIVED BY 5:00 PM ON THE DAY OF THE DEADLINE. IF THE DEADLINE FALLS ON A WEEKEND, YOUR APPLICATION MUST BE RECEIVED BY NOON THE FOLLOWING MONDAY.

CONTACT: Laura Schley, Public Arts Coordinator - laurasc@greenbaywi.gov - (920).448.3142

RESTRICTIONS

The Annual Grants Program may be awarded for up to \$1,500, but not more than 50% of the total estimated project costs. The grant funds requested must be matched with cash or a combination of cash and in-kind contributions. In-kind is defined as non-cash donations of goods and services, such as labor, facilities, or equipment to carry out a project. (In-kind services may include offerings of space, materials, loaned equipment and or/donated professional services, and written verification of all in-kind contributions is required of grantees in the final report.) Additional funding sources can be offered - contact the Public Arts Coordinator for more information.

Upon award approval a contract between the Grantee and the City must be signed and approved by both parties before the grant becomes official. Any work done, or expenses incurred prior to signing the contract will not be reimbursed. On the budget form, check boxes only for expenses that will occur during the grant period.

All information submitted to the GBPAC and its staff, including public art proposals, grant applications and supporting material, emails, and information collected from web-based forms, may be made available to requesting parties under the City of Green Bay and State of Wisconsin public records laws.

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FUNDING CRITERIA

Top scoring proposals will address each of the categories below.

10 POINTS: THEME & MOTIF -

The applicant has effectively presented a central idea throughout the whole of the piece/project.

- Fundamental ideas are explored throughout the project.

10 POINTS: BUDGET -

The applicant's budget aligns with the PAC budget and has realistically assessed their costs.

- Budget is complete and accurate, cost effective, and is linked to the projects activities and outcomes.

10 POINTS: EXPERIENCE -

The applicant demonstrates experience in the medium and provides proof of past work.

- Multiple examples of past work have been provided, with emphasis on relevant public work.

10 POINTS: ORIGINALITY -

The applicant's vision is clear and the project brings this fresh idea to life.

- Project has a strong and innovative idea that is well defined and fully explained.

15 POINTS: PUBLIC ART VALUE -

The project is relevant to the community and provides value to the City.

- Project has a relevant connection to the community.
- Impactful to the residents.
- Can be easily understood.

25 POINTS: OVERALL AESTHETIC/APEAL -

The project presents a high level of craftsmanship/attention to detail. Compelling for spectators to view/participate without being objectionable.

- Quality design/plan for project.
- Project is appealing and provides opportunity for conversation and discussion.

10 POINTS: ACCESS/LOCATION -

Potential for the project to reach targeted audiences

- Project includes a significant, clearly defined element that is free to the public.

AWARD PROCEDURES

GRANT APPLICATION DEADLINE:

Application materials must be received by the 2nd Friday of the month at 5:00 pm to be discussed during the Arts Commission meeting. Late applications will be held over till the following month to be reviewed.

GBPAC REVIEW:

Commission members will consider applications at their publicly noticed meetings subsequent to application submission. Applicants will be invited to attend and present at this meeting, and observe proceedings.

APPROVAL:

The GBPAC will present and approve award recommendations at the meeting after you have presented.

NOTIFICATION:

Applicants will be notified of award decisions in writing after commission approval.

PAYMENT:

Payment will be issued after contract and W9 are received

CONTRACT:

Along with insurance and affirmative action paperwork, a contract between the Grantee and the City must be signed and approved by both parties before the grant becomes official. Any work done, or expenses incurred prior to signing the contract and receiving commission approval will not be reimbursed.

FUNDING CREDIT:

All publicity, press releases and promotional materials must acknowledge that the project is funded by the Green Bay Public Arts Commission.

PHOTO DOCUMENTATION:

Grantee is required to submit five labeled images of the project within 30 days of project completion. The City may use these images for promotional or other purposes.

PROJECT PROMOTIONAL MATERIALS:

Grantee will submit two copies of all project promotional materials.

PROJECT EVALUATION:

Grantees will be required to submit a final report and accounting form to the Public Arts Coordinator within 30 days of project completion.

**APPLICATION DEADLINE:
2ND FRIDAY OF EVERY MONTH**

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APPLICATIONS

APPLICATION SUBMISSION LIST

All applicants are encouraged to contact the Public Arts Coordinator (laurasc@greenbaywi.gov) prior to submittal to discuss their application. A complete application will include the following:

- A** The annual grant program Application in PDF format
A_application_JDoe.pdf

- B** Previous Work Examples and image list to label content (work examples may include: photos, videos, music clips, and letters of recommendation
B_worksample1_JDoe.jpg; B_worksample2_JDoe.pdf, etc. B_imagelist_JDoe.pdf

Digital files (videos and music) must be no longer than 5 minutes. If applicant wishes to direct reviewer to a project sample online, a working url must be provided.

Digital images (maximum of 4); jpeg format. Name files and number images.

APPLICATION SUBMISSION

HOW TO SUBMIT

All application materials listed above must be received via email by 5:00 pm on the day of the deadline. Applicants with technical limitations, please contact the Public Arts Coordinator laurasc@greenbaywi.gov.

Submit your application materials as an attachment in an email.

To do so, use the following steps:

- 1. Open a new email message window in your preferred email program.**
- 2. Click on the menu item with a paperclip icon that says “Attach a file” or something similar (e.g., “Attach Files”)**
- 3. Select your files/folders you wish to attach and click “Open” or “Choose File” or another similar button to attach the file to your email.**
- 4. Continue composing your email and send(Send the email to laurasc@greenbaywi.gov with a subject line of: AGP Application – John Doe)**

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED AT TIME OF DEADLINE. LATE APPLICATIONS WILL BE CONSIDERED AT THE NEXT MONTH'S GREEN BAY PUBLIC ARTS COMMISSION MEETING.