



WISCONSIN
HISTORICAL
SOCIETY

Wisconsin Historical Society & Wisconsin Council for Local History
Affiliate Mini-Grant Program

2017 Grant Guidelines

General Information

The Mini-Grant Program support projects and activities that strengthen a local organization's ability to manage and preserve historical collections. Preference may be given to affiliates who have not previously or recently received a mini-grant. All WHS affiliates in good standing are eligible to receive a mini-grant, regardless of the organization's size or budget.

Review of draft applications

First-time applicants are **required** to submit a draft of their application to the Field Services representative by May 10, 2017. Field services staff will review any organization's application prior to submission and provide feedback, and strongly encourage you to take advantage of this process.

Amount Awarded and Matching Funds

Mini-grant awards will not exceed \$700. Applicants agree to match any grant funds received on a dollar-per-dollar cash basis. (For example, if you request a \$500 mini-grant, your organization must identify \$500 in matching funds for a total project budget of \$1,000.) Applicants should raise new funds for the match and clearly describe how matching funds will be provided. (See examples and information on page 2.)

Good Standing – Filing of Annual Report

Only historical organizations that are affiliates of the Wisconsin Historical Society are eligible to apply. To be eligible to receive grant funds, the organization must have filed an annual report for 2016 to the Wisconsin Historical Society. (That report covers the year of 2016, and is filed at the beginning of 2017.)

How to Apply

A completed application will consist of **five copies** of the following materials:

- **Cover page**
- **Project Description (1 to 2 pages)** *Depending on the scope of your project, your description may be shorter, but please do not exceed the 2-page limit*
- **budget detail (1 page)** *Be sure to itemize all expenses and provide detail for matching funds*

These materials are also available to **view and print from the WHS website at www.wisconsinhistory.org/localhistory**. Applications must be delivered or postmarked by **June 5, 2017**.

Mail to:

Field Services Program – Amy Norlin
Wisconsin Historical Society
816 State Street
Madison, WI 53706

All applicants will receive notification of decisions by July 31, 2017. Successful applicants may begin grant-funded activities upon notification.

Other information and tips for successful proposals

Examples of eligible collections-based care and management project activities/expenses include:

- Past Perfect software, associated add-ons, upgrades, and technical assistance from Past Perfect
- Fees and/or travel expenses to attend workshops in the area of collections care/management, training for Past Perfect, or purchase of training guides from Past Perfect
- Hardware to improve collections management, for example, scanner, digital camera, laptop/computer, external hard drive. (Must be for collections-specific activities, not general office use)
- Purchase of acid-free boxes and folders to house archival materials
- Purchase of supplies to create appropriate storage for costumes and textiles
- Acquisition of a dehumidifier for improved climate control
- Monitoring equipment for collections storage areas, including water detectors and light meters
- Equipment for collections storage such as map cases or shelving (powder-coated, archival quality)

If your grant application includes plans to purchase archival supplies, please indicate the vendor you plan to use. You are not required to purchase supplies from Gaylord, but we do want you to know Gaylord offers a discount to affiliates of WHS. The current Gaylord discount letter is attached. Applicants are also strongly encouraged to join AASHL to receive the discount on Past Perfect. Ask field services staff for information about the AASHL discount.

If your organization is considering a project that fits the focus of this mini-grant round, but is not listed above, contact your Field Services Representative to discuss the project.

If you have submitted an unsuccessful application(s) in previous years, it is very important that you contact your Field Services Representative prior to submitting another application. Staff can review your proposal and provide feedback and suggestions on how to improve the application.

Examples of ineligible project activities/expenses:

- Projects with no connection to the care and management of museum/archival collections
- Capital (building) projects – construction of storage areas, ramps, building repairs or improvements
- Publications/books
- Exhibits or displays (unless the project directly addresses some type of collections care problem like lighting or textile care within an exhibit, exhibit projects are not considered. Contact the Wisconsin Humanities Council about their mini-grant program if you are interested in an exhibit project.)
- Previously purchased supplies, equipment, or other expenses already incurred
- Staff or contract employee salary/fringe benefits
- Projects involving newspaper preservation or digitization of newspaper collections

Budget and Matching Fund Information

One of the goals of the mini-grant program is to help local groups generate new sources and increased amounts of revenue. Donors may be willing to give more if they know that their gift will be matched. For instance, if you are trying to raise a \$500 match, can you obtain commitments from ten donors to each add another \$50 gift? Is there a business in your community that would be willing to give a \$250 or \$500 match gift? It is very important to describe how you will raise the funds and we encourage applicants to identify new sponsors, events, grants, or fundraisers to provide the matching funds. Applications that identify matching funds from existing funds and sources are generally not competitive.

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