



WISCONSIN
HISTORICAL
SOCIETY

2018
WISCONSIN HISTORICAL SOCIETY -
WISCONSIN COUNCIL FOR LOCAL HISTORY
MINI-GRANT APPLICATION



WISCONSIN
COUNCIL FOR
Local History

AFFILIATE INFORMATION

Name of Society: _____

Society FEIN number (required): _____

Address: _____

City, State, Zip: _____

Telephone Number: _____ E-mail: _____

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)

- Archival Supplies
 Past Perfect
 Storage
 Digitization
 Climate Control
 Computer hardware
 Training
 Conservation Supplies

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

- YES NO
 *Organization must be an affiliate to apply

3) IS YOUR SOCIETY CURRENT IN FILING ANNUAL REPORTS WITH THE WISCONSIN HISTORICAL SOCIETY? *

- YES NO
 *Annual report for 2017 must be filed prior to applying for a mini-grant

4) IS YOUR SOCIETY LISTED ON THE IRS WEB SITE AS A PUBLIC CHARITY TO WHICH TAX DEDUCTIBLE CONTRIBUTIONS CAN BE MADE? *

- YES NO

*Check eligibility: <https://apps.irs.gov/app/eos/revokeSearch.do?searchChoice=ePostcard&dispatchMethod=selectSearch> or contact Field Services staff for help at fieldservices@wisconsinhistory.org

PLEASE COMPLETE THE FOLLOWING

5) HAS YOUR SOCIETY APPLIED FOR A MINI-GRANT DURING THE PAST 5 YEARS?

YES NO

6) HAS YOUR SOCIETY BEEN AWARDED A MINI-GRANT DURING THE PAST 3 YEARS?

YES NO

7) IF YOUR SOCIETY IS A FIRST-TIME APPLICANT, HAS IT CONSULTED WITH FIELD SERVICES STAFF?

YES NO

8) HAS THE PERSON COMPLETING THIS APPLICATION VIEWED THE WISCONSIN HISTORICAL SOCIETY WEBINAR THAT GIVES INSTRUCTIONS AND TIPS FOR SUBMITTING SUCCESSFUL APPLICATIONS? *

*Webinar will take place February 28, 2018, email fieldservices@wisconsinhistory.org for the link

YES NO

9) HAS THE GOVERNING BOARD OF YOUR SOCIETY APPROVED THE PROPOSED PROJECT AND THIS GRANT APPLICATION?

YES NO

10) WILL THE PROPOSED PROJECT FURTHER YOUR SOCIETY'S TAX EXEMPT PURPOSES?

YES NO

11) WILL THE GRANT BE MATCHED BY YOUR SOCIETY ON AT LEAST A 1:1, DOLLAR FOR DOLLAR BASIS?

YES NO

12) DOES YOUR SOCIETY AGREE TO OBTAIN THE EXPRESS, WRITTEN CONSENT OF THE WISCONSIN COUNCIL FOR LOCAL HISTORY BEFORE DEVOTING ANY OF THE PROJECT FUNDS TO ACTIVITIES OR PRODUCTS OTHER THAN THOSE DESCRIBED IN THIS APPLICATION?

YES NO

13) WILL YOUR SOCIETY PUBLICIZE THE PROJECT AND THE SOURCES OF FUNDS IF IT IS AWARDED A MINI-GRANT? *

YES NO *sample press releases will be provided to awardees

14) WILL YOUR SOCIETY MAINTAIN RECORDS OF EXPENDITURES IN CONNECTION WITH THE PROJECT FOR AT LEAST 3 YEARS TO ALLOW INSPECTION BY THE WISCONSIN COUNCIL FOR LOCAL HISTORY?

YES NO

15) IS YOUR SOCIETY CURRENTLY REGISTERED WITH THE WISCONSIN DEPARTMENT OF FINANCIAL INSTITUTIONS AS A FUNDRAISING CHARITY? *

YES NO *Not a requirement to apply, www.wdfi.org

16) HAS YOUR SOCIETY'S FUNDRAISING REGISTRATION EVER BEEN REVOKED OR RESTRICTED IN WISCONSIN OR ANY OTHER JURISDICTION?

YES NO

PLEASE COMPLETE THE FOLLOWING

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

PLEASE COMPLETE THE FOLLOWING

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

PLEASE COMPLETE THE FOLLOWING

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: \$ _____

MATCHING FUNDS: \$ _____

TOTAL PROJECT FUNDS: \$ _____

USES OF FUNDS

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 PAPER COPY OF THIS APPLICATION BY MAY 15, 2018 TO:

FIELD SERVICES PROGRAM
WISCONSIN HISTORICAL SOCIETY
816 STATE STREET
MADISON, WISCONSIN 53706

THANK YOU!

CONTACT YOUR FIELD SERVICES REPRESENTATIVE WITH QUESTIONS:

RICK BERNSTEIN
SOUTHERN REGION FIELD SERVICES REPRESENTATIVE
608-608-264-6583 rick.bernstein@wisconsinhistory.org

JANET SEYMOUR
NORTHERN REGION FIELD SERVICES REPRESENTATIVE
715-836-2250 janet.seymour@wisconsinhistory.org