



WISCONSIN  
HISTORICAL  
SOCIETY

2025  
WISCONSIN HISTORICAL SOCIETY -  
WISCONSIN COUNCIL FOR LOCAL HISTORY  
MINI-GRANT APPLICATION



WISCONSIN  
COUNCIL FOR  
Local History

**AFFILIATE INFORMATION**

Name of Organization: \_\_\_\_\_

FEIN number: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**NAME FOR THE INDIVIDUAL MOST FAMILIAR WITH THE PROPOSED PROJECT**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**TITLE OF PROJECT:** \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING**

1) CATEGORY OR CATAGORIES INTO WHICH THE PROJECT FALLS (SEE INSTRUCTIONS)

- |  |  |                                       |  |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> Archival Supplies | <input type="checkbox"/> Training          | <input type="checkbox"/> Storage      | <input type="checkbox"/> Conservation Supplies           |
| <input type="checkbox"/> Climate Control   | <input type="checkbox"/> Computer hardware | <input type="checkbox"/> Digitization | <input type="checkbox"/> Collections Management Software |

2) IS YOUR ORGANIZATION A CURRENT AFFILIATE OF THE WISCONSIN HISTORICAL SOCIETY? \*

- YES  NO      \*Organization must be an Affiliate to apply

3) IS YOUR ORGANIZATION CURRENT IN FILING ANNUAL REPORTS? \*

- YES  NO      \*Annual report for 2024 must be filed prior to applying for a mini-grant

4) IS YOUR ORGANIZATION LISTED ON THE IRS WEB SITE AS A PUBLIC CHARITY TO WHICH TAX DE-DUCTIBLE CONTRIBUTIONS CAN BE MADE? \*

- YES  NO

\*Check eligibility: <https://apps.irs.gov/app/eos/>  
or contact Wisconsin Historical Society staff for help at [fieldservices@wisconsinhistory.org](mailto:fieldservices@wisconsinhistory.org)

**Please contact Local History Outreach staff prior to proposing any newspaper/newspaper digitization project**

**PLEASE COMPLETE THE FOLLOWING**

5) SINCE 2020, HAS YOUR ORGANIZATION APPLIED FOR A MINI-GRANT?

Weight is given to organizations that have applied for - but not received - a mini-grant in the past five grant cycles.

YES  NO

6) WAS YOUR ORGANIZATION AWARDED A MINI-GRANT IN 2023 OR 2024?

Weight is given to organizations that have not received a mini-grant in the past two grant cycles.

YES  NO

7) HAS YOUR ORGANIZATION CONSULTED WITH LOCAL HISTORY OUTREACH STAFF REGARDING YOUR APPLICATION?

YES  NO

**PLEASE COMPLETE THE FOLLOWING**

IN 300 WORDS OR FEWER, TELL US THE STORY OF YOUR ORGANIZATION:

**PLEASE COMPLETE THE FOLLOWING**

IN 300 WORDS OR FEWER, TELL US THE NEED OR PROBLEM THE PROPOSED PROJECT WILL ADDRESS:

IN 300 WORDS OR FEWER, TELL US HOW THE ACTIVITIES OR PRODUCTS TO BE USED IN THE PROJECT WILL ADVANCE THE NEED OR HELP SOLVE THE PROBLEM YOU HAVE IDENTIFIED:

**PLEASE PROVIDE US WITH THE FOLLOWING STATEMENT OF SOURCES AND USES OF FUNDS FOR THE PROJECT:**

**SOURCES OF FUNDS**

MINI-GRANT FUNDS: \$ \_\_\_\_\_

REQUIRED MATCHING FUNDS: \$ \_\_\_\_\_

**TOTAL PROJECT FUNDS:** \$ \_\_\_\_\_

**USES OF FUNDS Submit separate detailed line item budget including from where items will be purchased, archival qualities of items, etc.**

SYSTEMS AND SOFTWARE FOR RECORDING, INVENTORYING, AND ACCESSING COLLECTIONS: \$ \_\_\_\_\_

MATERIALS AND ITEMS TO MAINTAIN AN APPROPRIATE ENVIRONMENT FOR COLLECTIONS: \$ \_\_\_\_\_

CONSERVATION MATERIALS: \$ \_\_\_\_\_

TRAINING MATERIALS AND EXPENDITURES  
(ANY TRAVEL AT \$0.14/MILE)

HARDWARE FOR COLLECTIONS MANAGEMENT AND ACCESS:

**TOTAL PROJECT FUNDS:** \$ \_\_\_\_\_

NAME OF THE PERSON SUBMITTING THIS APPLICATION: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE SUBMIT 1 COPY OF THIS APPLICATION AND COMPLETED W-9 FORM BY MAIL OR EMAIL BY MAY 15, 2025:**

MAILING ADDRESS:  
WISCONSIN HISTORICAL SOCIETY  
PROGRAMS & OUTREACH  
816 STATE STREET  
MADISON, WISCONSIN 53706

EMAIL ADDRESS: [fieldservices@wisconsinhistory.org](mailto:fieldservices@wisconsinhistory.org)

**CONTACT US WITH QUESTIONS:**

KRISTEN LEFFELMAN  
414-227-2022 [kristen.leffelman@wisconsinhistory.org](mailto:kristen.leffelman@wisconsinhistory.org)

JANET SEYMOUR  
715-836-2250 [janet.seymour@wisconsinhistory.org](mailto:janet.seymour@wisconsinhistory.org)



Substitute **W-9**

**DO NOT send to IRS**

### Taxpayer Identification Number (TIN) Verification

*Print or Type*

Please see attachment or reverse for complete instructions.

This form can be made available in alternative formats to qualified individuals upon request.

<p>➤ <b>Legal Name</b>                  (as entered with IRS) <b>If Sole Proprietorship enter your Last, First, MI</b></p> <hr/> <p>➤ <b>Trade Name</b>                  If doing business as (D/B/A) or enter business name of Sole Proprietorship</p> <hr/> <p>➤ <b>Remit Address</b> (where check should be mailed)                  PO Box or Number and Street, City, State, ZIP + 4</p> <hr/> <p>➤ <b>Order Address</b> (where order should be mailed)                  PO Box or number and street, City, State, ZIP + 4</p> <hr/> <p>➤ <b>Primary Address</b> (for return of 1099 form if different from remit address)                  PO Box or number and street, City, State, ZIP + 4</p>	<p>➤ <b>Entity Designation</b> (check only one) <i>Required</i></p> <p><input type="checkbox"/> Individual / Sole Proprietor</p> <p><input type="checkbox"/> Corporation (includes service corporations)</p> <p><input type="checkbox"/> Limited Liability Company - Partnership</p> <p><input type="checkbox"/> Limited Liability Company - Corporation</p> <p><input type="checkbox"/> Government Entity</p> <p><input type="checkbox"/> Hospital Exempt from Tax or Government Owned</p> <p><input type="checkbox"/> Long Term Care Facility Exempt from Tax or Government Owned</p> <p><input type="checkbox"/> All Other Entities</p> <hr/> <p>➤ <b>Taxpayer Identification Number (TIN)</b></p> <p>If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, using your EIN may result in unnecessary notices to the requester.</p> <p>-----</p> <p>Check Only One <i>Required</i></p> <p><input type="checkbox"/> Social Security Number (SSN)</p> <p><input type="checkbox"/> <b>Employer Identification Number (EIN)</b></p> <p><input type="checkbox"/> Individual Taxpayer Identification Number for U.S. Resident Aliens (ITIN)</p>
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**Certification**

- Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number, AND
  2. I am not subject to back up withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to back up withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
  3. I am a U.S. person (including a US resident alien).

<b>Printed Name</b>	<b>Printed Title</b>	<b>Telephone Number</b> (    )
<b>Signature</b>		<b>Date (mm/dd/ccyy)</b>

For Agency Use Only		
Agency Number	Contact	Phone Number
Change <input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Other (explain)		

Return this form to the address listed below. For your convenience this form has been designed for return in a standard Window envelope.

Return completed application and W-9 to:  
 fieldservices@wisconsinhistory.org  
 or  
 Wisconsin Historical Society  
 Programs & Outreach  
 816 State St.  
 Madison WI 53706-1482

## Instructions for Completing Taxpayer Identification Number Verification (Substitute W-9)

### Legal Name As entered with IRS

Individuals: Enter Last Name, First Name, MI  
Sole Proprietorships: Enter Last Name, First Name, MI  
All Others: Enter Legal Name of Business

### Trade Name

Individuals: Leave Blank  
Sole Proprietorships: Enter Business Name  
All Others: Complete only if doing business as a D/B/A

### Remit Address

Address where payment should be sent if different from primary address

### Order Address

Address where order should be sent if different from primary address

### Primary Address

Address where 1099 should be sent if different from remit address

### Entity Designation

Check *ONE* box which describes the type of business entity.

### Taxpayer Identification Number

*LIST ONLY ONE:* Social Security Number OR Employer Identification Number OR Individual Taxpayer Identification Number.

If you do not have a TIN, apply for one immediately. Individuals use federal form SS-05 which can be obtained from the Social Security Administration. Businesses and all other entities use federal form SS-04 which can be obtained from the Internal Revenue Service.

### Certification

You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

### Privacy Act Notice

Section 6109 requires you to furnish your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an IRA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not furnish a TIN to a payer. Certain penalties may also apply.