

Innovation Planning Grant Application (Form SL-400) Instructions

General Information

Who can apply for the Innovation Planning Grant?

Cities, villages, towns, or tribes with a population not exceeding 5,000 may apply for the Innovation Planning Grant. You must e-file Form SL-400 with the Wisconsin Department of Revenue (DOR) through [MyDORGov](#).

The funds may only be used for staffing and consultant expenses required for planning the transfer of one or more services under sec. [79.038\(1\)\(b\)](#), Wis. Stats. A town, village, city, or tribe may receive up to \$100,000 for each project plan submitted and approved by DOR.

Form Information

Section A – Grant Application Information

1a. Enter total staffing and consultant expenses to plan the service transfer

- Estimated expenses cannot exceed \$100,000
- Note: If approved, a municipality or tribe may receive a maximum of \$100,000 for each proposed innovation plan

1b. Attach supporting documentation for total staffing and consultant expenses provided under 1a

- Invoice copy, cost estimate summary, etc.
- Acceptable file types – PDF, TIF, JPG, BMP, DOCX, XLSX, DOC, XLS
- File names – cannot include special characters (ex: \$@&)

2. Enter the project name

- Project name must be unique for each project submitted
- If your district already entered a name in a previous grant application, you will be prompted to enter a new project name

3. Select the service type you plan to transfer (sec. [79.038\(1\)\(b\)](#), Wis. Stats.)

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| • Administration – including staffing, payroll and human resources | • Information technology |
| • Communications | • Jails |
| • Courts | • Parks and recreation |
| • Economic development and tourism | • Public health |
| • Emergency services | • Public safety – including law enforcement, but not including jails |
| • Fire protection | • Public works |
| • Housing, planning and zoning | • Training |

Note: Priority in the grant award process will be given to the services of emergency services, fire protection, and public safety.

4. Select the entity type where you plan to transfer the service

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|--|------------------|
| • County | • Other entity |
| • Municipality (ex: city, town, village) | • Private entity |
| • Nonprofit organization | • Tribe |
| • Other local government unit (ex: school district, technical college, special district) | |

Questions 5a/5b should include:

General description of the anticipated transfer of the service/duty (i.e., transfer of what service/duty, to/from who, when)

5a. Enter a detailed description of the proposed service transfer

- Character limit – 1,950
- If you need more space, attach additional documentation in 5b

5b. Attach supporting documentation

- Optional – if you need more space in 5a, attach additional documentation
- Acceptable file types – PDF, TIF, JPG, BMP, DOCX, XLSX, DOC, XLS
- File names – cannot include special characters (ex: \$@&)

Section B – Preparer/Signature Statement

- You must agree to the signature statement and correct all errors before submitting the form
- After you submit the form, print and/or save a copy for your records with the confirmation number

Questions?

- Review [common questions](#)
- See sec. [79.038\(2\)](#), Wis. Stats.
- Contact us at lgs@wisconsin.gov or (608) 266-1932, or (608) 266-5815.