



# Wisconsin Federation of Museums Mini-Grant Program

## Overview

The Wisconsin Federation of Museums (WFM) Mini-Grant Program offers a grant of up to \$750 annually to assist member institutions in the care and exhibit of collections, training of staff and overall service to their communities.

## Eligibility

Mini-grants are awarded to Institutional members of the Wisconsin Federation of Museums that meet the following criteria: own or use and care for tangible objects and specimens; make their materials available to the public through exhibit, education, research, and/or programming; hold 501(c)(3) status, operate under the jurisdiction of the state, county or municipality, and/or are an institution of higher learning. Partnership projects are accepted provided all the applicants are institutional members and meet the above criteria.

## Application Guidelines

- Institutions are limited to **ONE** WFM grant application per year.
- Applications must be submitted using the Mini-Grant Application that follows this page.
- Mini-Grant awards will not exceed \$750 for projects where matching funds are provided by the applying institution. Matching funds may be provided through cash, in-kind materials and/or services, staff hours, and volunteer hours (calculated at the current minimum wage rate).
- Mini-Grants awards for projects without matching funds will not exceed \$375.
- Preference may be given to institutions that have not received a WFM Mini-Grant previously or institutions with limited budgets and staff
- Applications must be submitted (postmark or emailed) no later than September 1.

## Mini-Grant Recipients

- The Mini-Grant is presented at the Wisconsin Museums Conference, typically held in late October or early November. At least one representative of the recipient institution **must** be present and will be notified at least a month in advance to facilitate attendance.
- Appropriate recognition of the grant funds should be included on any promotional materials, publications or publicity associated with the project.
- A final report must be submitted to WFM within 3 months of project completion. Projects should be completed within the calendar year following the grant award.

Completed applications may be submitted **no later than September 1** to Tamara Lange, Grants/ Awards Chair, at [tamara.lange@sheboygancounty.com](mailto:tamara.lange@sheboygancounty.com) (preferred) or Tamara Lange, c/o Sheboygan County Historical Society and Museum, 3110 Erie Avenue, Sheboygan, WI 53081. For questions or additional information, contact Tamara at [tamara.lange@sheboygancounty.com](mailto:tamara.lange@sheboygancounty.com) or 920-458-1103.



# WFM Mini Grant Application

Name of Institution

Address

City

State

Zip

Phone

Fax:

Website

Institution's Federal Identification Number:

Project Title

Project/ Grant Contact & Title

Email:

Please provide a brief summary of your institution, including mission, staffing, collections and audiences.

## Overall Project Budget

Total Budget \$

Institutions Matching Funds \$

Total requested from WFM \$

*Grant of up to \$750 are made for projects with matching funds. If no matching funds are indicated, grant will not exceed \$375. Budget details should be provided on the following pages.*

## Project Timetable

Anticipated start date:

*(Projects should begin within three months of the Wisconsin Museums Conference.)*

Anticipated completion date:

*(Projects should be completed within the calendar year following receipt of the grant.)*

Please provide a *brief* summary of your project, including benefits to the institution and community

### Project Description

*Describe the project, 1) objectives/goals, 2) use of funds 3) personnel involved and their qualifications, and 4) outcomes (anticipated results).*

## Project Budget

*Provide a summary of the project's anticipated budget. Be sure to include costs for personnel/consulting, travel/lodging, registration fees, supplies, equipment, services, etc. as appropriate, including identification of vendors.*

*In Kind, Cash Match and Grant Funding should be clearly delineated.*