



## State Historical Society of North Dakota Cultural Heritage Grant Application 2016

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In 2015, 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 \$45,000 for the 2016 grant round, for projects in the following categories: Exhibits, Special Projects, Education and Collections. Please note that we will not be accepting application for capital improvements for this round, also read the guidelines carefully as some of the grant criteria questions have changed.

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, March 25, 2016**.

***The application forms are available on the SHSND website as a PDF file:***

<http://history.nd.gov>

### **GRANT GUIDELINES**

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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
  - Agencies or organizations that receive significant state or federal sources
  - 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 endowments
  - Purchase collections
  - Fund-raising activities
  - New construction
  - Fund internships
  - Administer the grant
4. Qualified organizations may apply for a grant of any amount up to and including \$10,000.  
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 2016 grants must be received no later than Friday, March 25, 2016. 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 of grant status in April 2016. A grant may be approved for all or a portion of the amount requested in the proposal. Projects to be funded under the 2016 grant cycle must be completed by April 30, 2017.
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 October 1, 2016. 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 June 30, 2017.
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, 2017.
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](mailto:amunson@nd.gov)

## **GRANT CATEGORIES**

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### **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 125<sup>th</sup> 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.

**PAST PROJECTS**

Listed are the grants awarded in 2013, 2014 & 2015 biennium, for more information on any of the listed projects, please contact Amy Munson 701-328-3573 or [amunson@nd.gov](mailto:amunson@nd.gov).

YEAR	CATEGORY	ORGANIZATION	PROJECT NAME	GRANT	MATCH
2015	Collections	Fargo Air Museum	Cataloging and Collections Care	\$5,000.00	\$21,536.00
2015	Collections	Eddy County Museum & His. Soc.	Collections Documentation	\$3,000.00	\$3,000.00
2015	Collections	Ellendale Historical Society	Coleman Museum Collections and Exhibit	\$1,600.00	\$1,850.00
2015	Exhibit	Bismarck Parks & Recreation	General Sibley Park and Campground Interpretive Trail	\$19,404.00	\$19,404.00
2015	Exhibits	Stark County Historical Society	Stark County Pioneer Machinery Building Exhibit Plan and Development	\$20,000.00	\$20,000.00
2015	Exhibits	Pembina County Historical Society	Transportation Building Exhibit Lighting	\$6,000.00	\$6,000.00
2015	Exhibits	Save Coghlan Castle, Inc.	Interpretive Site Panels	\$8,000.00	\$12,000.00
2015	Special Project	Fargo Parks District	German Folk Festival	\$2,000.00	\$2,614.00
2015	Special Project	Museum Training Network of North Dakota	Connecting to Collections 3 & 4: Professional Development and Technical Services	\$15,000.00	\$20,000.00
2015	Special Project	Wells County Historical Society	Recording Standing One-room Schools	\$3,500.00	\$3,500.00
2014	Collections	Ellendale Historical Society	Coleman Memorial Museum Heaters	\$1,204.00	\$1,204.00
2014	Exhibits	Fargo Air Museum	Exhibit Preservation and Improvements	\$10,000.00	\$10,000.00
2014	Exhibits	Billings County Historical Society	Artists of Billings County	\$3,750.00	\$6,300.00
2014	Exhibits	Eddy County Museum & His. Soc.	City Hospital and Medical History Exhibit	\$750.00	\$750.00
2014	Exhibits	Pioneer Trails Regional Museum	LED Exhibit Lighting Project	\$20,000.00	\$20,000.00
2014	Special Projects	North Dakota Chautauqua	Rachel Calof Play	\$5,944.00	\$5,944.00
2014	Special Projects	Preservation North Dakota	North Dakota Barn Project Documentary	\$5,000.00	\$82,670.00
2013	Collections	Dunn County Historical Society	Disaster Preparedness Emergency Supplies	\$800.00	\$800.00
2013	Collections	Eddy County Museum & His. Soc.	Collections Documentation	\$3,000.00	\$3,000.00
2013	Collections	Grand Forks Historical Society	North Property Surveillance Protection	\$5,642.50	\$5,642.50
2013	Exhibits	Ellendale Historical Society	Military uniform and kitchen exhibits	\$375.00	\$874.00
2013	Exhibits	Lake Region Heritage Center	Second Floor Exhibit Development and Installation	\$6,555.00	\$6,555.00
2013	Special Project	Bismarck Parks & Recreation	Bismarck Municipal Ballpark History Walk	\$6,800.00	\$20,600.00
2013	Special Project	Mandan Heritage Plaza Foundation	Interpretive Panels	\$10,000.00	\$10,000.00
2013	Special Project	Southwestern North Dakota Museum Foundation	Interpretive Plan	\$10,000.00	\$20,000.00
2013	Special Project	Grand Forks Historic Preservation Commission	Buildings of North Dakota, Society of Architectural Historians (SAH) Archipedia	\$7,500.00	\$7,500.00
2013	Special Project	Mouse River Players	Production of "Plain Hearts"	\$7,500.00	\$7,500.00
2013	Special Project	Preservation North Dakota	Prairie Barns of North Dakota	\$6,667.00	\$82,670.00
2013	Special Project	Tri-County Tourism Alliance	The Women Behind the Plow	\$4,750.00	\$7,800.00
2013	Special Project	Ukrainian Cultural Institute	Film production of the "Hardship to Freedom"	\$10,000.00	\$20,000.00
2013	Special Project	Wells County Historical Society	Recording One Room Schools	\$3,000.00	\$3,000.00

## **GENERAL APPLICATION GUIDELINES**

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Completed applications must be accepted (not postmarked) by State Historical Society of North Dakota no later than **Friday, March 25, 2016**.

**Three (3) copies** of the completed application materials, including photos, 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
- A Narrative that addresses the “Grant Application Criteria”
- Photos
- Budget Worksheet
- Letters of Support

Photos are encouraged to be submitted when applying for a Cultural Heritage Grant. Pictures 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 provided (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 guidelines to determine which category best describes your project)

**Exhibits**

**Special Project**

**Education**

**Collections**

**Organization Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**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**

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A maximum of 100 points will be awarded for the total of the following six sections.

### Section 1 – Project Narrative (25 total points for this section)

1. Provide a description of the proposed project (Identify the need and provide a solution, include plans, drawings, maps relating to the project)
2. What is the projected time line for the proposed project?

### Section 2 - Project's Relevance to North Dakota History (20 total points for this section)

1. What is the project's importance to the local area and how is it tied to the heritage of North Dakota?
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).

### 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.

Section 4 - Project Administration (25 total points for this section)

1. Tell us about your organization. What is your mission? How long have you been in operation? Does the organization have a long range plan? Does the organization have members? How many?
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. Could a portion of the project be completed if the grant award is less than the request?

Section 5 - Publicity (10 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.

