

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

**2017 Application – Cover Sheet**

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

Federal Identification Number (FEIN) \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

- |    |   |     |    |
|----|---|-----|----|
| a. | Is this organization an affiliate of the Wisconsin Historical Society?              | Yes | No |
|    | (organization must be an affiliate of WHS to be eligible to apply for a mini-grant) |     |    |
| b. | Is your organization current in filing an annual report to the WHS?                 | Yes | No |
| c. | Did this organization receive a mini-grant in 2015 or 2016?                         | Yes | No |

**A complete application must be submitted by Monday, June 5th and consists of six (6) copies of:**

1. **Cover sheet** (this sheet)
2. **Project description** (1-2 page description of proposed project/activities)

On a separate sheet, please describe the project that funds will support, if received. In 1-2 pages, describe the background and need for the project, the steps involved in planning and completing the project, and any other information that is important. Describe how the project will help your organization meet its mission and improve collections care. Be sure to include detailed information on how matching funds will be raised. (See “tips for a successful proposal” and check online for sample proposals for additional guidance.)

3. **Budget detail and total amount** of funds requested

On a separate sheet, itemize all expenditures, including the equipment, supplies, etc. that you expect to purchase with the grant funds. List the cost or estimated cost of expenditures for the entire project and include the **total amount** you are requesting, up to \$700. (See “tips for a successful proposal” and check online for sample proposals for additional guidance.)

**Note: If you plan to use funds to purchase archival supplies, you must indicate what vendor you plan to use.**

**Remember to include six (6) copies of your grant application materials by Monday, June 5th.**