

Idaho State Historical Society Community Grant Program

2010

For Information Contact:

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Purpose: The Idaho State Historical Society seeks to assist cultural and historic organizations in realizing their respective missions to preserve, interpret, and protect the history and culture of Idaho. Idaho Statutes state that the State Historical Society is responsible for preserving and protecting the historical record of Idaho. In order to fulfill this mandate, it is essential that the Society have many partners throughout the state assisting in the preservation of Idaho's history. To assist the Society in its endeavors, the legislature has provided funds for a grant program to strengthen preservation, interpretation, and education efforts throughout Idaho.

Granting Entity: Idaho State Historical Society

Consultation: Applicants are encouraged to contact Keith Petersen prior to completing the grant application to determine eligibility of a proposed project or for assistance in structuring the grant application.

Number and Dollar Amount of Awards:

- No pre-set number of grants will be given
- Minimum grant amount is \$500
- Maximum grant amount is \$2,500
- A successful applicant may receive all or a portion of the funding requested

Un-allocated Grant Funds: If available funds exceed the amount awarded to qualified grant applicants, these funds will be expended on projects and programs undertaken by partner organizations, as approved by the Board of Trustees of the Idaho State Historical Society. If an applicant does not use all the grant funds awarded to it, these funds will be "recaptured" to use on projects and programs undertaken by partner organizations as approved by the Board of Trustees of the Idaho State Historical Society.

Project Completion/Expending Funds: Projects must be completed by May 31 of the fiscal year in which the grant funds were awarded. The fiscal year runs from July 1 through June 30. These are reimbursement grants. Once a grantee has been notified of receipt of a grant, that entity is to expend the approved amount of funds and then invoice the State Historical Society for reimbursement no later than May 31 of the fiscal year in which the grant was awarded.

Program Focus Areas:

- Operations and administration: Assistance in the areas of membership recruitment, fundraising, development of board policies and procedures, management assessment, etc.
- Collections management: Storage materials and shelving, equipment for computerization of collections, etc.
- Public access/interpretive enhancements: Improvements in lighting, exhibit design and construction, exhibit labeling, educational programming, signage, etc.
- Heritage tourism

Examples of Acceptable Projects:

- Exhibits
- Publications/brochures and website development/maintenance
- Purchase of supplies and equipment (computers, audio/video/camera equipment, software, conservation materials, archival materials, storage materials and shelving, etc.)
- Educational programs (symposia, curriculum development, teacher workshops, speakers programs, traveling trunks, etc.)
- Oral/video history projects
- Design and construction of interpretive and directional signs, kiosks, and displays (must comply, if appropriate, with city, county, state, and/or federal signage regulations, including environmental regulations)
- Support for assistance (including professional contract assistance) in the areas of membership, fundraising, and development of board policies and procedures
- Events (must be historically accurate if depicting a historical event)
- Non-structural enhancements to buildings to better preserve and/or exhibit materials, such as installation of lighting, security systems, fireproof filing cabinets, etc.
- Projects designed to enhance cultural/heritage tourism
- Other projects not specifically prohibited below

Non-Acceptable Projects:

- Land acquisition
- Building construction
- Building demolition
- Building removal
- Long-term leasing of real property
- Infrastructure needs, such as community roads, sewers, sidewalks, water systems

Matching funds: The Idaho State Historical Society requires at least a 50-50 match on all grants (i.e., if an organization receives a \$1,000 grant, it must provide \$1,000 in match). Match may be in the form of cash (hard match) or in-kind (soft match). In-kind match usually consists of the market value of contributed labor, services, supplies, etc. not contributed prior to the awarding of these grant funds. For general volunteer work at such things as writing exhibit label copy, administering the grant, producing brochures, etc., the rate of \$25 an hour may be used as the in-kind matching figure. If a professional is volunteering his/her time to the project, doing the type of work that s/he normally does for pay, that professional's regular hourly figure can be used as match.

Eligible Applicants: Idaho non-profit organizations whose mission is focused on history, historic preservation, and/or education. Tribal, city, and county governments are also eligible. State and federal agencies are not eligible, but may partner with an eligible Idaho non-profit organization, as defined above.

Selection Procedure:

- Applications must follow the specific grant application format and directions
- Applications will be rated on the strength and merit of the application in addressing the grant application criteria section of the guidelines
- Applicants may submit only one application; i.e., no organization will be awarded more than one grant
- Applicants must submit 10 copies of each application to Keith Petersen, at the address at the top of this form; electronic submissions are not accepted
- The applications will be reviewed and rated by a subcommittee of the Board of Trustees of the Idaho State Historical Society
- The recommendations of the above subcommittee will be presented to the full Board of Trustees for final approval
- It is the intention of this program to disburse grant funds throughout the state. However, this is a competitive grant program, and while geographical diversity is a goal, the most important consideration in awarding grants will be the quality of the application and the project for which funds are sought.

Project Reports:

- Instructions will be provided to all grantees about when and how to invoice the Historical Society. It will be necessary to save copies of any receipts for purchases if the grantee wishes to be reimbursed for such purchases. At the time the invoice is sent, the grantee will also need to show evidence of matching funds.
- A final report will be due upon completion of the project. The report will summarize the work completed and any materials produced. Copies of any publications produced as a result of the grant and copies of publicity should be included in the final report.

Idaho State Historical Society Community Assistance Grant Program 2010 Application

Note: All applications must be submitted in hard copy only; electronic submissions are not allowed. Submit 10 copies of each application to:

Keith Petersen, State Historian/Associate Director
Idaho State Historical Society
North Idaho Office
112 W. 4th St., Suite #7
Moscow, ID 83843
208-882-1540

Grant Application Instructions

- **Deadline:** Completed applications must be at the above address no later than 4:00 p.m. September, 2, 2010. **NOTE:** 4:00 p.m. September 2, 2010 is **NOT** the postmark date. Any application received after 4:00 p.m. September 2, 2009 **WILL NOT** be considered.
- Ten (10) copies of the completed application are required, including any attached letters of endorsement or support. One clearly marked copy of the application must contain an original signature on the cover/contact page.
- Each copy of the application is to be stapled. Do not paperclip. Do not insert applications into binders or folders.
- Each applicant **MUST** enclose one self-addressed, stamped envelope with their application so applicants can be notified of the safe delivery of their applications.
- Each application **MUST** have a cover/contact page that includes **ONLY** the following, in this order:
 - Project name
 - Name of applicant organization/entity
 - Name of the county in which your organization is headquartered
 - Contact person's name/address/phone/fax/email
 - Amount of funding requested
 - Brief (75 words or less) summary of the proposal
 - Signature and title of personal contact
 - Date the application was signed
- All sections of the grant application criteria must be completed (though, as explained in the criteria, one section is optional). Failure to address all criteria will eliminate the application from further consideration.
- Applications are limited to no more than six (6) pages. One (1) page will be the cover/contact page. A maximum of five (5) pages can be used to address the grant application criteria. Applications are to be prepared and presented in typewritten manner. An application longer than six pages **WILL NOT** be considered.

- Letters of endorsement and support will not be included in the 6-page application limit; they will be considered supplemental. Such letters are encouraged. However, these **MUST** be stapled to the application. Any unattached letters of support/endorsement that are sent directly to the Idaho State Historical Society will **NOT** be considered.
- Unless the application is from a tribe, city, or county, each application must provide evidence that it has been determined to be a tax-exempt organization by the Internal Revenue Service. A copy of the IRS determination letter will suffice. This documentation will be considered as supplemental to the six-page application limit.
- A copy of the applicant organization's mission statement is required (tribal, city, and county governments do not need to attach a mission statement). This can be included in the grant narrative, or attached to the application. If attached to the application, the mission statement will be considered as supplemental to the six-page application limit.
- Applications must be structured to specifically address each of the grant application criteria. Headings must be used to explain what criteria you are addressing. In other words, answer each section independently, using the section subheadings to break up your narrative.
- Questions regarding the grant program or application process can be directed to Keith Petersen.

Grant Application Criteria

Please number your responses to correspond to the pertinent section being addressed.

Section 1. Project Summary

Please provide a concise summary of the following information:

- A description of the proposed project
- Where will the project be located?
- What specifically will the project encompass?
- Why is the project important to your organization, or how will it help to preserve part of Idaho's history and culture?
- Will the project create a lasting legacy?
- If applicable, how will you ensure historical/cultural accuracy for your project?

Section 2. Financial Need

- Are funds from this program critical to the project's overall funding package?
- Will these grant funds allow for the project to be completed?
- If these grant funds are part of a larger project, and not all funding for that larger project is in hand, indicate how these funds will be beneficial should the other funding not be forthcoming. Can these funds be used for a "stand alone" part of a larger project should other funding not be forthcoming?

Section 3. Collaboration (This section optional, depending upon the project)

- Not all successful projects require collaboration. For example, if your organization intends to use the grant funds to purchase equipment, evidence of collaboration is not required. Some projects, however, particularly educational and interpretive projects, can benefit from collaboration. If applicable to your application, please complete this section.
- Collaborative efforts are strongly encouraged. Describe the role of any other entities that will be collaborating on your project. Letters of support from such collaborators are encouraged. (Support letters are NOT included in the 6-page grant application limit; they are supplemental.)
- The assistance of scholars for projects involving interpretation is strongly encouraged. Identify the scholars, explain why they are qualified for your project, and describe their role.
- If the applicant is not a tribe, but the project requires collaboration from a tribe or tribal member, letters noting that the applicant has contacted the appropriate tribe or tribal member are required. (These letters are NOT included in the 6-page grant application limit; they are supplemental.)

Section 4. Anticipated Benefits

- Describe how the project will benefit your organization and assist your organization in better preserving part of Idaho's history and culture.
- Describe how the project will benefit the community, region, and/or state, particularly any lasting legacy benefits.

Section 5. Project Administration

Budget and Timeline

- What is the projected timeline for the project (recognizing that the project must be completed by May 31, 2011)? (Is this realistic?)
- What is the overall cost of the project?
- List all sources and amounts of cash match and in-kind contributions.
- How will these grant funds specifically be used in this project?

NOTE: Budget must be a line-item budget. The Board of Trustees, with the concurrence of the grantee, will reserve the option to "veto" a particular line item in the budget if it believes the entire overall proposal has funding merit, but a particular line item does not. If you have questions on how to produce a line item budget, please contact Keith Petersen.

Administration and Management

- Who will administer the grant (briefly document qualifications)
- Who will manage the project (briefly document qualifications, if this person is different than the person above)