

GUIDELINES

The Laird Endowment Fund for the Arts

Call for Proposals

The Laird Endowment Fund for the Arts invites faculty, staff and students of the University of Wisconsin – Marshfield/Wood County, and representatives of community groups from the area the campus serves, to submit proposals for the support of cultural and/or artistic events to be held in the theatre(s) of the Helen Connor Laird Fine Arts Building.

I. Who May Apply for Funding?

Individuals or representatives of community groups from the area served by the campus or any faculty member, member of the academic staff, student, or representatives of organizations of the campus may apply for the Laird grants.

II. What Activities Are Eligible for Support?

Cultural and/or artistic events which would be held in the **Helen Connor Laird Theatre** (340-seat) or **Black Box theatre** (up to 90-seat) at UW-Marshfield/Wood County are eligible for support. Only proposals for activities to be held in the theatre(s) of the Helen Connor Laird Fine Arts Building will be considered.

The Advisory Committee will review the proposals in light of their comparative merit and the existence of available funds.

III. What is the Process and Timetable for Proposal Review?

Funding cycles are based on the grant year July 1- June 30. All proposals for the coming grant year must be received at the campus Foundation Office on or before February 1. The University Foundation Executive Director shall review proposals to ensure they meet grant criteria and will submit eligible proposals to the Laird Fund for the Arts Advisory Committee by March 1. The Advisory Committee shall review the submitted proposals and shall determine the allocation of funds. Authors of the proposals will be notified of the Advisory Committee's allocations by March 15.

IV. What Should the Proposal Include?

Proposals must be submitted on The Laird Endowment Fund for the Arts Grant Proposal Form (available through the Foundation Office at the University of Wisconsin-Marshfield/Wood County) and include the following information:

- A. Name and professional title of the author of the proposal.
- B. Names of any group or individuals for whom funding is requested.
- C. Date(s) of the proposed activity. Proposal authors must check theatre availability prior to proposal submission by calling the campus business office at 715-389-6538.
- D. Brief description of the proposed activity.
- E. Statement of how this activity will enrich the cultural life of the community and/or campus.
- F. Projected revenue and expenses of the proposed event, including adequate publicity costs, facility costs, and technical theatre costs. Cost quotations for facility rental can be obtained from the campus business office at 715-389-6538.
- G. Amount requested from the Laird Fund for the Arts.
- H. Description of additional funding sources for the proposed event.

Additional supportive documents or materials may be attached, if appropriate.

V. Are There Other Requirements?

Each grant recipient will be required to prepare and submit a final report reviewing the funded event. The content of the report and other terms of the grant will be described in a Letter of Agreement, which all grant recipients will be required to sign in order to receive funding.

**DEADLINE FOR SUBMISSION OF PROPOSAL FORMS IS
FEBRUARY 1, 2018**