

*Grant Application Form and Guidelines*  
for



**ARTS, HUMANITIES and HISTORY**

**Sauk County, Wisconsin**  
**Arts, Humanities & Historic Preservation Committee**

**Office of the Administrative Coordinator**  
West Square Building, 505 Broadway, Baraboo, Wisconsin 53913  
608.355.3274

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## The Sauk County Arts, Humanities, and Historic Preservation Committee

The Sauk County Arts, Humanities, and Historic Preservation Committee is a committee of the Sauk County Board of Supervisors created in 1997 to expand the presence of the arts, humanities and historical resources in all parts of the County. Once again in 2004 the Committee will support public participation in local art, history, and humanities related activities through ongoing programs and the issuance of grant awards. The committee is composed of five elected county supervisors and two citizen members, and relies heavily on other volunteer resources from both within and outside the County. It is responsible for establishing policies and programs as well as general oversight of all county activities relating to artistic, cultural, or historic preservation endeavors.

## Grants Program

The Committee has chosen to make funds available for grants to community organizations and local governments seeking supplementary funds for local arts, history and humanities projects. Eligible projects in the arts include public exhibitions, performances, publications, lectures, and video, film or slide documentaries. These activities may encompass dance, theater, music, architecture, folk arts, literary arts and visual arts. Humanities / local history projects involve branches of learning that deal with human thought and culture, excluding the sciences. They include but are not limited to history, languages, literature, poetry, and philosophy. Specifically, history projects are similar in scope with specific activities directed at research, documentation, and preservation of the unique cultural history of Sauk County. It should be noted that the grants are not "Brick & Mortar" grants. In both instances (Art, Humanities/History) grant supported activities must culminate in tangible services presented to the community in the calendar year in which the grant is awarded. Public access to the project, program, or service is a requirement of the grant.

□ During 2004, only one round of grants is anticipated and **no award may exceed \$5,000.00**. Applications should be submitted no later than 4:30 p.m., February 13, 2004, to the office of the Sauk County Administrative Coordinator. The Committee anticipates announcing the grant awards no later than March 15, 2004. Late submissions cannot be considered. If the United States Postal Service or other delivery service is used, it is the applicant's responsibility to ensure postmark on or before the delivery date.

□ If the Committee fails to award all funds authorized for this purpose, or if additional funds become available, a second round of grants may be announced. The anticipated deadline is September 10, 2004, with awards announced on October 11, 2004.

□ Proposals having Humanities / local history as their primary focus should be clearly marked as such. Proposals related to the visual, literary or performing arts that also incorporate historical elements should be filed under the arts grant category.

## Eligibility

□ Nonprofit organizations located in Sauk County are eligible to apply for grant funds. Individuals or groups of individuals seeking to apply are encouraged to work with an existing nonprofit organization or unit of local government in developing their proposals.

□ Applicant organizations must hold federal tax-exempt status. This includes organizations exempted under Section 501 (c) (3) of the internal revenue code, but other tax exempt classifications may also apply. Applications from school districts, municipalities or non-county governmental agencies are also eligible.

## Review Criteria

The following criteria will be applied by the Committee and its advisory panels in the review of all grant applications.

□ Quality of the proposed projects:

- Humanities / History-Is it historically significant? Is the proposed methodology appropriate?
- Art-Is it creative and innovative in its approach? Level of community impact and public benefit.

□ Evidence of careful financial planning and fiscal accountability. Ability of the applicant to successfully complete the project. It is strongly recommended that applicants include a detailed project timeline.

□ In addition, the Committee gives special consideration to proposals that have a countywide impact or reach rural areas and outlying communities in Sauk County.

## Application Guidelines

□ Projects funded by Sauk County Arts, Humanities, and Historic Preservation Grants must take place within the County.

□ Grants are awarded not only to expand public exposure to the county's cultural resources, but also to encourage community wide support for them.

□ The committee will fund up to fifty percent of the total project budget. The value of the grant award must be matched on a dollar for dollar basis. Matching funds may include project revenue, cash contributions, in-kind contributions, or a combination of the three. In-kind services may include contributions of space, materials, loaned equipment, and donated professional services. Professional services should be calculated on reasonable rates customary in the area, and will be carefully reviewed by the committee. Nonprofessional volunteer time can only be valued at minimum wage (currently \$5.15 per

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hour). Arts and Humanities / History grants cannot be matched with other Sauk County tax dollars.

Grants may be used for personnel costs (including honoraria, stipends, and fees), space rental, insurance, marketing, travel within the county, supplies and materials.

Grants may **not** be used for operating expenses, purchase of capital equipment, development of school curriculum or teacher training, endowments, organizational newsletters, construction (including ongoing maintenance), prizes, tuition, scholarships, food or refreshments, deficits incurred from prior activities, fundraising, or profit-making activities. The Committee cannot support commercial or private ventures.

Grants may **not** support administrative, research, survey and planning projects *per se*. Eligible projects **may** include these activities if they are part of a larger enterprise that culminates in the public presentation of a project.

A grant awarded under this program carries no commitment for future support, and the Committee may, at its sole discretion, award amounts less than those requested by applicant.

## Instructions

Grant proposals must be submitted on the application provided by the Committee and be clearly legible. Supporting materials (project narrative, etc.) must be typed or computer generated in standard 10 - 12 point type.

The applicant must provide **one original application and six copies**. The original must be accompanied by one copy of the following information:

- the organization's or unit's mission statement
- a list of current members of the governing board
- the budget for the current year, and
- IRS determination of tax exempt status.

## Applicant Information

- The name and address of the applicant should reflect the tax exempt entity actually applying for funds. The contact person should reflect the individual within the organization working most closely with the proposed project who is also reasonably available to discuss the project, both prior to and after the award.

## Project Information

- With the exception of the Project Narrative, use the space provided to briefly respond to each area to be evaluated.
- The project narrative is the applicant's opportunity to completely describe what the applicant proposes to do and how it will be accomplished. It should be well developed, easy to understand, and written in plain English. Provide a clear description of planned activities that includes specific dates, times, locations, and participants. Applicants are strongly encouraged to include a detailed timeline of proposed events.

## Budget Information

- Budget information will be carefully scrutinized to assure that funding guidelines are met. Please do not jeopardize a quality concept or project by failing to complete and check the budget information.
- Make sure that your projected cash income equals your projected expenditures.
- Be realistic; do not inflate your request.

## General

- The enthusiasm you and others express about the project can be contagious.
- Proposals should articulate the desired results that the project will have on your neighborhood, community, or service area.
- We strongly encourage the inclusion of letter(s) of support from Partner organizations involved in the completion of the project.

## Review and Award Process

The Committee will select panels of community members knowledgeable in arts, history and humanities to review all applications. They may also request assistance from other geographic areas to avoid the possibility of conflicting interests in the review process. The panels will judge each application on its merits, and confer at an open meeting to select the projects to be funded. Applicants may attend this meeting but will not be given an opportunity to speak on the merits of any proposal. Upon completion of the review, the panels will provide the committee with their selection of projects and recommendations on funding. The Committee may or may not award funds in accordance to the panel's recommendations. **All awards will be subject to the execution of a grant agreement provided by the County, and the grantee will be required to complete a comprehensive evaluation of the project.**

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**Applicant Information**

**Applicant:** \_\_\_\_\_

*(Organization or Unit of Government Requesting Funds from Sauk County)*

**Applicant Mailing Address:** \_\_\_\_\_

*(Street)*

*(City)*

*(ZIP)*

**Contact Person:** \_\_\_\_\_

*(Name)*

*(Address)*

**Work Telephone:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**Applicant Status:**

501 (c) (3) not-for-profit organization.

tax exempt unit of local government (includes school districts).

other IRS recognized not-for-profit organization.

Date of federal tax exemption: \_\_\_\_\_

**Describe the Applicant Organization, its mission, history, and current financial status:**

**Project Information**

**Project Title:** \_\_\_\_\_

**Requested Amount:** \_\_\_\_\_

**Type of Grant:**

Arts Project

Humanities and / or Local History Project

**Project will begin on:** \_\_\_\_\_

**and end on:** \_\_\_\_\_

*(Start Date)*

*(End Date)*

**Community, communities, or area in which the project will occur:** \_\_\_\_\_

## Project Information, (Continued)

**Project Summary:** *(In the space provided, please provide a concise summary of the proposed project.)*

**Public Purpose/Community Impact:** *(In the space provided, please describe the public purpose to be met, or community impact to be achieved.)*

**Innovation:** *(In the space provided, describe how this project represents a new and innovative approach for the applicant.)*

**Describe the size and characteristics of the target audience:**

**Project Narrative** *(Provide a detailed description of the project, outlining the planning, promotion, administration and goals. Limit the narrative to no more than three additional pages. This narrative will play a key role in the ultimate success of your application. Be specific. Indicate what will be done, why it is a good thing to do, and who will be responsible for doing it. A timeline detailing project goals is highly recommended.)*

## Project Budget

**1. Project Income** *(This portion of the application must account for all funds coming into the project from any source.)*

- a. **Earned Income** *(List anticipated earned income such as admissions, sales, or other revenues. Detail prices and quantities where available.)*

Source	Amount

- b. **Cash Income** *(List other sources of anticipated matching cash income such as gifts, grants, and donations. Place an "X" in the final column if the income has been confirmed. Do not include the amount of this request.)*

Source	Amount	C

- c. **In-Kind Contribution** *(List anticipated in-kind services such as donated labor and materials. Provide a separate sheet indicating how the value of each item was determined.)*

Item	Source	Amount

- d. **Income Total**

a. Earned Income	
b. Cash Income	
c. In-Kind Contribution	
SUBTOTAL	
*This Grant Request	
<b>TOTAL</b>	

**\*Grant Request Cannot Exceed 50% of Total Project Income**

**2. Cash Expenses** (List all anticipated cash expenses for the project, and indicate the amount of grant funds to be spent in each category. Provide an itemization of honoraria and/or personnel costs on a separate sheet.)

Category	Description	Sauk County Grant	Total
Honoraria/Personnel Costs			
Travel			
Space Rental			
Printing			
Promotion/Publicity			
Supplies and Materials			
Other			
<b>TOTAL</b>			

**Total Expenses** (Add cash expenses from above and in-kind contribution from prior page.)

Cash Expenses	\$
In-Kind Services	\$
*Total Expenses	\$

**\*Total Expenses Must Equal Total Income from Part 1.**

**Certifications**

**The undersigned hereby certifies and affirms that:**

1. They are an authorized representative of the applicant organization;
2. This application has received the approval of the applicant organization's governing board or chief administrative official;
3. The information contained in this application and its attachments is true and correct to the best of his/her knowledge.

Applicant or Authorized Official \_\_\_\_\_  
(print or type name) (title)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Attachments:** (Please check which of the following suggested attachments accompany this application)

- Signed Original and Supporting Documents
- Project Narrative
- Project Timeline
- Six Copies
- Personnel Cost Itemization
- In-Kind Services Valuation
- Other Promotional or Informational Materials
- Letter of Support from Partner Organizations