



AIGA Wisconsin offers grants, typically between \$50 to \$250, to help cover the associated costs of a student group's event or project.

ELIGIBILITY

All AIGA Wisconsin student group boards are eligible to submit a proposal. Groups are eligible to receive one grant per school year, however receipt of a grant is not guaranteed. You must obtain approval from your student group advisor(s) before submitting the application.

APPLICATION PROCESS

Applicants must email a completed application no later than 6 weeks prior to their event to education@wisconsin.aiga.org. Copy your chapter advisor to the email. Incomplete, improperly completed, or late proposals will not be reviewed. *AIGA Wisconsin reserves the right to decline any proposal.*

PROPOSAL GUIDELINES

AppReviewers will assess the applicant's need for financial support, giving preference to proposed projects in which funding is difficult to obtain. The project/event must benefit the entire student group, not just the board members or select members. Projects/events that include or invite other AIGA student chapters will be given more consideration. Applicants may submit proposals for financial support of ongoing events that are currently funded by other sources. In these instances, an applicant should explain why additional funding is necessary and warranted.

Examples of appropriate uses of grant funds are to help cover the costs for hosting a design conference, travel costs for an out-of-town speaker, or providing refreshments for a portfolio review. Some examples of uses for grant funds that would not be accepted include purchasing merchandise for a fundraiser (ex: buying t-shirts to sell), travel costs for members or student board members, or paying fees for members to attend a conference.

GRANT GUIDELINES

REVIEW PROCESS

Each proposal will be reviewed by AIGA Wisconsin's board members within a 2–4 week period after receipt of submission. All grant proposals, whether accepted or declined, will receive a response from the AIGA Wisconsin board within 2 to 4 weeks after submission.

**GRANT RECIPIENTS
REQUIREMENTS**

AIGA Wisconsin reserves the right to use the content for promotional activities related to the grants and chapter events. In the month following the event, the grant recipient will be required to submit a summary to AIGA Wisconsin about the event. Send it to education@wisconsin.aiga.org. This summary will be posted to AIGA Wisconsin's blog.

Please include the following in the summary:

- A description of the event
- A brief summary describing attendee feedback from the event
- Strengths and weakness of the event
- How many members and non-members attended
- Pictures of the event

Each grant recipient will also be required to submit a detailed financial account of how the grant was used—including copies of receipts—and a summary outlining the profits or losses of the event. This report is due to the AIGA Wisconsin Board within 30 days following the proposed event.

Terms and conditions may change at any point in time.

GRANT GUIDELINES

**SUBMISSION
CHECKLIST**

- ___ Complete the pdf application form. Incomplete forms will not be reviewed.

- ___ Submit it to education@wisconsin.aiga.org no more than 6 weeks before the event.

- ___ Copy your student chapter advisor to the submission email or it will not be accepted.

- ___ Expect a response from the AIGA Wisconsin board 2 to 4 weeks after submission.

If your proposal is accepted:

- ___ Keep all receipts that prove how you spent the grant funding.

- ___ 30 days after your event, submit to education@wisconsin.aiga.org:
 - Summary that will be posted to the AIGA Wisconsin blog.
 - A detailed accounting of how the funds were used, including copies of receipts.
 - Summary of the event's financial profits and losses.