



Wisconsin Historical Society &  
Wisconsin Council for Local History



2025 Mini-Grant Guidelines and Application Instructions

**Thank you** for your interest in applying for a mini-grant. The mini-grant program is a joint initiative of the Wisconsin Historical Society and the Wisconsin Council for Local History.

Please carefully review these guidelines and instructions before starting your application.

**Purpose:** The mini-grant program aids affiliated historical societies in fulfilling their missions in the areas of collections care and management.

**Categories:** Mini-grant categories are listed below. A project may fit within more than one category:

Archival Supplies	Digitization Equipment	Conservation Supplies
Collections Management Software	Climate Control	Training
Storage & Shelving	Computer Hardware	

**Eligibility:** All organizations affiliated with the Wisconsin Historical Society, regardless of location, membership level, or budget size, are invited to apply. Affiliates must be in good standing and current in filing an annual report with the Wisconsin Historical Society. If you have any questions about eligibility, please contact Local History Outreach staff before completing your application. (See contact info on page 2)

**Evaluation:** A three-member panel composed of members of the Wisconsin Council for Local History reviews applications and selects grant recipients. The process is competitive, so it is important to fill out the application form and W-9 form completely. To serve the largest number of affiliates, additional weight is given to organizations that have applied for – but not received – a grant in the past five grant cycles and to organizations that have not received a grant in the past two grant cycles.

**All applicants** – especially previously unsuccessful applicants – are strongly encouraged to consult with Local History Outreach staff before applying. Those submitting applications for newspaper digitization projects **must** contact Local History Outreach staff before submission. Please send drafts to Local History Outreach staff for comment **by May 1, 2025**. Drafts received after May 1 may not be able to be reviewed with sufficient time for editing. Final applications are due **May 15, 2025**.

**Grant Amounts and Matching Funds:** The maximum grant award to any applicant is \$700. As indicated in the application form, grant awards **must** be matched on a 1:1, dollar-for-dollar basis.

**Examples of ELIGIBLE project activities and expenses include:**

- Collections management software, associated add-ons, upgrades, and technical assistance
- Fees and/or travel expenses for workshops or training on collections care and management
- Hardware to improve collections management, for example a scanner, digital camera, laptop or computer, or 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 museum-quality storage for textiles
- Acquisition of a dehumidifier for improved climate control
- Acquisition of a HEPA vacuum to appropriately clean artifacts and exhibits
- Monitoring equipment for collections storage, including water detectors and light meters
- Equipment for collections storage, such as map cases or shelving

**Examples of projects and expenses NOT ELIGIBLE:**

- Projects with no connection to the care and management of museum or archival collections
- Capital (building) projects, such as the construction of storage areas, ramps, building repairs, or improvements
- Publications or books
- Exhibit or display materials, cases, or fabrication (unless the project directly addresses some type of collections care problem like lighting or textile care within an exhibit)
- Security cameras or security-related materials in museum and exhibit areas
- Previously purchased supplies, equipment, or other expenses already incurred
- Staff or contract employee salary or fringe benefits
- Value of services provided in-kind

The examples of eligible projects and expenses listed above are meant to provide ideas and guidance. If your organization is considering a project related to collections care and management that is not listed above, please contact the appropriate staff member to discuss the project.

**Staff contacts:**

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Southeast Outreach Coordinator

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Interim Northern & West Central Outreach Coordinator

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**Submission: Email or mail one copy of the completed application form and W-9 form by May 15, 2025, to:**

Wisconsin Historical Society

Programs & Outreach

816 State Street

Madison, WI 53706

Information regarding funding decisions will be mailed to all applicants by June 27, 2025.