

Sauk County, Wisconsin
Extension Education, Arts and Culture Committee
West Square Building, 505 Broadway, Baraboo, Wisconsin 53913

The Sauk County Extension Education, Arts and Culture Committee

The Sauk County Extension Education, Arts and Culture Committee is a committee of the Sauk County Board of Supervisors created to expand and support the presence of the arts, humanities and historical resources in all portions of Sauk County. The Committee supports public participation in local art, history, and humanities related activities through ongoing programs and the issuance of grant awards. The Committee is composed of five elected county supervisors and one citizen member. It is responsible for establishing policies and programs as well as general oversight of all county activities relating to artistic, cultural, or historic preservation endeavors.

Arts, Humanities, and Historic Preservation (AHHP) Grant Program

The Committee has chosen to make funds available for grants to community organizations and local governments seeking supplementary funds for local arts, humanities, and historical preservation projects.

Arts Grants: Eligible projects in the arts include public exhibitions, performances, publications, lectures, and video, film or slide documentaries. These activities may encompass dance, theater, music, architecture, folk arts, literary arts and visual arts.

Humanities and Historic Preservation Grants: Eligible projects involve branches of learning that deal with human thought and culture. They include history, languages, literature, poetry, and philosophy. History projects are similar in scope with specific activities directed at research, documentation, and preservation of the unique cultural history of Sauk County.

AHHP grant supported activities must culminate in tangible services presented to the community within twelve months of when the grant is awarded. Public access to the project, program, or service is a requirement of the grant.

Awards may not exceed \$4,000.

Due Date:

- Applications are due **Friday, January 19, 2024 at 4:30pm** to: Extension Sauk County, Attn: Arts & Culture Grant Program, 505 Broadway, Baraboo, WI, 53913
- Late or incomplete submissions will not be considered.

Eligibility

Applicant organizations must hold federal tax-exempt status. This includes organizations exempted under Section 501(c) 3 of the internal revenue code, but other tax exempt classifications may also apply. These include:

- Nonprofit organizations, school districts, municipalities or local government agencies located in Sauk County
- Nonprofit organizations that plan to host their grant-funded event in Sauk County
- Individuals or groups of individuals seeking to apply must work with an existing nonprofit organization or local unit of government to develop their proposals.

Review Criteria

The following criteria will be applied by the Committee and panels in the review of all grant applications:

- **Quality of the proposed projects:** Creativity, innovation, collaboration, implementation, and educational outreach components, which benefit the public, should be specifically described and will receive priority consideration for a grant award. Humanities and historical preservation applications should also include the historical significance of the project.
- **Evidence of careful financial planning and fiscal accountability:** Applicant must demonstrate ability to successfully complete the project. It is strongly recommended that applicants include a detailed project timeline.
- **County-wide Impact:** The Committee will give special consideration to proposals that have a wide impact or reach rural areas, diverse audiences and outlying communities in Sauk County.
- **Applicant reaches County goals:** Applications align with Sauk County objectives and goals that include but are not limited to recognizing and promoting a diversity of artistic expression and the endeavors of artists, providing mentorship and encouragement to young and emerging artists, promoting economic development by encouraging the arts, humanities, and historic preservation.

Application Guidelines

- Projects funded by Sauk County Arts, Humanities, and Historic Preservation Grants must take place within the Sauk County.
- Grants are awarded not only to expand public exposure to the county's cultural resources, but also to encourage community-wide support for them.
- **The Committee will fund up to \$4,000 of a project. The value of the grant awarded must be matched dollar for dollar by the applicant.** Matching funds may include project revenue, cash contributions, in-kind contributions, or a combination of the three. In-kind services must come from an external source outside the applicant's resources and may include contributions of space, materials, loaned equipment, and donated professional services. If grants are applied for in succeeding years for the same project, at least 25% of the matching funds must be earned income or cash income.
- Professional services should be calculated on reasonable rates customary in the area, and will be carefully reviewed by the committee. To find out more about values of volunteer time, please visit the website <http://www.independentsector.org/resource/the-value-of-volunteer-time/>. Nonprofessional volunteer time can only be valued at minimum wage (\$7.25 per hour).
- Arts, Humanities, and Historic Preservation grants cannot be matched with other Sauk County tax dollars or Wisconsin Arts Board grant funds. Applications will be excluded from consideration if the agency receives funding in the same fiscal year from any other Sauk County grants or Outside Agency funding source. For example, if the agency receives money from Sauk County in the budget under an outside agency request for 2022; that same agency will not be able to receive a grant from the Arts, Culture, and Humanities grant program during the 2022 grant cycle. The agency will still be eligible to receive a Good Idea Grant in the same fiscal year.
- Projects are ineligible after three years of consecutive funding. This limit is project based, not organization based.
- Organizations are only eligible for one Arts, Humanities, or Historic Preservation grant each year.

- Grants **may be used** for the following item related specifically to the event:
 - External personnel costs (honoraria, stipends, and fees)
 - You **must complete the personnel form** and develop a personnel cost itemization (if applicable) for all key personnel involved in project.
 - Space rental
 - Insurance
 - Marketing
 - Travel within the county
 - Supplies and materials
- Grants **may not be used** for:
 - Operating expenses
 - Building supplies, construction costs, on-going maintenance
 - Capital equipment
 - Hired employees
 - Development of school curriculum or teacher training
 - Endowments
 - Newsletters
 - General website development and maintenance
 - Prizes
 - Tuition
 - Scholarships
 - Food or refreshments
 - Deficits incurred from prior activities
 - Events that are intended primarily for fundraising
 - Profit-making activities
 - Commercial or private ventures
- Grants may **not** support administrative, research, surveys, or planning projects. Eligible projects **may** include these activities if they are part of a larger enterprise that culminates in the public presentation of a project.
- A grant awarded under this program carries no commitment for future support, and the Committee may, at its sole discretion, award amounts less than those requested by applicant.

Instructions

- Grant proposals **must use** the online application. Supporting materials (list of governing boards, timeline, etc.) must be typed or computer generated in standard 12 point font. Any additional pages that do not fit into the application narratives will not be considered.
- The applicant must provide **one signed original printed application and six additional copies of all materials**. All copies must be accompanied by one copy of the following information:
 - the organization's mission statement;
 - a list of current members of the governing board;
 - the budget for the current year; and
 - IRS determination of tax exempt status.

Applications will be NOT be considered without the above documents.
- All applications and supplemental materials must be printed on white, 8.5 x 11 in. paper, and stapled in the upper left-hand corner. Additional materials can be attached to the application by staple or paperclip. Applications and supplemental materials must be turned in by the deadline or they will not be considered. **All final report materials must be completed and turned in prior to the application deadline of January 19, 2024 to be considered in the 2024 grant season.**

Applicant Information

The name and address of the applicant should reflect the tax-exempt entity actually applying for funds. The contact person should reflect the individual within the organization working most closely with the proposed project who is available to discuss the project.

Project Information

The project summary should be limited to 50-100 words that defines the project. The project narrative is the applicant's opportunity to completely describe the project. It should be well developed and easy to understand. It should also provide a clear description of planned activities including specific dates, times, locations, and participants. Applicants are strongly encouraged to include a detailed timeline of proposed events.

Budget Information

- Budget information will be carefully scrutinized to ensure funding guidelines are met. Please do not jeopardize a quality concept or project by failing to complete and check the budget information.
 - **Make sure projected income equals projected expenses.** (Income = Expenses).
- Be realistic; do not inflate your request.
- Call 608-355-3250 for assistance.

General

- Proposals should articulate the desired results that the project will have on your neighborhood, community, or service area.
- We strongly encourage the inclusion of letter(s) of support from partner organizations involved in the completion of the project.

Review and Award Process

Panels members knowledgeable in arts, humanities, and historic preservation will review all applications. The panels will judge each application on its merits, and confer at an open meeting to select the projects to be funded. Applicants may attend this meeting, but will not be given an opportunity to speak on the merits of any proposal. Upon completion of the review, the panels will provide the Committee with their selection of projects and recommendations on funding. The Committee may or may not award funds in accordance to the panels' recommendations. All awards will be subject to the execution of a grant agreement provided by the County, and the grantee is required to submit a final report of the project and fulfill award contract requirements.

Acknowledgement of Support

Grant recipients are required to acknowledge support from both the Sauk County UW-Extension, Arts and Culture Committee and the Wisconsin Arts Board on all published materials. Published materials include publicity, programs, books, DVDs and advertising. When no printed material is used, verbal credit shall be given prior to each live performance or presentation.

Statement of Support: “This (name of project) is supported in part by a grant from the Sauk County Extension Education, Arts, & Culture Committee and Wisconsin Arts Board with funds from the State of Wisconsin and the National Endowment for the Arts”

Grant recipients must also include the:

Wisconsin Arts Board logo:

<https://artsboard.wisconsin.gov/pages/AboutWAB/DownloadWABLogo.aspx>

... and the **Sauk County** logo:

<https://www.co.sauk.wi.us/artsandculture/arts-humanities-historic-preservation-ahhp-grants>

A set of all published materials and three color images must be included in the final report.