

**Arts, Humanities and Historic Preservation (AHHP) Grants
Sauk County, Wisconsin
UW-Extension, Arts and Culture Committee
West Square Building, 505 Broadway, Baraboo, Wisconsin 53913**

The Sauk County University of Wisconsin (UW) -Extension, Arts and Culture Committee

The Sauk County UW-Extension, Arts and Culture Committee is a committee of the Sauk County Board of Supervisors created to expand and support the presence of the arts, humanities and historical resources in all portions of the county. The Committee supports 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 one citizen member, and relies heavily on 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.

Grant Program

The Committee has chosen to make funds available for grants to community organizations and local governments seeking supplementary funds for local arts, humanities, and historical preservation 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. They include history, languages, literature, poetry, and philosophy. History projects are similar in scope with specific activities directed at research, documentation, and preservation of the unique cultural history of Sauk County. The AHHP grant supported activities must culminate in tangible services presented to the community within twelve months of when the grant is awarded. Public access to the project, program, or service is a requirement of the grant.

- **Awards may not exceed \$5,000.** Applications are due no later than 4:30 p.m. on **February 24, 2015**, to the Sauk County UW-Extension office; late or incomplete submissions will not be considered. It is the applicant's responsibility to ensure postmark on or before the delivery date.

Eligibility

- Nonprofit organizations, school districts, municipalities or non-county governmental agencies located in Sauk County, or;
- 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. Nonprofit organizations that plan to host their grant-funded event 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.

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: Creativity, innovation, collaboration and outreach/educational components which benefit the public should be specifically described and will receive priority consideration for a grant award. Humanities and historical preservation applications should also include the historical significance of the project.
- Evidence of careful financial planning and fiscal accountability: Applicant must demonstrate ability to successfully complete the project. It is strongly recommended that applicants include a detailed project timeline.
- County-wide Impact: The Committee will give special consideration to proposals that have a county-wide impact or reach rural areas and outlying communities in Sauk County

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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 one-hundred percent (100%) of the total projected income. The value of the grant awarded must be matched dollar for dollar. Matching funds may include project revenue, cash contributions, in-kind contributions, or a combination of the three. In-kind services must come from a source outside the applicant's resources and may include contributions of space, materials, loaned equipment, and donated professional services. One hundred percent (100%) of in-kind services can only be used in the first year a grant is awarded. If grants are applied for in succeeding years for the same project, at least twenty-five percent (25%) of the matching funds must be project revenue or cash contributions.
- 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 (\$7.25 per hour). Arts and Humanities/Historic Preservation grants cannot be matched with other Sauk County tax dollars or Wisconsin Arts Board grant dollars.
- Grants may be used for personnel costs (honoraria, stipends, and fees), event space rental, insurance, marketing, travel within the county, supplies and materials. Please complete the online personnel form and develop a personnel cost itemization (if applicable) for all key personnel involved in the project.
- Grants may **not** be used for every day overhead operating expenses, capital equipment, hired employees, development of school curriculum or teacher training, endowments, newsletters, website development, construction (including on-going maintenance), prizes, tuition, scholarships, food or refreshments, deficits incurred from prior activities, fund-raising, 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 use** the online application.
- The applicant must provide **one original printed application and six copies**. The original must be accompanied by one copy of each of the following supporting materials if applicable:
 - The organization's or unit's mission statement
 - IRS determination of tax exempt status
 - A list of current members of the governing board
 - The budget for the current year

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

- The project narrative is the applicant's opportunity to completely describe the project and how it will be accomplished. It should be well developed and easy to understand. Provide a clear description of planned activities including specific dates, times, locations, and participants.

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☐ Budget Information

- Budget information will be carefully scrutinized to assure that funding guidelines are met. Please do not jeopardize a 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

- 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.

Grant recipients are required to acknowledge support from the Sauk County UW-Extension, Arts and Culture Committee, and they must include the Wisconsin Arts Board logo (<http://artsboard.wisconsin.gov/static/logo.htm>) along with the statement, “This (name of project) is supported in part by a grant from the Wisconsin Arts Board with funds from the State of Wisconsin and the National Endowment for the Arts” on all published materials. Published materials include publicity, programs, books, DVDs and advertising. When no printed material is used, verbal credit shall be given prior to each live performance or presentation. A set of all published materials must be sent to the following organizations:

Sauk County UW-Extension, Arts
& Culture Committee
505 Broadway
Baraboo, WI 53913

Wisconsin Arts Board
101 East Wilson Street, First Floor
Madison, WI 53702

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Applicant Information

Applicant:
(Organization or Unit of Government Requesting Funds)

E-mail Address:

Mailing Address:
(Street) (City) (ZIP)

Contact Person:
(Name) (Address)

Work Telephone: Home Telephone: FAX:

Applicant Status:

- 501(c)3 non-for-profit
- Tax exempt unit of government (includes school districts)
- Other IRS recognized not-for-profit

Date of federal tax exemption:

Describe the Applicant organization, its mission, history, and current financial status

Project Title: Requested Amount:

Type of Grant: Humanities and/or Local History Project
 Arts Project

Project will begin on: And end on:

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

Have you received Sauk County AHHP grant funds previously for a similar project?

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Project Information

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.)

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Project Information, continued

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

Describe the size and characteristics of the target audience:

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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. **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.)*

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Projected 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
<input style="width: 100%; height: 25px;" type="text"/>	\$ <input style="width: 80%; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	\$ <input style="width: 80%; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	\$ <input style="width: 80%; height: 25px;" type="text"/>

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	
<input style="width: 100%; height: 25px;" type="text"/>	\$ <input style="width: 80%; height: 25px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 25px;" type="text"/>	\$ <input style="width: 80%; height: 25px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 25px;" type="text"/>	\$ <input style="width: 80%; height: 25px;" type="text"/>	<input type="checkbox"/>

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

ITEM and SOURCE	AMOUNT
<input style="width: 100%; height: 25px;" type="text"/>	\$ <input style="width: 80%; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	\$ <input style="width: 80%; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	\$ <input style="width: 80%; height: 25px;" type="text"/>

D. Projected Income Total

Total Earned Income (Total from question A)	\$ <input style="width: 80%; height: 25px;" type="text"/>
Total Cash Income (Total from question B)	\$ <input style="width: 80%; height: 25px;" type="text"/>
Total In-Kind Contributions (Total from question C)	\$ <input style="width: 80%; height: 25px;" type="text"/>
Total Projected Income (Total of A, B and C)	\$ <input style="width: 80%; height: 25px;" type="text"/>
THIS GRANT REQUEST (Not to exceed 100% of Total Projected Income or \$5,000)	\$ <input style="width: 80%; height: 25px;" type="text"/>
TOTAL INCOME (Total Projected Income + Grant Request) \$	<input style="width: 80%; height: 25px;" type="text"/>

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E. Expense Budget (How will you use the grant and income?)

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

Category	Description	AHHP Grant	Total
Honoraria/ Personnel costs	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Travel	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Space Rental	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Printing	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Promotion/Publicity	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Supplies and Materials	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Other	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Total Cash Expenses			\$ <input type="text"/>

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

Please review all figures on both budget pages before submitting your application and be certain that Total Income is the same as Total Expenses.)

Cash Expenses	\$ <input type="text"/>
In Kind Contributions (Total from C)	\$ <input type="text"/>
TOTAL EXPENSES <i>(Must Equal Total Income from Part D)</i>	\$ <input type="text"/>

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

Signature Date

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

- | | |
|---|---|
| <input type="checkbox"/> Signed original and supporting documents (if applicable) | <input type="checkbox"/> Six copies |
| <input type="checkbox"/> Signed personnel form(s) available online (required) | <input type="checkbox"/> Personnel cost itemization |
| <input type="checkbox"/> Project timeline (recommended) | <input type="checkbox"/> In-kind services valuation |
| <input type="checkbox"/> Letter(s) of support (recommended) | |