

Sauk County, Wisconsin
UW-Extension, Arts and Culture Committee
West Square Building, 505 Broadway, Baraboo, Wisconsin 53913

The Sauk County Extension, Arts and Culture Committee

The Sauk County 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 Sauk 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. 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.

Arts, Humanities, and Historic Preservation (AHHP) 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.

Arts Grants: 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 and Historic Preservation Grants: Eligible 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.

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.

Due Date:

- Applications are due **Friday, June 12, 2020 at 4:30pm** to the Extension Sauk County office, 505 Broadway, Baraboo, WI, 53913
- Late or incomplete submissions will not be considered.

Eligibility

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. These include:

- Nonprofit organizations, school districts, municipalities or local government agencies located in Sauk County
- Nonprofit organizations that plan to host their grant-funded event in Sauk County
- Individuals or groups of individuals seeking to apply are encouraged to work with an existing nonprofit organization or local unit of government to develop their proposals.

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Review Criteria

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

- **Quality of the proposed projects:** Creativity, innovation, collaboration, implementation, and educational outreach 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 wide impact or reach rural areas, diverse audiences and outlying communities in Sauk County.
- **Applicant reaches County goals:** Applications align with Sauk County objectives and goals that include but are not limited to recognizing and promoting a diversity of artistic expression and the endeavors of artists, providing mentorship and encouragement to young and emerging artists, promoting economic development by encouraging the arts, humanities, and historic preservation, and access to research of creativity as a basis for innovation-based economy.

Application Guidelines

- Projects funded by Sauk County Arts, Humanities, and Historic Preservation Grants must take place within the Sauk 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 \$5,000 of a project. The value of the grant awarded must be matched dollar for dollar by the applicant.** Matching funds may include project revenue, cash contributions, in-kind contributions, or a combination of the three. In-kind services must come from an external source outside the applicant's resources and may include contributions of space, materials, loaned equipment, and donated professional services. If grants are applied for in succeeding years for the same project, at least 25% of the matching funds must be earned income or cash income.
- Professional services should be calculated on reasonable rates customary in the area, and will be carefully reviewed by the committee. To find out more about values of volunteer time, please visit the website <http://www.independentsector.org/resource/the-value-of-volunteer-time/> . Nonprofessional volunteer time can only be valued at minimum wage (\$7.25 per hour).
- Arts, Humanities, and Historic Preservation grants **cannot be matched** with other Sauk County tax dollars or Wisconsin Arts Board grant funds. Applications will be excluded from consideration if the agency receives funding in the same fiscal year from any other Sauk County grants or Outside Agency funding source. For example, if the agency receives money from Sauk County in the budget under an outside agency request for 2020; that same agency will not be able to receive a grant from the Arts, Culture, and Humanities grant program during the 2020 grant cycle. The same goes for the Sauk County Placemaking grants. The agency will still be eligible to receive a Good Idea Grant in the same fiscal year.
- Projects are ineligible after three years of consecutive funding. This limit is project based, not organization based.
- Organizations are only eligible for one Arts, Humanities, or Historic Preservation grant each year.

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- Grants **may be used** for the following item related specifically to the event:
 - External personnel costs (honoraria, stipends, and fees)
 - You **must complete the personnel form** and develop a personnel cost itemization (if applicable) for all key personnel involved in project.
 - Space rental
 - Insurance
 - Marketing
 - Travel within the county
 - Supplies and materials
- Grants **may not be used** for:
 - Operating expenses
 - Building supplies, construction costs, on-going maintenance
 - Capital equipment
 - Hired employees
 - Development of school curriculum or teacher training
 - Endowments
 - Newsletters
 - General website development and maintenance
 - Prizes
 - Tuition
 - Scholarships
 - Food or refreshments
 - Deficits incurred from prior activities
 - Events that are intended primarily for fundraising
 - Profit-making activities
 - Commercial or private ventures
- Grants may **not** support administrative, research, surveys, or planning projects. 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. Supporting materials (list of governing boards, timeline, etc.) must be typed or computer generated in standard 12 point font. Any additional pages that do not fit into the application will not be considered.
- The applicant must provide **one signed original printed application and six additional copies of all materials**. All copies must be accompanied by one copy of the following information:
 - the organization'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.

Applications will be NOT be considered without the above documents.

- All applications and supplemental materials must be printed on white, 8.5 x 11 in. paper, and stapled in the upper left-hand corner. Additional materials can be attached to the application by staple or paperclip. Applications and supplemental materials must be turned in by the deadline or they will not be considered. **All final report materials must be completed and turned in prior to the application deadline of Jun 20, 2020 to be considered in the 2020 grant season.**

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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 available to discuss the project.

Project Information

The project summary should be limited to 50-100 words that defines the project. The project narrative is the applicant's opportunity to completely describe the project. It should be well developed and easy to understand. It should also provide a clear description of planned activities including 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 ensure funding guidelines are met. Please do not jeopardize a quality concept or project by failing to complete and check the budget information.
 - **Make sure projected income equals projected expenses.** (Income = Expenses).
- Be realistic; do not inflate your request.
- Call 608-355-3250 for assistance.

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

Panels members knowledgeable in arts, humanities, and historic preservation will review all applications. 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 panels' recommendations. All awards will be subject to the execution of a grant agreement provided by the County, and the grantee is required to submit a final report of the project and fulfill award contract requirements.

Acknowledgement of Support

Grant recipients are required to acknowledge support from both the Sauk County UW-Extension, Arts and Culture Committee and the Wisconsin Arts Board 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.

Statement of Support: "This (name of project) is supported in part by a grant from the Sauk County Extension, Arts, & Culture Committee and Wisconsin Arts Board with funds from the State of Wisconsin and the National Endowment for the Arts"

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Grant recipients must also include the:

Wisconsin Arts Board logo:

<https://artsboard.wisconsin.gov/pages/AboutWAB/DownloadWABLogo.aspx>

... and the **Sauk County** logo:

https://www.co.sauk.wi.us/sites/default/files/fileattachments/arts_and_culture/page/2103/final_logo.pdf

A set of all published materials and three color images must be included in the final report.

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Applicant Information

Applicant:
(Organization or unit of government requesting funds from Sauk County)

Email address:

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

Project Information

Project Title: Requested Amount:

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

Project will begin on:
(Start Date) and end on:
(End Date)

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

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

- Yes No

If yes, what years have you received the grant:

If yes, is 25% of the matching funds project income or cash income?:

- Yes No

Would you be willing to accept partial funding?:

- Yes No

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Do you receive additional Sauk County tax dollars or funds from the Wisconsin Arts Board?

- Yes No

If yes, please specify the amounts and what the funds are used for:

Project Summary

(In the space provided, please provide a concise summary of the proposed project. Please limit this to 50-100 words.)

Applicant Information

(Describe the applicant organization, its mission statement, history, and current financial status.)

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Project Narrative

(Provide a detailed description of the project, outlining the planning, promotion, administration and goals. Limit the narrative to the space provided. This narrative will play a key role in the ultimate success of your application. If you have done this program before, highlight the successes and failures. Be specific. Indicate what will be done, why it is a good thing to do, and who will be responsible for doing it. If applying under Humanities, please describe how your project fits into the definition of humanities: The humanities are the ideas and the knowledge about human history and culture that help you make sense of your life. The humanities ask you to consider how and why we humans think and act as we do. The humanities inspire curiosity and vision. Inquiry, observation, reflection, analysis, and discussion are the tools of the humanities. A good public humanities program encourages you to think imaginatively and critically about the world.)

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Public Purpose/Community Impact

(In the space provided, please describe the public purpose to be met or community impact to be achieved.)

Creativity & Innovation

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

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Educational Outreach

(Describe the size and characteristics of the target audience. Please include the number of attendees and the number of people involved in the planning process.)

Collaboration

(List all partnerships and collaborations. Attach all personnel forms as needed.)

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Implementation

(Please provide a realistic timeline. Explain if/how the program will be financially sustainable in the future.)

Additional Comments:

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Projected Income *(This portion of the application must account for all project funds.)*

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	X

C. In-Kind Contribution *(List anticipated contributions such as donated labor, personnel, and materials.)*

Item	Source	Amount

D. Projected Income Total

Total General Income Fund/Non-Grant (Total A +B) (Earned Income + Cash Income)	
Total In-kind Contributions (Total C)	
TOTAL PROJECTED INCOME (Total A+ Total B+ Total C)	
THIS GRANT REQUEST (Not to exceed more than \$5,000)	
Total Income	

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I. Projected Expenses (How will you use the grant and income?)

(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. Provide more details if bulk of expenses in "other" category on an additional sheet.)

Category	Description	AHHP Grant	General Expense Fund/ Non-Grant	Total
Honoraria/Personnel Costs				
Travel				
Space Rental				
Printing				
Promotion/Publicity				
Supplies and Materials				
Other				
TOTAL EXPENSES				

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

Expenses (Total from above)	\$
In-Kind Contributions (Total from C)	\$
Total Expenses	\$

Total Income \$ = **Total Expenses** \$

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 _____

Name and Title

Signature _____ Date _____

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Attachments: *(Please check which of the following suggested attachments accompany this application. Failure to complete all forms may effect grant award process.)*

REQUIRED

- Signed original and six copies of all materials
- Personnel Cost Itemization
- Yearly Budget for Organization
- List of governing board
- Mission Statement of Organization
- Any relevant informational or promotional materials about your organization or project (brochures, flyers, newsletters, etc.)
- Personnel Form(s)
- Copy of IRS tax determination letter

SUGGESTED

- Letter(s) of Support
- In-Kind Services Valuation
- Detailed project timeline