

WFM Mini-Grant Application — page 6
Cover Sheet

Name of Applying Institution _____

Address _____

City _____ State _____ Zip _____

Institution's Federal Identification Number _____

Person Responsible for Grant Project

Name _____

Phone _____ Fax _____

e-mail _____

Signature of Institutional Official (other than project director)

Signature

Print Name & Title

Project Title _____

Amount of Funds Requested from WFM \$ _____

Amount of Institutional Match \$ _____

Total Cost of Project \$ _____

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Project Budget

Item	Amount Grant	Amount In-kind	Amount Cash Match	Total Amount For Item
Personnel/consulting fees				
Travel/Lodging				
Registration Fees				
Supplies				
Equipment				
Services				
Miscellaneous				
Totals				

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Description of Project

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Application Instructions:

Describe the proposed project in one page on a separate sheet, using Arial 11 pt font (see page 4). Include 1) objectives/goals, 2) how funds will be used to implement the project, 3) any equipment to be purchased, 4) what personnel will undertake the project and their qualifications, and 5) outcomes (anticipated results). Fill out the project budget sheet on page 5 and cover sheet on page 6. Answer the following questions in the space provided below.

1. How will your institution benefit from this project?

2. How will the community benefit from the project?

3. How will you publicize the project?

4. How will you evaluate the project?

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Project Title:

Brief Description of Project (250 words or less)

Project Timetable:

Start Date:

Completion Date (project must be completed within one year of grant receipt):

Institutional Information:

1. What is your mission?
2. What kind of collections does your institution have?
3. Who is your primary audience(s)?
4. How many paid staff members/volunteers are there? What are their roles?

Wisconsin Federation of Museums Museum Mini-Grant Program

Grant Program Overview

The Wisconsin Federation of Museums (WFM) grant program is intended to assist member institutions to better preserve, exhibit and interpret their collections; to improve the professional museum skills of their staff; to enhance technological capabilities; and to better serve their communities.

General Information

1. Depending on availability of funds, WFM will award mini-grants on an annual basis. No grant will exceed \$500. Grants without matching funds are limited to \$250; matching funds may include cash, in-kind materials, and staff/volunteer hours.
2. Museums may apply for only one WFM grant per year
3. To be eligible to apply for a WFM grant, an institution must:
 - a. be a WFM institutional member in good standing
 - b. own or use tangible objects and specimens
 - c. care for these objects and specimens and exhibit them to the public
 - d. be a non-profit, tax-exempt 501(c)(3) organization, or an agency under the jurisdiction of a state, county or municipality or institution of higher learning
4. Preference will be given to:
 - a. museums who have not received a WFM grant in the past
 - b. museums with limited budgets and small staffs
5. Museum consortium partnerships may apply for a WFM grant provided that all museums are WFM institutional members
6. Grant application must be completed on the forms provided (see pages 2-6).
7. Grant application deadline is March 15th.
8. Institutions will be notified of grant application status by April 30th.
9. All promotional materials, publications, and publicity must include the sentence:
This project is supported in part with funds from the Wisconsin Federation of Museums.

Reporting Requirements

1. A final report must be submitted to WFM within 3 months of project completion.
2. The following documentation must accompany the final report, including:
 - a. Financial report listing all expenditures and matching funds
 - b. Written one-page summary of the project (see page 7)
3. Failure to provide a final report will make the grant recipient ineligible for future funding from this grant program.