

# **Wisconsin Archaeology in Public Education Grant Proposal Deadline - July 15, 2022**

The Wisconsin Archeological Society welcomes proposals for projects that address the requirements below. These grants range between \$1000 and \$1500 with a 50% match. The match can be either cash such as donations from other entities, grants from other organizations and/or in-kind such as salaries or fees.

Applications for public education grants are due by July 15 of the award year. Awards will be announced by August 15. Awardees will have 18 months to complete their grant with an option to apply for an additional 6 month extension.

Applicants can be schools, museums, historical societies, communities and other entities who deal with public education. Since the requirements and application process may seem complicated because of the variety of potential projects, we encourage applicants to contact Cindi Stiles at [cydstil@newnorth.net](mailto:cydstil@newnorth.net) to discuss their project prior to applying. By doing this, the applicant may save time and effort going through the process. Deadline for pre-application advice is June 15.

## **GENERAL REQUIREMENTS:**

- All projects must meet the purpose of the Wisconsin Archeological Society as stated in Article 1, Section 2 of the By-laws:

The purpose of the Society is to promote and advance an appreciation, understanding and involvement in all facets of Wisconsin archaeology. The Society will work with the public and descendant communities to respect and preserve Wisconsin's archaeological heritage.
  - The project must promote archaeology in Wisconsin. The project may include
    - o research for and development of a presentation,
    - o developing a teaching aid for school class or loan,
    - o a community oral interview project as part of an exhibit or other public education project,
    - o developing a traveling exhibit,
    - o developing a museum exhibit,
    - o developing outdoor interpretive signage, to name a few examples.
- All projects that promote Wisconsin archaeology through education and interpretation for the general public will be considered. The project can address ancient cultures, ethnic communities and/or historical eras sites.
- The project must reflect a significant need within a local community. For example, if signage is proposed, a community or institution must be part of the project development and be willing to install and maintain it. Presentations for schools, local historical societies, libraries, etc. should reflect the local community interests.
  - A statement as to how this project will promote the purpose of WAS, how the project will include public education, and how the project will better the understanding of Wisconsin archaeology for the target audience must be included in the application.
  - Eligible applicants include K-12 schools, colleges and universities, museums, historical societies and other organizations that provide public education.

## TECHNICAL REQUIREMENTS:

- A complete project description must be submitted with the application. The description must include topic, intended audience, budget and timeline for completion. If the project is multi-year, indicate which portion of the project is proposed for that year.
- The description must also include location, need, methodology, budget and timeline with a beginning date and end date for completion.
- The applicant must be a full member (individual, family, student, senior, institutional, etc) in good standing of the Wisconsin Archeological Society. Associate memberships must be elevated to a full membership to be eligible for this grant. Membership must be maintained for the duration of the grant period. Membership information is available on the WAS website, <http://wiarcheologicalsociety.org>
- Applicants must be directly involved in the project for instance as project director, principal investigator, group leader.
- Signage and Exhibits: The project must have a sponsor or a responsible party who agrees to install and maintain the exhibit or signage for at least five years or other agreed upon time period. The property owner, if different from the sponsor, must provide written permission for the installation and maintenance to the applicant for the time period indicated.
- Oral History:
  - the applicant must provide a letter from the museum, historical society, K-12 school, college or university approving the project. Check with your institution to see if a letter from the Institutional Review Board (IRB) approving research using human subjects for the institution is required. Please contact [cydstil@newnorth.net](mailto:cydstil@newnorth.net) with questions.
  - A permission form must be developed for the signature of each interviewee giving the applicant permission to use their interview for public education must be included. For an example of this form, contact [cydstil@newnorth.net](mailto:cydstil@newnorth.net).
- The applicant must agree to follow all appropriate statutes and ordinances pertaining to archaeological sites, and obtain any such permits and authorizations as are needed for projects that will result in ground disturbance to an archaeological site (for example, installation of signage at a mound or other burial site). The applicant further agrees not to publicize the locations of sensitive archaeological site and to seek Tribal consultation and perspectives where appropriate.
- The applicant must agree to sign a contract which will include the stipulations listed above, and also will include, but not be limited to, the following:
  - WAS will not be held liable for injuries, damages, etc.
  - The awardee does not speak for or represent WAS.
  - The awardee must agree to WAS oversight. This oversight will include approval of signage and exhibit end products.
  - The awardee must agree to submit a brief mid-project report to describe the activities of the project to that point.
  - The awardee must agree to submit an end of grant report, either interim if multi-year project, or final within six months of the completion of the project, unless an extension is granted by WAS. The final invoice will accompany the report.

Failure to complete the terms of the contract will result in the awardee reimbursing all grant funds paid to date.

- The Wisconsin Archeological Society cannot be the sole funding source for the project. A 50% match is required for all archaeological field investigations. WAS grant money cannot be used for project personnel salaries. All WAS invoices must be accompanied by receipts. In-kind (such as

institutional salaries) can be used for match. An itemized project budget must be included in the application with an indication of what portion of the project the WAS monies will fund and a breakdown of cash and in-kind match.

- All funds are reimbursable. Travel and supplies are eligible with receipts. Services such as graphic design, layout and finished products for exhibit and interpretive signs are also eligible with receipts. Membership dues are not reimbursable but can be used as match. Applicant must submit receipts with all invoices to be reimbursed. 25% of the grant funds will be withheld until the final report is submitted. Project personnel costs can be used as in-kind match.
- Only one grant a year can be given to an applicant, however, there is no limit to the number of years that an applicant can apply.

#### **TO APPLY:**

- Download the guidelines, application form and the budget form. Fill in all the required information. The guidelines, application form and evaluation criteria can be found on the WAS website <http://wiarcheologicalsociety.org> Awards and Grants page, under “Wisconsin Archaeology in Public Education”
- Applicants must use the WAS grant application form and budget form and follow the application deadlines, guidelines and requirements. If you have questions or would like to discuss your project ideas before submitting a grant application, please contact Cindi Stiles at [cydstil@newnorth.net](mailto:cydstil@newnorth.net)
- All applications will be reviewed by the Wisconsin Archaeological Society Awards and Grants Committee (see attached set of criteria which will be used to evaluate applications). Applicants will be notified by August 15 if they have been awarded a grant.

#### **SUBMISSION REQUIREMENTS:**

Applicants must use the WAS grant application form and follow the application deadlines and requirements. If you have questions or would like to discuss your project ideas before submitting a grant application, please contact [cydstil@newnorth.net](mailto:cydstil@newnorth.net).

- One copy of the proposal with pages numbered consecutively to be received by email to [cydstil@newnorth.net](mailto:cydstil@newnorth.net) on or before the annual deadline of July 15.
- A statement on how this project will promote the purpose of WAS, how the project will include public education and how the project will better our knowledge of Wisconsin archaeology.
- Personnel qualifications in the form of a resume for the applicant and each main project contributors.
- For signage and exhibits, a letter from the institutional sponsor or a responsible party who agrees to install and maintain the exhibit or signage for an agreed upon time period of at least five years.
- For signage and exhibits, a letter from the property owner, if different from the institutional sponsor, who agrees to the installation.
- For projects with oral history, a letter approving the project from the sponsoring institution, as well as an IRB letter if required by the institution for all projects with human subjects.
- An itemized project budget on the form provided. Indicate in the justification what portion of the project the WAS monies will fund and a breakdown of cash and in-kind match.

## COMPLETION OF GRANT

- All travel and supplies invoices must be accompanied by receipts dated within the grant period. Travel: mileage rate is 56 cents per mile, lodging is \$96 per night and per-diem is \$55 per day. Travel can only be charged when the person is away from home. Mileage will not be reimbursed for daily travel from home base to project site.
- A report describing the participant's accomplishments submitted at the end of the grant period. For exhibits and signage, photographs of the completed work installed.
- A brief summary, 2-3 paragraphs and 1-2 photographs to be submitted for publication in the WAS newsletter and on the WAS website. Grant awardees are encouraged to submit an article on their project to *The Wisconsin Archeologist*.
- 25% of the grant funds will be held back until the final report is submitted.

Questions? Please contact [cydstil@newnorth.net](mailto:cydstil@newnorth.net).

# Wisconsin Archaeology in Public Education Grant Application Form

Carefully read the guidelines. Fill in this form as your application. Use as many additional pages as needed. Be sure to attach the required submission documents.

## I. Contact information:

Name:

Address: (Street or PO Box)

(City, State, Zip Code)

Phone:

Email:

Member of the Wisconsin Archeological Society: \_\_\_ Yes \_\_\_ No Type: \_\_\_\_\_

## II. Organization Applying for the Grant: (name)

- K-12 school:
- Museum:
- College/University:
- Historical Society:
- Other (identify):

## III. Description of Project: (use extra pages to answer)

- Describe the theme of the project.
- Describe the key elements.
- Where is the location of the project, if different from the organization listed above?
- What is the end result (i.e. exhibit, presentation/lecture, oral interview project, interpretive signage, etc).
- How will the project promote a better understanding of Wisconsin archaeology?
- How will the project promote Wisconsin archaeology to the general public?
- Who is the intended audience?
- How does the project reflect a significant need in the community or state as a whole?
- How will the end product be maintained?
- If the project is multi-year, what portion will be completed with this grant? Break down into phases.
- Justify the project end product with the amount of money requested – can the project, or this phase of a multi-year project, be completed with the funding available?

## IV. Signage and Exhibits: (if applicable; use extra pages to answer)

- Who is the sponsor or a responsible party who agrees to install and maintain the exhibit or signage for at least five years or other agreed upon time period? Attach documentation.
- Has the property owner, if different from the sponsor, provided written permission for the installation and maintenance for the time period indicated? Attach documentation.

## V. Oral history/Interview Projects: (if applicable; use extra pages to answer)

- Letter from the museum, historical society, K-12 school, college or university approving the project. Check with your institution to see if a letter from the Institutional Review Board (IRB) approving research using human subjects for the institution is required. Attach documentation.
- Permission form for the signature of each interviewee giving the applicant permission to use their interview for public education. Attach sample form to be used.

## VI. Attachments: Applications will not be considered without these attachments.

- Completed application form with additional pages.
- Completed budget form with budget narrative.
- Signage documentation if applicable.
- Oral history/interview documentation if applicable.

If you have any questions, please contact [cystil@newnorth.net](mailto:cystil@newnorth.net) for assistance.

## Wisconsin Archaeology in Public Education Grant Budget Form

If you have any questions, please contact [cydstil@newnorth.net](mailto:cydstil@newnorth.net) for assistance.

Expense Item	Funded by WAS grant	Funded by other sources as match
Personnel- salary and wages	-----	
In-kind-project manager	-----	
In-kind-other staff	-----	
In-kind-volunteers	-----	
Stipends/honoraria		
WAS membership	-----	
Travel		
Mileage		
Lodging		
Per-diem		
Supplies		
Equipment (list)		
Total Project		

**Evaluation Criteria for Wisconsin Archaeology in Public Education Grant– to be completed by reviewers**

Applicant:

Reviewer:

<p>Application is complete (check all that are present): <i>10 points</i></p> <p><input type="checkbox"/> Application Form</p> <p><input type="checkbox"/> Budget Form</p> <p><input type="checkbox"/> Resumes of project personnel</p> <p><input type="checkbox"/> WAS membership</p> <p><input type="checkbox"/> For signage and exhibits: permission letters</p> <p><input type="checkbox"/> For oral interview projects: organization permission letters</p> <p><input type="checkbox"/> For oral interview projects: form for interviewee permission</p>	
<p>Project description: <i>70 points</i></p> <p>Applicant identifies the type of project and its location (5)</p> <p>Applicant describes the theme and key elements of project (15)</p> <p>Applicant describes the end result of the project (10)</p> <p>Applicant describes how the project will promote a better understanding of Wisconsin archaeology (10)</p> <p>Applicant identifies the significant community need that the project will fulfill (15)</p> <p>Applicant describes how the end product will be maintained (5)</p> <p>Applicant identifies the intended audience (10)</p>	
<p>Applicant will be able to fulfill the project as described with the budget proposed (including grant and match funding): <i>20 points</i></p>	