



WISCONSIN HUMANITIES

GRANT APPLICATION INSTRUCTIONS

Wisconsin Humanities has moved ALL grant application activities to an online portal. All materials should be submitted at the time of application using this portal.

The link to this online submission portal can be found on our website
<https://wisconsinhumanities.org/grants/getting-started/>.

For questions about the grant program, the application portal, or to seek draft review contact Grant Program Director Meg Turville-Heitz at meg.turvilleheitz@wisconsinhumanities.org or call 608-265-5595.

| Grant Type | Maximum Request | Deadlines 11:59 pm | Decision |
|------------|-----------------|--|-----------------------------|
| Mini | \$2,000 | February 1, May 1 August 1, November 1 | End of Month |
| Major | \$10,000 | April 15 August 15 December 15 | June October February |

GRANT DRAFT REVIEW

If you need help with proposal development, or are developing a digital project, please contact Meg Turville-Heitz, for additional guidelines and/or information. We are happy to advise you on project design, help make sure your project meets our guidelines, and offer suggestions for developing a competitive proposal. First-time applicants are *strongly* encouraged to request draft review of their application. You should request a review at least three weeks before the deadline. If that review window is closed, it can still be a good idea to check in with Meg Turville-Heitz who usually has tips to help you make your proposal more competitive.

If you need help with proposal development, or are developing an audio, visual, or digital project, please contact us for additional guidelines and/or information.

CREATING AN ACCOUNT

First time users of our grant application portal will need to create an account. You will first be prompted to create an organization identity for the *Fiscal Sponsor Organization*. This is the organization to whom a

check will be written if you receive a grant. If your organization cannot receive funds on its own behalf, be sure to create your account using your Fiscal Sponsor Organization's information. The second organization is the Programming Organization in these cases. For example, if you are a library that is fiscally attached to a municipality, the Fiscal Sponsor Organization is the municipality.

To create an account and to apply for WH funds, the Fiscal Sponsor Organization must provide a Wisconsin-based Tax ID (EIN) and DUNS (Data University Numbering System) number and **must** be a nonprofit organization or group located in Wisconsin.

If your organization does not have a DUNS number, an authorizing official from your organization will need to register for one. There are two ways to obtain a DUNS number. Your institution can call the toll-free number: 1-866-705-5711. The process will take about ten minutes and you will receive a DUNS number within a couple business days.

Or you can register for a DUNS number via Dun & Bradstreet's website at <http://fedgov.dnb.com/webform>. Please note that registration via the website may take up to thirty business days to complete.

You will be asked to provide the following information:

1. Name of organization,
2. Address,
3. Telephone number,
4. Name of the head of the institution (CEO, president, director, etc.),
5. Type of institution (university, college, library, museum, historical society, etc.), and
6. Total number of employees (full and part time).

After entering information about the Fiscal Sponsor Organization, you will provide your contact information and email to create a login account.

Once you have created your account you will be taken to your "dashboard." Choose "apply" to see all open grant rounds and to begin an application. While viewing a grant description you can "preview" the application form and create a PDF of the questions.

Please note: the person who creates the account will be the primary contact and will receive important emails from the WH Grant Administrator. Only use an email account that is checked regularly.

Legacy data from past grants rounds have been migrated into the system and may show data for your organization or for you if you have applied to us before.

COMPLETING THE APPLICATION - OVERVIEW

The first sections of the application collect information about your organization (the "programming organization" if you are working with a fiscal sponsor to conduct a project) and the fiscal agent serving as the financial officer for the project.

You will then be asked to describe your proposed project and basic timeline. We recommend composing your answers to the project proposal description in another document, then cutting and pasting into the application form. Please note there are character limits for each section. You may save without submitting your work to come back later. The seven parts of the application are:

1. General Instructions and Basic Information
2. Organization Information
3. Project Description – *You will be required to download and upload project personnel forms.*
4. Calendar/Timeline
5. Budget – *You will be required to download a budget form and upload it.*
6. Certifications – *You will be required to download and upload a signed W-9 and Certifications form*
7. Supporting Documents – *You will be asked to upload letters of support.*

NOTE: If you are requesting support for an Audio, Video or Digital Project special guidelines apply. See below.

GENERAL INSTRUCTIONS AND BASIC INFORMATION

Be sure you have chosen the correct application. Major and Mini Grants application cycles may be open at the same time. **If you need to collaborate with other team members the “collaborate” button in the upper right hand corner of the page will allow you to share the application.** In an application you can also create a PDF of your application packet to print from your device.

Project Title. This should be a descriptive title – preferably the title you will use in your public communications about your project.

Project End Date. The project period begins with the award of the grant. The project end date is the date by which you will have incurred or legally encumbered all project expenses. The date you select should be some time after the date of the last public program. Within 90 days after this date, WH grantees are required to submit final financial and program reports.

Amount Requested and Matching Funds should reflect the totals from the itemized budget form. The amount requested should be rounded down to the nearest dollar and not exceed the grant’s maximum amount. The total amount of your matching funds must be equal to, or greater than, the total amount you are requesting from Wisconsin Humanities and should be rounded down to the nearest dollar.

Project Director. 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. We must have information that will allow us to directly contact the Project Director if we have questions about the proposal or a granted project.

ORGANIZATION INFORMATION

Programming Organization. When another organization is serving as the fiscal sponsor, this is the organization conducting the project. For example, Your Library may be the Programming Organization, but Your City is the Fiscal Sponsoring Organization connected to the Tax ID.

Organization Information. (Character limit 4000) Describe the organization that is *implementing* the proposed project: its mission, activities, and public programs.

Organization or Project Website. Enter the URL of the programming organization and/or the project, if applicable. Under the “Supporting Materials” section there is a space to add additional URLs if appropriate.

County. This is the county in which the Fiscal Sponsor Organization is located.

Congressional, State and Legislative Districts: List the Congressional and Legislative district numbers where the **Fiscal Sponsor Organization** is located. District information can be obtained from the [Wisconsin State Legislature \(http://www.legis.state.wi.us/waml/\)](http://www.legis.state.wi.us/waml/).

The *Fiscal Agent* is **the person** responsible for maintaining financial records of grant expenditures and submitting financial reports to WH. We must have information that will allow us to directly contact the Fiscal Agent if we have questions about the proposal or a granted project. The Project Director and Fiscal Agent may not be the same person.

SAM.gov (System for Award Management). SAM.gov registration for Fiscal Sponsor Organizations that apply for WH grant funding is not currently mandatory. SAM.gov registration is, however, strongly encouraged. If the fiscal sponsor organization does not have SAM.gov registration, this will not affect your eligibility to receive a WH grant.

There is no charge for SAM.gov (or DUNS number) registration. Several third-party vendors, however, offer to register organizations for a fee, which can be relatively substantial. WH does not endorse these vendors or the use of their services for SAM.gov registration.

If a WH grant is awarded, organizations registered with SAM.gov at the time of their application should keep that registration active for the duration of their project period.

For registration and information, please go to [System for Award Management \(www.sam.gov\)](http://www.sam.gov). You may also consult [Quick Start Guide for New Grantee Registration \(https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf\)](https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf). Please note that you will need your DUNS number and Taxpayer Identification Number (TIN) issued by the IRS in order to register with SAM.gov. Registration activation may take up to 15 business days after submission.

PROJECT DESCRIPTION

Your project description should demonstrate a firm grasp of the subject matter of your project, an ability to organize and carry out the project, and clearly defined involvement of humanities experts. If your project description intrigues reviewers, they are likely to think that your project will interest your target audience, too. Write your description in a straightforward style, without jargon, and limit your answers to the spaces provided. Address six interrelated parts in the spaces provided. Please avoid redundancy and be mindful of the character limits in each section. *If your project is for a website, film, podcast or other digital project, please see special instructions below.*

1. *Project Description.* (Character limit 10,000) Describe your project. Include research, planning, and public programs. In your descriptions please address the following:
 - Provide a preview of the subject matter you will be sharing with participants. Help us understand the ideas your project explores.

- What are two or three of the questions that your project addresses?
 - What format and venue will you use for your public program(s)?
 - How will this format help your participants engage with the subject matter?
2. *Project Goals and Objectives.* (Character limit 5,000) 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?
 3. *Project Promotion/Audience.* (Character limit 4,000) Who is your intended audience? Why? How do you intend to publicize the project?

Expected Audience Attendance. Estimate the number of people your program(s) will reach.

4. *Project Partners.* (Character limit 5,000) Describe the organizations with which you are collaborating on this project and why. What are their roles? Cite established or new organizational partnerships.
5. *Humanities Expertise.* (Character limit 3,000) List the names and affiliations of your humanities expert(s) and briefly summarize the roles they will play in your project.

Project Personnel Forms. (4 MiB limit) Download the project personnel forms from the link on the application, fill them out and then upload where provided. Project personnel forms are required for both Mini Grants and Major Grants. Complete forms for the Project Director, each humanities expert, and other key personnel, regardless of whether WH funds are being requested for their services. You *must* include a project personnel form for every person for whom WH funds are requested. Please note that by signing the certifications form, the Project Director certifies that information about project personnel is accurate and that individuals for whom project personnel forms have been submitted have agreed to participate in the project in the ways described. The personnel forms will ask the following:

- *Name and Contact Information* for the individual
 - *Job Title and Organization* the person works for
 - *Education* listing field of study, institution, and including degrees if any
 - *Background.* Describe the particular background and research interests that qualify this person as a resource for the project or program.
 - *Role.* Describe the role the person has in the proposed project, paying particular attention to how the participating humanities scholars will use their humanities expertise.
6. *Evaluation.* (Character limit 4,000) How will you evaluate the impacts of your project on your audience, participants and partners? What kinds of feedback will you collect and how will you use it? What outcomes do you anticipate within the community and in your organization as a result of the project?

CALENDAR/TIMELINE

Calendar of Events. As much as possible at the time of application, describe the location, date, and time of all planned public programs. Please list only those events that occur within the defined project period. If a grant is awarded, project directors must later submit a calendar of events with confirmed specifics for every public program.

BUDGET

Your project budget is as important as your project description. Make sure that the activities you describe are accounted for in your budget. Likewise, make certain that every item in your budget relates to an activity described in your project description. Your budget should represent actual *expenses* (not any income) related to your project. Please do not inflate your budget, and remember to check your math.

The project budget has two parts: the budget form and the budget description. You must complete both. For specific rules and regulations for fiscal administration of the grant, recipients should consult our Guidelines for Fiscal Agents available on the WH website <https://wisconsinhumanities.org/grants/grant-resources/>

Matching Funds. Wisconsin Humanities grants require matching funds that are equal to or greater than the amount requested from WH. Matching funds may be cash or in-kind. They include any known sources of grants or gifts, any in-kind contributions, and any sources of revenue, such as admission fees. All anticipated income from fees must be shown in the expenditure budget as part of the matching funds and must be explained. Examples of in-kind match include the dollar value of facilities, services, talents, and time contributed to the project.

Expenses. All WH funds and matching funds must be directly attributable to the project. All WH funds and most matching funds may only cover costs incurred or legally obligated during the project period, after a funding decision is made until the termination date. Expenses incurred in preparing your proposal—such as the value of your time—may, however, be counted as matching funds.

Eligible Expenses WH will fund reasonable project related expenses such as:

- Honoraria for humanities experts
- Per diem and travel expenses for project personnel
- Printing and publicity
- Facility rental
- Materials necessary for the project

Ineligible Expenses WH will not fund:

- Capital expenditures
- Indirect or overhead costs
- Expenses related to fundraising
- Expenses related to an archival project
- Museum acquisitions

- Re-granting of WHC funds
- Staff salaries

As defined by Wisconsin Humanities, capital expenditures are funds used to purchase equipment or material that will have a significant working life subsequent to the end of the grant project period.

As defined by WH, staff salaries are the usual and customary payment to an individual for work performed for the programming or fiscal sponsor organization. If project personnel work for the programming or fiscal sponsor organization, and receive a regular salary regardless of grant funding, they should not use WH funding to pay for that salary.

If you have questions about the eligibility of a particular item, you are encouraged to consult with WH staff before submitting your proposal.

Budget Form: Download and use the budget form linked from the application to complete your budget. Upload the completed form into your application in the specified place.

Completing the Columns

- In the “WH Request” column, itemize your request for WH funds.
- In the “Matching Funds” column, itemize the cash and in-kind expenditures for your project that are not part of your WH request. Do not include any cash or in-kind costs that have been, or will be, counted as match on any other award of federal funds. Remember that the total amount of your matching funds must be equal to, or greater than, the total amount you are requesting from WH.
- In the “Total” column enter the total of the first two columns.
- Copy the totals for the two columns—WH request and Matching Funds— into the corresponding fields in the General Instructions and Basic Information section.

Personnel

List expenses individually for each participant. List the amount of time each participant will spend on the project and calculate the value of that time, using his or her basic salary or wage as a measure. For example:

Project Director: 5% time for 3 months @ \$35,000 per year = \$437.50; or 15 hours @ \$20/hour = \$300

The following suggested payment scale reflects a variety of roles commonly played by project scholars. These figures are not fixed rates. Justification for payments of more than \$500 per day must be provided in your budget description.

Moderator: \$50 to \$100 (two to three hours)
 Panelist: \$100 to \$300 (two to three hours)
 Lecturer: \$200 to \$1,000
 Humanities Expert/Scholar: \$200 to \$1,000 (full-day/program)
 (A limit of \$150 per day is recommended for scholars participating in programs on their own campuses.)
 Nationally-known Experts/Scholars: negotiable

Travel, Food, and Lodging

List expenses individually for each participant. WH will not pay for the purchase of alcoholic beverages.

We recommend that applicants use the State of Wisconsin travel regulations in determining your budget. Currently, State of Wisconsin rates for travel, food, and lodging are based upon federal rates published on the federal U.S. General Services Administration website: <https://www.gsa.gov/travel/plan-book/per-diem-rates/>

Personal Auto mileage: \$0.575/mile

Hotel Lodging for all Wisconsin locations without a specified rate: \$96.00/
night Per Diem for all Wisconsin locations without a specified rate:

\$55.00/day

Counties in Wisconsin with specified rates: Columbia, Dane, Door, Milwaukee, Outagamie, Racine, Sheboygan and Waukesha. Please see the GSA website for information on rates for these counties.

These rates may be subject to change.

Hospitality

WH will only pay for food when it directly contributes to the success of the program. We will consider modest requests for food (for example, pizza at a discussion program for teenagers) if it can be argued that serving a meal will encourage the participation of a particular audience or otherwise contribute to the program in some substantial way. We will not pay, for example, for a reception celebrating the opening of an exhibition. We will not pay for the purchase of alcoholic beverages.

Supplies and Services

These must be directly related to the proposed project. Itemize all supplies. For example: 1,000 brochures @ \$0.10 each = \$100

Equipment Rental: WH will not ordinarily fund equipment purchases of items costing over \$300. We may, however, pay for the rental of such equipment if doing so makes economic sense.

Facility Rental: The value of donated space should be included under matching funds. WH funds should not be requested for facility rental except when the applicant is paying a fee for the use of a program venue.

Indirect Costs

No indirect or overhead costs will be paid with WH funds. Institutions that have a federally established rate may include indirect costs as matching funds.

Budget Description. (Character limit 4,000) The budget description is your opportunity to explain the details of your budget.

- Describe the cash or in-kind sources of all matching funds. List your sources of matching funds and what each source is contributing as either an amount of cash or the value of in-kind services. Note which matching funds have been secured and which are still pending.
- Describe the rates and formulas used for figuring donations of personnel time and indirect costs.
- If you are charging admission or registration fees, describe the amount per person, the total you expect to collect, and what you plan to do with any surplus. WH 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 a request for personnel

costs (other than honoraria), particularly high honoraria, equipment purchases, and specific supplies.

CERTIFICATIONS

W-9 Form. (3 MiB limit) An IRS W-9 *Request for Taxpayer Identification Number and Certification* form should be completed, signed, and uploaded with your application for WH grant funding. The name and Tax ID number on the W-9 form should match the name of the Fiscal Sponsoring Organization that is applying for funding. Award checks will typically be sent to the address listed on the W-9 unless other arrangements are made with the WH. To keep file sizes small, only the first page with the signature on it needs to be uploaded.

Certifications. (2 MiB limit) To be eligible for proposal consideration, each application must include a signed certifications form. Download the form from the application. Both the Project Director and the Fiscal Agent must sign this form acknowledging the statements on the form. Please note that this signed form also certifies the participation of project personnel identified and described in the project personnel forms.

The signed form should be uploaded to the application in the space provided. If you cannot acquire both signatures at the time of submission or have technological limits to uploading this document, you may email it to Meg, or mail a paper copy to our office (the address is on the form). We do not accept photographs of the form. Wisconsin Humanities must receive the form with signatures from the Project Director and Fiscal Agent within two weeks of the grant application deadline for the proposal to remain eligible.

SUPPORTING DOCUMENTS

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

Letters of Support (6 MiB limit). Upload a *one-page* letter from each collaborating organization as one PDF file. Additional letters of support may be included to provide evidence of community interest in and support for your project, the quality of the humanities content of your project, and your organization's ability to carry out the project successfully.

Additional Supporting Materials. (8 MiB limit) This section allows you to upload relevant materials that are necessary to understanding the project. These might include a schematic of an exhibit or a photograph that more clearly conveys your project.

Additional Supporting Materials Weblink. Alternatively, you can provide a link to further information contained at a website, dropbox or shared drive. This is a place, as well, to include links to video trailers for film projects, or sample work for digital projects.

AUDIO, VIDEO, AND DIGITAL PROJECTS

Wisconsin Humanities funds digital humanities projects such as short videos, full-length film documentaries, websites, video games, podcasts, and other audio projects. Digital projects may also be part of a larger project such as an exhibit, or the cumulative effort of a larger humanities-based program.

A digital humanities project should not be strictly archival. Instead, it must engage the public and be publicly accessible.

Please see our <https://wisconsinhumanities.org/grants/grant-resources/> for some tips for designing websites and games that engage the humanities.

Projects that can be described as “digital humanities” may prompt special project and budget considerations. For example, Wisconsin Humanities considers requests for computer hardware and software as part of a digital humanities project. Their intended use must, however, be clearly described for the project period and beyond and must be demonstrably vital to delivering humanities content.

Digital humanities projects such as online exhibits can expand traditional definitions of “audience,” “public,” and “community engagement.” Applicants should thoughtfully consider and clearly describe the audiences for the project, as well as the nature and duration of the proposed public engagement. For example, if your proposed project is a website, you must describe your plans to maintain it.

Applicants should also clearly describe the project personnel--their roles and qualifications--and submit Project Personnel Forms for key team members, including everyone for whom Wisconsin Humanities funds are requested.

If the project you seek funds for is primarily to develop a website, digital game, film or podcast you should answer the digital humanities question on the application. This question asks you to address the following:

- Provide a preview of the subject matter you will be sharing with participants. Help us understand the ideas your project explores.
- What are two or three of the key questions that your project addresses?
- Provide a treatment that describes the structure, theme, style, format, voice and point of view of your project.
- When available provide a script/scenario.
- Please include a justification for this format and the distribution plan for this project.
- Use the supporting materials section to provide a link to sample work.

SUBMISSION AND REVIEW

The goal of our grant program is to find ways to say yes. We want to see successful proposals and we want our decisions to be difficult. This is why we offer applicants more than one chance to receive feedback before a final decision is made.

Advance Review. If you are seeking review of your application prior to submission, simply save your proposal online but do not submit it. Then notify Meg that you are seeking review. The earlier this review process occurs, the more time you will have to find additional information when recommended. If you have completed your application too late for a full review, but before the deadline, let Meg know; she may have time to offer some tips or to see if anything is missing.

Submission. When you are ready to submit the application you must click “submit” prior to the deadline. *The electronic system will not allow you to submit after a deadline has passed.* You’ll receive an email acknowledgement if you have successfully submitted the application. Please monitor email from Wisconsin Humanities. If there is some part of the application that is not complete, we may push the application back to you to seek additional information, or email you with a question.

Review. During staff and board review of your proposal, questions may arise that will help reviewers determine project eligibility or help them make a decision. You may receive an email or notification that we are seeking your answers to these questions. You’ll be given a deadline to provide those answers. A missed deadline may lead to a proposal being deemed ineligible or the board may decide they do not have the confidence to grant the funds based on unanswered questions.

Decision. Decisions on Mini Grants are made by the end of the month in which they are submitted. Major Grant decisions are made about two months after the deadline. (See the chart above.) You will receive an email notifying you that your grant request has been approved or denied. If your proposal is approved, you will receive follow-up emails providing instructions about your grant award. This makes it particularly critical that the email you provided is monitored and that WH is notified of any changes to key personnel.

