



Wisconsin Historical Society & Wisconsin Council for Local History



2021 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.

Funding for the program originates from two endowment funds, both managed by the Wisconsin Historical Foundation. The Council's Mini Grant Endowment Fund relies on donations from affiliated historical societies and contributions from supporters of history throughout Wisconsin.

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
PastPerfect Software	Climate Control	Training
Storage & Shelving	Computer Hardware	

**Eligibility:** All organizations affiliated with the Wisconsin Historical Society, regardless of location, membership levels, 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 staff before completing your application. (See contact info on page 2.)

**Evaluation:** A three-member panel composed of members of the Council for Local History reviews applications and selects grant recipients. The process is competitive, so it is important to fill out the application form completely.

**First-time applicants** are strongly encouraged to consult with local history staff prior to applying. Please send drafts for review **by May 1, 2021**. Previously unsuccessful applicants are urged to work with staff to improve their applications.

**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:**

- PastPerfect software, associated add-ons, upgrades, and technical assistance
- Fees and/or travel expenses for workshops on collections care and management, training for PastPerfect, or the purchase of training guides from PastPerfect
- 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 areas, 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 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:**

**Janet Seymour**, Director of Outreach, (715) 836-2250 or [janet.seymour@wisconsinhistory.org](mailto:janet.seymour@wisconsinhistory.org)

**Kristen Leffelman**, Outreach Coordinator, (414) 988-8655 or [kristen.leffelman@wisconsinhistory.org](mailto:kristen.leffelman@wisconsinhistory.org)

Find additional online information at [www.wisconsinhistory.org/localhistory](http://www.wisconsinhistory.org/localhistory).

**Submission:**

**One paper copy of the completed application form must be delivered or postmarked by May 15, 2021 to:**

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

Information regarding funding decisions will be mailed to all applicants by June 18, 2021.