

# 2026

## AHHP Grant

For Arts, Humanities, History & Culture



## Completion Checklist

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- ☐ 1. Project Cover Page
- ☐ 2. Vision Statement
- ☐ 3. Project Description
- ☐ 4. Budget
  - Includes mandatory match with cash or in-kind funds
  - IRS determination of tax exempt
  - Budget information in detail (spreadsheet)
- ☐ 5. Metrics for Success
- ☐ 6. Accessibility Plan
- ☐ 7. Other requirements:
  - Letter(s) Of Support Included
  - The organization's mission statement
  - A list of current members of the governing board
  - List of Collators
- ☐ 8. Marketing Materials Defined Sauk County & Wisconsin Arts Board Logos Used

## Sauk County Arts, Humanities, & Historic Preservation (AHHP) Grants

Grant Amount: Request up to \$4000.00

Application Period: December 1, 2025-January 9, 2026, at 4:30 P.M.

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### 1. Cover Page

- **Date of Application:**
  - **Project Title:**
  - **Applicant's Name:**
  - **Organization (if applicable):**
    - Are you a 501(c)(3) Tax exempt Nonprofit Organization?
    - Tax exempt unit of local government (includes school districts)
    - Other IRS recognized not-for-profit organizations.
  - **Contact Information:**
    - Phone:
    - Email:
  - **Address:**
  - **If funded, make check payable to:**
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### 2. Vision Statement

*Please provide a concise vision statement (max 250 words) that articulates the purpose and goals of your proposed project. Address the following questions:*

- What is the overall vision for the program or event?
- How does it align with the cultural, artistic or humanistic needs of Sauk County?
- Who will benefit from this initiative?

*Example Structure:*

*"The [Project Title] aims to enhance the cultural landscape of Sauk County by [specific goal, e.g., 'encouraging community participation through interactive art workshops showcasing local artists.']. Our vision is to create an inclusive environment where [target audience, e.g., 'residents of all ages and backgrounds'] can engage with the arts, fostering a greater appreciation for our local heritage and promoting community cohesion."*

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### 3. Project Description

*Provide a detailed description of your project (max 500 words). Include information on the following:*

- Type of event or program (e.g., workshop, performance, exhibition)
  - Dates and times of the event
  - Location (must be accessible to all Sauk County residents)
  - Target audience and anticipated attendance
  - Strategies for outreach and accessibility
  - How the project contributes to local culture and community engagement
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### 4. Budget

*Provide a budget breakdown for your project, indicating the total amount requested, as well as any matching funds or in-kind donations.*

"Competitive proposals will feature a **distinct, grant-funded activity that is new** to the organization's programming, offering a fresh perspective or approach to arts engagement or historic preservation. This grant is intended to catalyze new initiatives, not sustain existing operations. Applicants are required to clearly describe the specific new component and how its implementation will provide a compelling reason for our committee to invest in this particular project."

### Key Elements to Consider

- **Define "New":** Clarify what constitutes a "new" activity within your grant's specific context (e.g., new audience, new technology, new partnership, new research phase).
- **Avoid "Bricks and Mortar" if needed:** Ensure the language aligns with the type of funding you offer (some grants don't cover construction, for example).

- **Link to Review Criteria:** Ensure your scoring or review criteria explicitly list "innovation," "new component," or "unique value proposition" as weighted categories to guide applicants and reviewers effectively.

#### Sample Budget Structure:

Item	Cost	Description
Supplies	\$XXX	Materials needed for workshops/events
Venue Rental	\$XXX	Cost of renting an accessible location
Marketing and Promotion	\$XXX	Advertising costs to reach the community
Payment for Artists	\$XXX	Honorarium or fees for participating artists
Other (Specify)	\$XXX	Any additional costs
<b>Total Project Cost</b>	<b>\$XXXX</b>	
<b>Amount Requested</b>	<b>\$500</b>	
<b>Matching Funds/In-Kind Support</b>	<b>\$XXX</b>	Details of any secured matching funds or contributions

#### 5. Metrics for Success

*Outline the metrics you will use to evaluate the success of your project (max 300 words). Include the following:*

- Visitor Metrics: Estimated number of attendees, demographic details and visitor feedback collection methods (e.g., surveys).
- Detailed Marketing and Advertising Plan
  - Target Audience
  - Marketing Channels (Digital, online, & social, traditional media, community outreach, etc.)
  - Timeline
  - Budget allocation for marketing
- Data-Based Outcomes: Specific objectives such as increased community participation, engagement levels or number of artworks produced or displayed.
- Follow-up report components, including:
  - Summary of the attendee experience and feedback
  - Statistical data on attendance and community engagement
  - Lessons learned and potential future developments or improvements

#### 6. Accessibility Plan

*Describe how your project will be accessible to all Sauk County residents, including considerations for individuals with disabilities, different cultural backgrounds and age groups. If applicable, detail how you will promote inclusivity (max 250 words).*

#### 7. Submission Guidelines

*Please submit the completed application during the open application period. **Application Period: December 1, 2025-January 9, 2026, ending at 4:30 P.M.:** Applications can be submitted via:*

- Email: [AHHPgrants@saukcountywi.gov](mailto:AHHPgrants@saukcountywi.gov)
- Postal Mail: 505 Broadway St. Baraboo, WI 53913-Attn: Erin Hauck & Jennifer Nelson
- For inquiries, contact: Erin Hauck - Administration - [erin.hauck@saukcountywi.gov](mailto:erin.hauck@saukcountywi.gov) or
- Jennifer Nelson – Administrative - [jennifer.nelson@saukcountywi.gov](mailto:jennifer.nelson@saukcountywi.gov)

## Follow-Up Report

*All successful applicants must submit a follow-up report within 30 days of project completion. The report must include:*

- Attendance or participation numbers
  - Summary of outcomes based on the metrics outlined
  - Testimonials or feedback from participants
  - Any media clippings or visual documentation of the event or program
  - 3 photographs from the event along with description of the photo, when the photo was taken, and who took the photo.
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