

Sauk County

West Square Building
505 Broadway, Baraboo WI
53913 608.355.4840
www.co.sauk.wi.us.com

PLACEMAKING

GRANTS

Catalyzing Creativity & Innovation

TABLE OF CONTENTS

1.0 Purpose	4
2.0 What We Fund	5
3.0 Program Details	5
4.0 Grant Application	10

Sauk County Economic Development Committee

Peter Vedro, Chair

Marty Krueger, Vice Chair

Bryant Hazard, Secretary

Wally Czuprynko

Kevin Lins

Bob Newport

Scott Von Asten

1.0 Purpose

This initiative falls under the Sauk County Placemaking program and celebrates the individuals and organizations within the County who are striving to make positive changes and establish the region's "sense of place." The Place program recognizes that creating unique, authentic experiences will promote the creation of emotional connections to Sauk County, and ultimately help it become a destination of choice to live, work and, play. The cumulative impact of small efforts affects the overall vitality and health of our county, communities, and neighborhoods. By supporting ideas and initiatives that promote Sauk County as a desirable destination and place to live, this program focuses on driving the grassroots efforts that strengthen the social, environmental and economic framework of the County.

Sauk County is a relatively rural region punctuated by a string of unique, small communities. While developed largely on agricultural resources, which are still plentiful, Sauk County also has a landscape rich in natural and cultural resources. In fact, creative Placemaking and innovative thinking have created opportunities to highlight our rural character, and have provided the flexibility for outside-of-the-box thinking.

Our communities are made up of an intricate quilt of history, business, industry, and individuals who believe in the opportunities available here. These individuals are continuously striving to enhance the local quality of life and are the fabric of our region. The grassroots efforts initiated by these individuals and their representative organizations are responsible for many of the resources and activities in place throughout Sauk County today.

Ultimately, Sauk County strives to set itself apart as a place where people can be excited to pursue ideas that will enhance the quality of life of Sauk County. The intent of this program promotes the exploration of those ideas that will promote this idea, and in turn, hopes to enhance the vibrancy of our communities and our sense of place.

2.0 What We Fund

The Placemaking grant program is operated and maintained by Sauk County. This program offers grants up to \$10,000 to support innovative and creative ideas and programs focused on enhancing Sauk County's "sense of place". All eligible projects should be focused on improving Sauk County as a desirable community to live, work and visit and are encouraged to be creative. Applications are anticipated to be very diverse and offer a wide variety of opportunities, but should fall within the goals and recommendations outlined in "Making Sauk: A Place Plan." Potential applicants should discuss projects with the Community Liaison prior to filing an application to discuss the details of the project and determine whether it is a good fit for this program. The grant fund is intended to promote the following characteristics:

1. Promotes creative Placemaking;
2. Enhances public spaces or creates new community spaces (pocket parks, trails, pedestrian plazas, community gardens, etc) utilizing unique or unconventional models for enhancement;
3. Promotes culture and the arts;
4. Helps to create a social network that promotes integration of people with their communities;
5. Promotes the preservation of natural resources;
6. Strengthens the resiliency of the sustainable local food system;
7. Enhances sustainability;
8. Provides family and children's programming;
9. Promotes unique collaborations (one must be the primary applicant);
10. Enhances civic engagement;
11. Promotes diversity;
12. Develops unique educational opportunities;
13. Promotes specialty eco- and agri-tourism.
14. Other goals identified in the Place Plan

3.0 Program Details

3.1 Funding Details

Funding Amount: This program includes three different project categories, each having their own funding requirements

- Community Development: \$10,000 maximum award, requires 2:1 match (applicant must provide \$2 for every \$1 requested)
- Tourism: \$5,000 maximum award, requires 2:1 match (applicant must provide \$2 for every \$1 requested)
- Young Professional: \$2,500 maximum award, no matching required.

The value of the Community Development and Tourism projects awarded must be matched monetarily. Matching funds may include project revenue, cash contributions, additional secured grants, or a combination of the three. In-kind services show community support and collaboration but do not count towards the matching requirements. The County may, at its sole discretion, award amounts less than those requested by the applicant.

Number of Grants per Year: The County has \$90,000 budgeted for this program annually. The number of grants awarded on an annual basis will be based on the number of successful applications and their funding levels.

Timing: There is no deadline for applications, which will be accepted at any time throughout the year. Applications will be reviewed by a selected committee on a quarterly basis.

3.2 Eligibility Information

The Placemaking grant program accepts applications from nonprofit organizations, coalitions of organizations (only one organization is eligible to apply), public schools, and individuals who have an innovative idea for implementation that enhances our region as a place to live, work, and visit and helps to create a sense of place. The intent of this program is focused on implementation of an idea and projects will only be eligible one time. This program does not provide ongoing annual funding to individual projects. Programs will be ineligible if applicant has been awarded County funds through other means within the fiscal calendar year. All of the grant funds allocated must be used for projects located within Sauk County, Wisconsin.

Eligible project costs include but are not limited to:

- a. Supplies and materials;
- b. Marketing and promotion;
- c. Professional fees associated with creation or implementation of an organization.

Ineligible project costs include:

- a. Operating expenses
- b. Hired employees
- c. Endowments
- d. Newsletters
- e. Tuition
- f. Insurance
- g. Travel
- h. Food or refreshments
- i. Deficits incurred from prior activities
- j. Activities that occurred prior to successful acquisition of grant funding
- k. Fundraising

3.3 Other Funding Sources

Sauk County encourages applicants to secure additional funding sources for their projects especially from other units of local government. Prior to a request, applicants should seek financial support from their unit of local government. Financial support from a unit of local government is required for applicants located in a community which does have economic development organizations including but not limited to: Economic Development Commission, BID's, Community Development Authorities, Community Development Departments. If financial support from a unit of local government is not available, a letter of support is

required. Funds requested should be for the creation or expansion of a new element or format that has not previously existed and would provide a benefit to the community.

3.4 Budget Guidelines

This program is intended to provide the support necessary for implementation of a project or idea and not administrative costs.

3.5 Evaluation of Applications

All applications will be evaluated based on the following criteria and associated questions. One-point will be awarded for any “Yes”, 0-points will be given for any “No.” Final decision on funding will be based on the average committee score and an open discussion. Committee members are encouraged to provide additional written comments, both constructive criticism and positive feedback which may be of value to applicants who are initially denied. Projects requesting funding \$5,000 and less will be reviewed by the Revolving Loan Fund Committee (RLF). Projects \$5,001 and over will be reviewed by the Revolving Loan Fund Committee and then the Economic Development Committee. The RLF committee will provide a recommendation to Economic Development, which will be taken into consideration.

OVERALL ASSESSMENT OF THE PROJECT

- Does the project propose a unique and innovative idea?
- Is the project likely to enhance Sauk County as a place to live, work or visit?
- Does the project give Sauk County a good return on investment?
- Does this project meet a demonstrated need?

COLLABORATION AND COMMUNITY SUPPORT

- Does the project appeal to a wide audience?
- Has the applicant received a letter of support from the unit of local government?
- Does the applicant have adequate partnerships needed to successfully implement this project?
- Does the project present a solution to a community problem?

CREATIVITY AND INNOVATION

- Does the project already exist or occur in Sauk County?
- Does the project already exist or occur within the proposed community?
- Does the project relate to Sauk County’s agricultural, cultural or natural resources?
- Is the proposed project likely to make a long-term difference within the County?

FISCAL ACCOUNTABILITY

- Is the project financially feasible?
- Will this project be financially sustainable in the future?
- Did the applicant identify a variety of funding sources?
- Does the applicant have financial support from a unit of local government?

IMPLEMENTATION

- Does the applicant have experience implementing similar programs?

Are the project outcomes realistic, measurable and achievable?
Can this program be replicated in other communities?
Did the applicant identify in-kind contributions?

Scoring Rubric

17+	Full funding
14-16	Full funding with committee contingencies
11-13	Partial funding (amount to be determined)
<10	Application denied

The County will give special consideration to projects that have a wide impact or reach rural outlying communities in Sauk County. Committees may make final decisions regardless of scoring rubric.

3.6 Application Requirements

The following elements will be required for a complete application:

- a. Application Form
- b. Detailed timeline of project.
- c. Proposed budget for project.

3.7 Award Requirements

The following elements will be required if your application is approved:

- a. Completed W9
- b. Signed contract agreement (2).
- c. Document showing proof of signatory’s ability to enter contract
- d. Proof of insurance

3.8 Application & Funding Deadlines

Application: There are no application deadlines for Placemaking grants however, a review will be conducted on a quarterly basis. Applicants are welcome to apply at any time by submitting their application materials to the Sauk County Administrative Department.

Implementation: Projects must be completed within one year of grant award being approved.

Project Completion: Within one month of completion of project, applicant must submit photos of the project (if applicable), along with a completed project review form that will be supplied to the grantee.

3.9 Grant Submittal and Approval Process

The following is a general overview of the grant process.

All applications will be reviewed by the community liaison within ten business days to ensure proposed project is eligible and all required documentation is complete. Applicants will be notified after initial review as to the status of their submission, either denied because of ineligibility, needs additional information or approved for committee review. The community liaison will work with all applicants that are requested to provide additional information. The applications will then be reviewed by the Revolving Loan Fund and/or Economic Development Committee within four weeks of initial review for a final decision. After a decision is made, the applicant will be notified via email within two business days. If awarded funds, applicant will receive hard copies of the necessary forms to complete within one week and funds will be disbursed within 30-days from signed contract agreement.

Due to preset committee meetings and deadlines, the full timeline may vary. It is estimated that the duration of the review, approval and funding process will be 10-weeks. Timeline may vary depending on committee and staff availability.

For additional information please contact:

Jared Pinkus – Sauk County Community Liaison

Jared.Pinkus@saukcountywi.Gov

(608) 355-4840

4.0 Grant Application

Organization Name	
Contact Person / Title	
Address	
Phone / E-mail	
Grant Program Applying to	
Project Name	
Amount Requested	\$
Total Project Budget	\$

Please limit all responses to 500 words or less*

Describe your project and why this is needed in Sauk County. What experience do you/your group have in implementing similar programs?

What are the goals, outputs and outcomes of this program and how will they be measured. How does this project differ from similar activities around Sauk County?

Briefly describe the structure of your organization. Include information about your mission and goals, board and/or volunteers.

Have you pursued and been awarded financial support for this program from other sources including units of local government? Please detail other sources of support, financial and in kind, that have been received.

Would this project happen without Sauk County funding? Would program alterations be needed? If your program is expected to be operational past this funding year, what steps are in place to ensure the program is financially sustainable?

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 (not including this one), 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. Projected Income Total

Total General Income Fund/Non-Grant (Total A + Total B) (Earned Income + Cash Income)	
--	--

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

Item	Source	Amount
Total In-kind Contributions (Total D)		

Projected Expenditures (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.)

Item	Cost	Amount of Grant Funds Used	Amount of Non-Grant Funds	Source of Non-Grant Funds

Total Expenditures *(Please review all figures on both budget pages before submitting your application.)*

Total Projected Income (Total from C)	
Total Projected Expenditures (Total from above)	
Grant Amount Request	

Expenditures 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.

Signature / Title of Person Completing This Form	
Date Form Completed	
<p>Submit this form to Jared.Pinkus@SaukCountyWI.gov Subject line should include organization name and the grant program applying to</p>	