

# Grant Information Packet

## Introduction:

UW-Whitewater encourages high schools from across the region to visit campus for matinee showings of theatre productions put on by the Theatre/Dance Department. The experience is meant to bring meaning to students and teachers through education and culture presented through artistic forms.

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## Target Field Trip Grants

(<https://corporate.target.com/corporate-responsibility/grants/field-trip-grants>)

- Nationally recognized grant program
- Available to K-12 schools; school must be within 100 miles from a Target store to be eligible
- The organization must be a federally tax-exempt section 501(c)(3) charitable organization, an accredited school, or a public agency located in the United States
- Each grant is valued up to \$700; funds may be used to cover trip-related costs such as transportation, ticket fees, food, resource materials, and supplies.
- Time Frames: Typically, the online applications are available from August through September, and field trips must occur between January and May/June.
- 2016-2017 Local Grant Recipients:
  - Mcneel Intermediate School (Beloit), Jackson Elementary (Elkhorn), Luther Elementary (Fort Atkinson), Madison Elementary School (Janesville), Woods School (Lake Geneva), and 16 schools in Milwaukee.

## SC Johnson Grant

(<http://www.scjohnson.com/en/commitment/socialresponsibility/philanthropy/ApplyingForGrants.aspx>)

- Nationally recognized grant program
- The requesting organization must be a registered, qualified tax-exempt, section 501(c)(3) charity based in the United States, or a government entity such as a school, library, or public agency
- Their efforts assist existing non-profit organizations or programs focused on defined areas of interest including education, social services, environment, community development, arts and culture, and health. Areas of focused giving are within the arts, culture & humanities, and programs that provide accessible and affordable arts and cultural experiences to the community, i.e., the performing arts.
- The grant would cover field trip transportation and related expenses as long as the trip falls under the category of arts, culture, and humanities (confirmed via email).
- They put emphasis on geographic areas where they have major operations; SC Johnson's United States location is in Racine, Wisconsin. The company identifies with Chicago and Milwaukee as the nearest major cities.

- There are no application deadlines for the grants offered. They accept applications on a rolling basis. In most cases, applications will be reviewed by staff within 90-120 days of their submission.
- This company is ranked number 14 in top grant donors in Wisconsin.

## **Community Funds**

(<https://www.cfsw.org>)

- Locally recognized grants
- Specific to geographic area/city of residence
- Many communities have given grants to high schools and music and theatre departments in large amounts, and many have also given grants for field trips and transportation costs.
- Elkhorn Fund
  - Once per year the advisory board awards grants to non-profit organizations, the local school district, and/or local government agencies for charitable programs or projects serving the good of the community. Annual application deadline is in September. Grants are presented in November.
- Edgerton Community Fund
  - Once per year the advisory board awards grants to non-profit organizations, the local school district, and/or local government agencies providing charitable programs or projects serving the good of the community. Annual application deadline is in October. Grants are presented in November.
- Evansville Fund
  - Once per year the advisory board awards grants to non-profit organizations, the school district, and/or local government agencies providing charitable programs or projects for the community. Annual application deadline is in October. The awards are presented in November.
  - Recently, \$1,726 was given to the school district to put towards a music field trip, thanks to the E. Susan Edgar Fund.
- Milton Fund
  - Once per year the advisory board awards grants to non-profit organizations, the local school district, and/or local government agencies providing charitable programs and projects serving the good of the community. Annual application deadline is in March. Grants are awarded in early November.
  - Recently, \$1,500 was given to the MMS/MHS Theater.

## **How much money do I apply for?**

- Review the guidelines of the grant first. If there is a maximum amount, you should try and stay under that amount, if possible.

- Determine their past contributions. If they have given \$1,000 towards field-trip related expenses in the past, that is most likely a safe number to request.
  - You should be reasonable. If your field trip transportation costs \$300 and you are requesting \$800, that may not place a good mark on your organization.
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## Tips for Grant Writing

- Grant Writing Do's
    - The project embodies the grant program's goals.
    - Have a solid background story. Prove that you have the need for assistance through demographics, evidence, support, etc.
    - Include a mission statement and state the desired outcome, with measurable goals and objectives. The vision must be clear.
    - Have a timeline set in place.
    - Have a list of all the required supplies, transportation, staff needed.
    - Calculate the estimated total cost of the endeavor. The budget and the narrative must tell the same story.
    - Have strong writing with no grammatical errors.
  - Common Mistakes
    - Proposal doesn't match the program.
    - The applicant isn't eligible to apply.
    - There are not enough details included in the application.
    - There are too many of the *wrong* details.
    - There is not a clear vision of the end goal.
    - Poor writing with grammatical errors and poor structure.
    - Skewed budgets.
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## Grant Proposal Format

The following links provide examples of grant proposals and information that can be used as guidance in the writing process:

- <https://www.wikihow.com/Write-a-Grant-Proposal>
- [https://www.kurzweilededu.com/files/proof\\_resources\\_grant1.pdf](https://www.kurzweilededu.com/files/proof_resources_grant1.pdf)
- [http://lac.org/wp-content/uploads/2014/07/Grant\\_Proposal\\_Template.pdf](http://lac.org/wp-content/uploads/2014/07/Grant_Proposal_Template.pdf)

If you feel that you need additional assistance in writing your grant proposals, we are happy to help. Please contact Leslie LaMuro, Associate Director of Public Events, at [lamurol@uww.edu](mailto:lamurol@uww.edu).