



State Historical Society of North Dakota Cultural Heritage Grant Application 2013

In 2013, the North Dakota Legislature authorized funding to the State Historical Society of North Dakota (SHSND) for the Cultural Heritage Grant Program. The Cultural Heritage Grant Program has been administered by the State Historical Society since it was first created in 2003 and provides grant funding for local museums and historical societies.

The SHSND is obligating up to \$200,000 for the 2013 grant round, grant applications for any eligible project will be considered although funding priority will be given to organizations and property with disaster planning and preparedness projects or have been affected by a recent natural disaster.

Interested eligible organizations that have a project they wish to be considered for an award should thoroughly read the guidelines and submit an application to the SHSND. The completed application must be accepted (not postmarked) by the SHSND by 5pm on **Friday, August 16, 2013**.

The application forms are available on the SHSND website as a PDF file: <http://history.nd.gov>

GRANT GUIDELINES

1. The following organizations are eligible to apply for Cultural Heritage Grants:
 - organizations with officially recognized 501(c)3 non-profit status
 - legally organized subsidiaries of city, county, or tribal government
2. The following are ineligible to apply for Cultural Heritage Grants:
 - individuals
 - state or federal agencies
 - foundations, friends groups or supporting associations of state or federal agencies
 - projects that have been started or completed prior to awarding of the grant
3. Grant funds cannot be used to establish an endowment, to purchase collections, for fund-raising activities, new construction, or to administer the grant itself. Acceptable categories of grant projects are listed in the "Grant Categories" section of this form.
4. Qualified organizations may apply for a grant of any amount up to and including \$20,000. A dollar-for-dollar match for grant funds is required and can be in the form of in-kind or cash. The total project cost includes the grant funds and the cash match.
5. Eligible organizations are limited to one grant application per grant round. Grant applications may be made in successive years to fund a continuing project. In such cases, the application should include a description of the overall project and a detailed description of the portion of the project for which the grant is requested. Approval of one grant does not mean that future grants for a

continuing project will be approved. Specific requirements for grant applications are listed in the “Grant Application Criteria” section of this form.

6. A dollar-for-dollar match for grant funds must be demonstrated in the grant application. Matching funds may be in cash or in-kind. In-kind matches (donated labor, supplies, and equipment) must be used in the specific project supported by the grant funds, not for work completed prior to the applications or award of the grant.
7. Applications for the 2013 grants must be received no later than Friday, August 16, 2013. A downloadable fillable pdf of the Application form is available on line or by request. Because multiple copies of the application are required, Cultural Heritage Grant applications must be submitted in hard copy to the SHSND and will not be accepted via electronic copy. Grant recipients will be notified by mid-September 2013. A grant may be approved for all or a portion of the amount requested in the proposal. Projects to be funded under the 2013 grant cycle must be completed by April 30, 2015.
8. On-site visits may be scheduled by Society staff during the term of the project. A midpoint Progress Report will be required to be submitted by May 1, 2014. A final report identifying how the grant funds were used and describing the completed project in comparison with the grant proposal must be filed by within 30 days of completion of project or by April 30, 2015. An on-site visit will be conducted by Society staff at the completion of the project.
9. Half of the approved grant will be distributed upon award of the grant. The remainder of the grant will be paid after submission of the final report and the Society site visit.
10. Any unused funds resulting from uncompleted or unacceptable projects may be allocated by the Society to other projects that can be completed by April 30, 2015.
11. For any questions relating to the grant application, proposed projects or application process please contact:

Amy Munson
State Historical Society of North Dakota
Grants & Contracts Officer
612 East Boulevard Avenue
Bismarck ND 58505

Phone: 701-328-3573
Email: amunson@nd.gov

GRANT CATEGORIES

EXHIBITS:

The exhibits category includes presentation of ideas and/or collections to interpret and provide a meaningful experience. Exhibits can be two-dimensional or three-dimensional, including structures or environments and may also include traveling exhibits.

SPECIAL PROJECTS/EVENTS:

A special project or event can include the professional development of organization's staff, festivals, lecture series, publications, etc. as well as the collaborative projects between various history related organizations and local youth groups such as the Boy Scouts, Eagle Scout projects, Girl Scouts, National History Day, National Geography Society, 4-H, community celebrations of North Dakota's 125th anniversary of statehood, etc.

EDUCATION:

The education category can include programs or school-related activities that present ideas or enhance an exhibit, event, or theme. Examples may include theater performances, publications, tours or electronic formats.

COLLECTIONS:

The collections category is for activities relating to the materials owned by an organization that illustrate and interpret the mission of that institution. Materials include items such as photos, books, manuscripts, film, artifacts, archeological, biological, and geological specimens. Funded projects may include cataloging, collections care, research, computer and software purchases.

CAPITAL IMPROVEMENTS:

The Capital Improvement category includes rehabilitation or preservation of existing structures or historical sites. Routine upkeep and maintenance are not considered capital improvements.

PAST PROJECTS

Listed are the grants awarded in the 2011-2013 biennium, for more information on any of the listed projects, please contact Amy Munson 701-328-3573 or amunson@nd.gov.

Organization	Project
Arikara Cultural Center	Resource Room at the Cultural Center
Bagg Bonanza Farm	Main House Stabilization
Dakota Buttes Historical Society	Phase II: Installation of dehumidifier, sump pump, and other interior weatherization.
Devils Lake Masonic Temple	Upgrade of doors on the NR building
Dickey County Historical Society	Heating and Cooling upgrade to the museum
Dickinson Museum Center	Long Range Strategic Planning
Divide County Historical Society	The Bummer Hip roof barn Move and Preservation
Ellendale Historical Society	Military uniform and old time kitchen exhibits
Fargo Park District	2012 Celtic Festival
Florence Lake Township	Re shingle, repair soffits and rebuild front entrance
FM Area Foundation/Fargo Public Schools	"The Road to Little Rock" Phase 1 Video Production
Friends of Gill School	Replace windows, 2 doors and shutters
Goose River Heritage Center	Lighting upgrades
Gorges Arts Council	Phase 2: Reroofing
Grand Forks County Historical Society	Myra Museum exhibit planning
Grand Forks Historic Preservation Commission	Buildings of North Dakota book
Grant County Historical Society	Rehabilitation of barbershop
Griggs County Historical Society	Restoration of 1915 CASE steam engine
Hazelton Historical Society	Move and install building on the Hazelton Historical Society Grounds
Historic Alderman School Association	School shingling
Kathryn Heritage Alliance	Foundation repair and stabilization
Lake Region Heritage Center	Repair to exterior window frames
LaMoure County Summer Musical Theatre	Phase 2: Repairs to the LaMoure County Summer Musical Theatre
Larimore Community Museum and Historical Society	Phase II - Exterior Repair
New Salem Historical Society	Daily life in North Dakota
North Dakota Railroad Museum	Exhibit and display for the 1880 Steele Depot
Oliver County Historical Society	Rehabilitate building for exhibits
Pioneer Trails Regional Museum	East Building Exhibit Development
Preservation North Dakota	Prairie Places Festival
Sargent County Historical Society	Security System and collections documentation
Save Coghlan Castle	Stone restoration and tuck-pointing
Steele County Historical Society	Baldwin's Arcade Painting
Three Tribes Museum	Mandan Language & Oral Traditions Preservation
Touchstones, Inc.	Phase 2: Bank Building Rehabilitation
Touchstones, Inc.	Restore the Stone Bank
Tri County Tourism Alliance	Research: Preserving Germans from Russia Food Culture
Turtle Mountain Chippewa Heritage Society	Collections Documentation
Wells County Fairgrounds	Phase 3: Large Grandstand Rehabilitation Painting
Wells County Historical Society	Recording Standing One-Room Schools

GENERAL APPLICATION GUIDELINES

Completed applications must be accepted (not postmarked) by State Historical Society of North Dakota no later than **Friday, August 16, 2013**.

Three (3) copies of the completed application materials are required and all sections of the grant application are to be completed. This is a **competitive** grant. Failure to address all criteria will eliminate the application from further consideration.

Applications should contain:

- Cultural Heritage Grant Application Form (page 7)
- A Narrative that addresses the “Grant Application Criteria” (page 8)
- Photos
- Budget Worksheet (page 10)
- Letters of Support

Photos are required for all Capital Improvement projects. Clear, good quality photos of the entire building from foundation to chimney on all four sides along with detailed photos of project area must be submitted. Photos are also encouraged to be submitted when applying under the other grant categories. This will help the grant committee to assess current conditions and the need of the project as well as provide a good “before” and “after” documentation of the project.

The **budget** must include details on each line item and needs to include all major work elements. A budget worksheet is provided to assist in formulating the budget. The line items should equal the total project cost (the grant and the match). The basis for the estimated cost of work must be explained. Copies of professional estimates need to be provided to verify budget figures. The sources of the cash match needs to be identified (city funds, personal funds, grants, etc.).

Letters of support and photos. Letters of endorsement and support as well as letters of commitment from partners, presenters, or advisors are encouraged to be included with the grant request.

Applications are to be prepared and presented in a type-written, professional manner. A downloadable fillable pdf of the Application form is available on line or by request. Please note application will not be accepted electronically, three (3) copies of the application need to be submitted to the SHSND at the address below.

Questions regarding the Cultural Heritage Grant Program may be directed to Amy Munson, State Historical Society of North Dakota (701)-328-3573.

Submit completed applications to:

Grants & Contracts Officer
State Historical Society of North Dakota
612 East Boulevard Avenue
Bismarck, ND 58505-0830

Cultural Heritage Grant Application Form

Project Name: _____

Grant Category (see page 2 of the application to determine which category best describes your project)

9 Exhibits 9 Special Project 9 Education 9 Collections 9 Capital Improvements

Organization Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Fax #: _____

E-mail Address: _____ Federal ID#: _____

Grant Funds Requested \$ _____

Matching Funds \$ _____

Total Project \$ _____

Certification

The applicant hereby certifies:

1. That to the best of the applicant's knowledge the information contained in this application is accurate and complete, and the application has been duly endorsed by the local governing body appropriate for the applicant.
2. That the applicant acknowledges that prior to any disbursement of grant funding a contractual agreement will be drafted and signed by the applicant and the State Historical Society of North Dakota, specifying detailed terms and conditions to include compliance with all federal, state and community licensing, permits, laws, and regulations.
3. That the applicant is officially recognized as having a non-profit status by the IRS and agrees to verify that status at the time of application or is a legally organized subsidiary of a tribal, city, or county governments.

Signature of Applicant _____ Date _____

Name and Title (printed) _____

GRANT APPLICATION CRITERIA

A maximum of 100 points will be awarded for the total of the following six sections. Please number your responses to correspond to the pertinent section being addressed.

Section 1 – Project Narrative (10 total points for this section)

1. Description of project (what is the project, and where will the project be located?)
2. What specifically will the project encompass? (include plans, drawings, maps relating to the project)
3. Has this property been affected by a natural disaster?
4. What is the projected time line for the proposed project?

Section 2 - Project's Relevance to North Dakota History (50 total points for this section)

1. How will the project create an 'experience' and/or a 'product' that will enhance the understanding and appreciation of North Dakota heritage and culture?
2. How does the proposed project integrate with existing or planned projects and activities by other local and/or regional groups? (is this a one-time event or ongoing?)
3. Describe how the project will benefit the community, region and/or state (i.e., economic, educational, other).
4. What is the project's importance to the local area and how is it tied to the heritage of North Dakota? List all people involved and their responsibilities.

Section 3 - Financial & Budget Description (20 total points for this section)

1. What is the overall cost of the proposed project?
2. List all sources and amounts of cash funding or in-kind contributions.
3. How will the grant funds be invested in the project?
4. How will local matching funds be invested in the project?
5. Are grant funds from this program critical to the project's overall funding package? Are the funds secure or pending? Please provide verification of availability of matching funds (verification of a monetary match is required prior to disbursement of funds).
6. Are these grants funds crucial for the completion of the project?
7. Indirect costs (i.e., grant administration fees cannot be paid by grant funds; however, the value can be used as a match).
8. Donated time for in-kind will be valued at \$15/per hour or as documented for professional services.

Note: A Budget Summary form of how the grant funds will be invested, and a description of the local match, and other funding is required for this section. See attached "Budget Worksheet" form on page 10.

Section 4 - Project Administration (15 total points for this section)

1. Who is the project applicant? (name of entity making grant application)
2. Who will manage the project? (name of entity, **and/or** individual responsible for overall project management)
3. Provide verification of IRS non-profit status for applicant.
4. How will short and long-term operation and maintenance costs be financed?
5. Could a portion of the project be completed if the grant award is less than the request?

Section 5 - Publicity (5 total points for this section)

Describe how the applicant will publicly recognize the North Dakota Legislature and the State Historical Society for grant funding received in your advertising/marketing plan.

Cultural Heritage Grant Budget Worksheet

ORGANIZATION: _____

PROJECT: _____

Please list all costs associated with the grant and if the cost was grant funds or match.
Copies of bid or quote should be included.

Cost Items	Grant Funds	Match	Total
TOTAL			