



Wisconsin Historical Society & Wisconsin Council for Local History



Mini-grant Program for 2018

Guidelines and Application Instructions

Thank you for your interest in applying for a Mini-grant. The grant program is supported by a permanent Local History Endowment Fund managed by the Wisconsin Historical Foundation, administered jointly by the Wisconsin Council for Local History and the Wisconsin Historical Society.

The Local History Endowment Fund relies on donations from affiliated historical societies and contributions from supporters of local history throughout Wisconsin.

Purpose. The Mini-grant program supports projects to improve the care, management and access to local history collections.

Categories. Mini-grants categories are listed below. A project may fit within more than one category, but the application may be more convincing if focused on a single project:

- Archival Supplies
- Past Perfect software
- Storage & Shelving
- Digitization Equipment
- Climate Control
- Computer Hardware

Eligibility. All organizations formally affiliated with the Wisconsin Historical Society, regardless of location, membership levels, or budget size, are invited to apply. Applicants must be tax exempt under section 501 (c) (3) of the Internal Revenue Code, be listed on the IRS web site as a Public Charity (PC), be current in filing of federal tax and information returns (e.g., Forms 990 or 990N), and be current in the filing of Annual Reports with the Wisconsin Historical Society. Other aspects of eligibility are indicated by the questions on the application form that call for yes or no answers. It is *not necessary* for an applicant to be registered as a charitable entity with the Wisconsin Department of Financial Institutions, although such registration is required for some private non-profits. If you have any questions about eligibility, please contact Field Services Staff before completing your application.

Application process. Please note that the Mini-grant application process has substantially changed from previous years. The 2018 application deadline is **May 15, 2018**, and the application format has been revised to seek a greater amount of information from applicants, but makes it easier to furnish information for evaluation. Please carefully review these guidelines and instructions and review the new application format before starting your application.

Evaluation. Grant applications are judged by a three-member panel assigned by the Council for Local History, with technical assistance from Field Services Staff and sometimes an invited expert. The process is competitive, and it is important to fill out the application form completely. **First time applicants** *must* contact Field Services Staff for advice **by May 1, 2018** and before drafting their applications. Previously unsuccessful applicants are urged to work with Field Services Staff to improve their applications.

Grant Amounts and Matching Funds.

The maximum grant award to any applicant is \$700, and applications that appear to be “padded” to seek the maximum will not score well. As indicated in the application form, grant awards **must** be matched on a 1:1, dollar for dollar basis.

Examples of ELIGIBLE project activities/expenses include:

- Past Perfect software, associated add-ons, upgrades, and technical assistance
- Fees and/or travel expenses to attend workshops specific to collections care/management, training for Past Perfect, or purchase of training guides from Past Perfect (fees/travel for general conferences not eligible)
- Hardware to improve collections management: scanner, digital camera, laptop/computer, 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 or air conditioner for improved climate control
- Acquisition of 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 powder coated, metal shelving

Examples of projects and expenses NOT ELIGIBLE:

- Projects with no connection to the care and management of museum/archival collections
- Capital (building) projects – construction of storage areas, ramps, building repairs or improvements
- Publications/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, exhibit projects *are not* considered.)
- 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/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 that fits the focus of this mini-grant round, but is not listed above, contact your Field Services Representative to discuss the project.

Field Services Staff contacts:

Rick Bernstein, Southern Representative (608) 264-6583 rick.bernstein@wisconsinhistory.org

Janet Seymour, Southern Representative (715) 836-2250 janet.seymour@wisconsinhistory.org

Also, see additional online information at www.wisconsinhistory.org/localhistory.

Submission:

One paper copy of the completed application form must be delivered or postmarked by May 15, 2018 Mail to:

Local History-Field Services Program

Wisconsin Historical Society

816 State Street

Madison, WI 53706

Successful applicants will be notified by June 15, 2018 and may only commence work after returning required paperwork.