



Wisconsin Historical Society & Wisconsin Council for Local History, Inc.



## Mini-Grant Program for 2019

### 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 local and specialty historical societies to fulfill their missions, particularly in the areas of management, care, and access to their collections.

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

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

**Eligibility.** All organizations formally 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-Field Services 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 required to consult with local history staff prior to submitting an application. If you are sending a draft for review, please send the draft for review **by May 1, 2019**. Staff will respond with feedback, and your final application is due by May 17. Previously unsuccessful applicants are urged to work with staff to improve their applications. You can also take advantage of the free webinar on March 20, which will highlight suggestions and tips for successful mini-grant 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/expenses include:**

- PastPerfect software, associated add-ons, upgrades, and technical assistance
- Fees and/or travel expenses to attend workshops in the area of collections care/management, training for PastPerfect, or purchase of training guides from PastPerfect
- Hardware to improve collections management, for example, 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 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 shelving

**Examples of projects and expenses that are NOT ELIGIBLE include:**

- 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 related to collections care and management that is not listed above, please contact the appropriate staff member to discuss the project.

**Staff contacts:**

**Rick Bernstein**, Southern Region, (608) 264-6583 or [rick.bernstein@wisconsinhistory.org](mailto:rick.bernstein@wisconsinhistory.org)

**Janet Seymour**, Northern Region, (715) 836-2250 or [janet.seymour@wisconsinhistory.org](mailto:janet.seymour@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 17, 2019 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 17, 2019.