Wisconsin Humanities Spring 2027 Grant Cycle

Wisconsin Humanities Council

General Instructions and Basic Information

Spring 2027 GRANT CYCLE INSTRUCTIONS

Please consult our website for a PDF of the grant application instructions. Grant Resources - Wisconsin Humanities

Complete all fields unless identified as optional. If you need to collaborate with teammates or a fiscal agent on any part of this form, you can click the "collaborate" button in the upper righthand corner to allow individual(s) access.

Required questions are marked with an asterisk (*). If left blank you will not be able to submit the application.

We strongly encourage you to write your answers in a separate file (offline, not in this system) and then copy and paste into this online form. Special fonts and emphases will not transfer.

Project Name*

Enter a title for your project. Think of one that you will use to promote your project to the public.

Character Limit: 250

Project End Date*

Enter the end date for your project.
The project period begins with the award of the grant. The project end date is the date by which you will have incurred all project expenses. Enter the **last day of the month** some time following the date of the last public program. WH grantees are required to submit final financial and program reports within 90 days of this date.

Character Limit: 10

Amount Requested*

This is the amount requested from Wisconsin Humanities to cover expenses incurred **during the project** period, starting with the award date to the project end date. The amount of funds requested should match the amount requested in the budget form you will upload later in the application.

Amount Requested rounded down to nearest dollar
(For example - $3,149 - **NOT** $3,149.95). Total not more than $5,000.

Character Limit: 20

Matching Funds*

Enter the amount of matching funds for this project.

- Must be equal to or greater than the funds requested.
- Can include both cash and the value of in-kind budget items.
- Should be the same as the total amount listed in your itemized budget form.
- Should be directly attributable to the project.
- **Round down to the nearest dollar** (for example - $4,495 - NOT $4,495.87)

Character Limit: 20

Project Director First Name*

The Project Director is responsible for directing the proposed program and submitting the final report. The Project Director and the Fiscal Agent cannot be the same person.

Character Limit: 250

Project Director Last Name*

Character Limit: 250

Project Director Prefix

Character Limit: 5

Project Director Email*

Character Limit: 254

Project Director Street Address 1*

Character Limit: 250

Project Director Street Address 2

Character Limit: 150

Project Director City*

Character Limit: 250

Project Director State*

Please provide the two-digit state code

Character Limit: 2

Project Director Zip Code*

Character Limit: 10

Project Director Daytime Phone*
Please provide daytime contact number in this format: (xxx) xxx-xxxx ext. xx

Character Limit: 25

Project Director Cell Phone
Please provide contact number in this format:(xxx) xxx-xxxx

Character Limit: 25

Fiscal Agent First Name*
The **Fiscal Agent** is the person responsible for maintaining financial records of grant expenditures and submitting financial reports to WH. The Project Director and Fiscal Agent may not be the same person.

Character Limit: 250

Fiscal Agent Last Name*
Character Limit: 250

Fiscal Agent Prefix
Character Limit: 5

Fiscal Agent Email Address*
Character Limit: 254

Fiscal Agent Street Address 1*
Character Limit: 250

Fiscal Agent Street Address 2
Character Limit: 150

Fiscal Agent City*
Character Limit: 250

Fiscal Agent State*
Please provide the two-digit state code

Character Limit: 2

Fiscal Agent Zip Code*
Character Limit: 10

Fiscal Agent Daytime Phone*
Please provide daytime contact number in this format: (xxx) xxx-xxxx ext. xx

Character Limit: 25

Fiscal Agent Cell Phone
Please provide contact number in this format:(xxx) xxx-xxxx

Character Limit: 25

Programming Responsibility

Program Responsibility*
Is the organization **implementing** this project different from the Fiscal Sponsor Organization for which you provided an EIN and UEI? (For example, a library that is using a city as its fiscal sponsor.)

Choices
No
Yes

Programming Organization Information

Respond for the Programming Organization.

Organization Name*
Character Limit: 250

Street Address 1*
Character Limit: 250

Street Address 2
Character Limit: 150

City*
Character Limit: 30

State*
Please provide the two-digit state code

Character Limit: 2

Zip Code*
Character Limit: 10

Organization Information*
Describe the Programming Organization: its mission statement, activities, and public programs.

Character Limit: 1000

Organization or Project Website
Character Limit: 2000

Fiscal Sponsor Organization Information

Respond for the Fiscal Sponsor Organization.

Organization Name*
Character Limit: 250

Street Address 1*
Character Limit: 250

Street Address 2
Character Limit: 150

City*
Character Limit: 30

State*
Please provide the two-digit state code

Character Limit: 2

Zip Code*
Character Limit: 10

County*
Character Limit: 30

List the Congressional and Legislative district numbers where the Fiscal Sponsor Organization is located. District information can be obtained from the Wisconsin State Legislature (https://legis.wisconsin.gov/).

Congressional District*
Character Limit: 2

State Senate District*
Character Limit: 2

State Legislative District*
Character Limit: 2

Organization Information

Organization Name*
Character Limit: 250

Street Address 1*
Character Limit: 250

Street Address 2
Character Limit: 150

City*
Character Limit: 30

State*
Please provide the two-digit state code

Character Limit: 2

Zip Code*
Character Limit: 10

County*
Character Limit: 30

Organization Information*
Describe the organization: its mission statement, activities, and public programs.

Character Limit: 1000

Organization or Project Website
Character Limit: 2000

List the Congressional and Legislative district numbers where the organization is located. District information can be obtained from the Wisconsin State Legislature (https://legis.wisconsin.gov/).

Congressional District*
Character Limit: 2

State Senate District*
Character Limit: 2

State Legislative District*
Character Limit: 2

SAM.gov Registration

SAM.gov (System for Award Management)*

Does your organization currently have SAM.gov registration?

- "Full" SAM.gov registration is **NOT** currently mandatory for WH funding but it is strongly encouraged. **You must, however, have a UEI # by the award decision date.**
- If the sponsoring organization does not have SAM.gov registration it will not affect your eligibility to receive a grant.
- **SAM.gov registration is FREE.** WH does not endorse third-party vendors that offer to register organizations for SAM.gov for a sometimes substantial fee.

For registration and information, please go to System for Award Management (www.sam.gov). You will need your UEI and Taxpayer Identification number (TIN) issued by the IRS to register. Allow up to 15 businesses after registration is completed for registration to be activated.

Choices

Yes we have SAM.gov registration
No we do not have SAM.gov registration
Our registration is pending

Budget

INSTRUCTIONS

Detailed instructions for completing the Budget portion of this application can be found in the Grant Instructions document HERE. It is necessary to read through this document. We also have a *sample* budget form and a *sample* budget description to view. These are also at our website.

Your project budget request has two parts: the budget form and the budget description. Both must be completed. You must ***only*** use our budget form. (Download form below).

Include any expenses that are part of your request to Wisconsin Humanities using the most appropriate budget category on the form.
Your budget should represent actual anticipated expenses for the project and should not exceed the grant request. WH funds may only cover expenses within the project period.

Budget Form*

Complete the form, save it, and then upload the completed form below. Show only EXPENSES within the project period, not to exceed the requested amount.

DOWNLOAD BUDGET FORM HERE. Budget Form may also be found on our Grant Forms and Resources page: **HERE**.

File Size Limit: 2 MB

Budget Description*

Please use this space to provide more detail on your budget items.

- Describe the sources of cash and in-kind match and which funds have been secured and which are pending.
- Describe what ***rates or formulas*** were used to calculate personnel time or federally negotiated indirect cost rate. Email us a copy of your current federally Negotiated Indirect Cost Rate Agreement (NICRA) at the time of submission, if applicable.
- Describe if you are charging admission or registration fees, the total you expect to collect and what you plan to do with any surplus. Wisconsin Humanities strongly encourages the use of scholarships, free admission days, and other flexible admission policies that make WH-funded projects accessible to participants for whom a fee could present an obstacle.
- Explain any other aspects of your budget that need clarification, such as particularly high honoraria, equipment purchases and specific supplies. **As of January 15th, 2024 individual staff salaries related to project implementation are an eligible expense.**

Character Limit: 4000

Project Proposal

INSTRUCTIONS

Please consult detailed grant instructions at our website at the Grants Resources page- **HERE**.

Project Summary*

Provide a BRIEF description of the project.

Character Limit: 1000

Project Description*

DESCRIBE YOUR PROJECT

If your project is primarily for a website, film, podcast or other digital project, ***you will only answer #1 and #2 below, then move on to the audio, video & digital format questions further below!***

Please address the following:

1. Provide a preview of the subject matter you will be sharing with participants. Help us understand the ideas your project explores and what people will learn by participating.
2. What are two or three of the key questions that your project addresses?
3. What format and venue will you use for your public program(s)?
4. How will this format help your participants engage with the subject matter?

Character Limit: 7000

Project Description: FOR AUDIO, VIDEO & DIGITAL HUMANITIES PROJECTS ONLY

For projects solely for the development of a film, podcast, website or other digital humanities, in addition to 1 and 2 above, address the following:

1. Provide a treatment that describes the structure, theme, style, format, voice and point of view of your project.
2. When available provide a script/scenario.
3. Please include a justification for this format and the distribution plan for this project.
4. Use the supporting materials section to provide a link to sample work.

Character Limit: 6000

Project Goals and Objectives*

Why is your organization developing this project? What need or interest in the community are you intending to address? What goals have you set for the project?

Character Limit: 4000

Project Promotion/Audience*

What audience(s) does your project serve? How will you publicize the project to your intended audiences?

Character Limit: 4000

Expected Audience Attendance*

How many people do you anticipate attending your program/events?

Character Limit: 7

Project Partners*

Describe any organizations with which you are collaborating on this project and why. What are their roles? Cite established or new organizational partnerships.

Character Limit: 4000

Humanities Personnel*

In the space below, please list the following information for all key humanities personnel and the project director. *Please number your answers as seen below for each person*. You do not need to provide information about personnel responsible for technical (e.g., web designer) or administrative support.

1. Name & Email
2. Specific role(s) of the person in your program activities or content; please keep to two - three sentences.
3. Current employment (if applicable) and/or organizational affiliation.
4. Describe briefly the background, knowledge, lived experience and/or education that qualifies this person as a collaborator on this project. Use the humanities personnel

description on our website for guidance. (Click here: under "*Does it Involve Humanities Expertise*?")

Character Limit: 4000

Calendar/Timeline

Calendar of Events*

- Provide a list that includes each activity and/or public event planned for this project. Use this format: **Date/title of the activity or event/venue**
- If an event date or location is not confirmed, list the title of the activity and note it as TBD.
- Please list only those events occurring within the defined project period.

Character Limit: 3000

Certifications

Upload a signed W-9 for the Fiscal Sponsor Organization*

You can download a blank W-9 form from the IRS **HERE**. *Only the March 2024 version of the W-9 form will be accepted.*

The completed W-9 should list the Fiscal Sponsor Organization that will receive grant funds. Note that it requires an authorized signature. *This signature MUST be recent (less than two years old).*

Any checks issued for grant funds awarded will be mailed to the address listed on the W-9 form unless Wisconsin Humanities is otherwise notified.

File Size Limit: 3 MB

WH Certification Form

The certification form, listing seven statements, **must be downloaded, signed by both the project director and fiscal agent** for the proposed project, and uploaded with both signatures. **This application will not be accepted without completion of this process.** If you have trouble scanning or uploading the document, you may email the form to contact@wisconsinhumanities.org or mail the completed form to the address listed on the form. The project director and fiscal agent may sign separate forms to email/mail if needed.

DOWNLOAD CERTIFICATION FORM HERE. Certification Form may also be found on our Grant Resources page **HERE**.

File Size Limit: 2 MB

Supporting Documents

Provide only those supporting materials that are directly relevant to your project.

Additional Supporting Materials

When appropriate, you may upload a diagram (e.g. for an exhibit), photo or other supporting material in an allowable file type. Please note the size limit for uploads and scale your supporting materials accordingly.
You can add a **short** description of additional supporting materials here, if needed.

Character Limit: 1000 | File Size Limit: 8 MB

Additional Supporting Materials - Weblink

You may include a link to a website, drop box or other appropriate site to demonstrate work or provide supplementary information. Please be sure to only provide information relevant to the current proposal.

Character Limit: 2000

Additional Supporting Materials - Weblink

Character Limit: 2000