HISTORIC PRESERVATION EDUCATION GRANTS

A JOINT PROGRAM OF INDIANA HUMANITIES & INDIANA LANDMARKS

PURPOSE
To support educational projects related
to historic properties in Indiana.

DEADLINES
Prospectus Deadline March 1, 2016
Application Deadline April 18, 2016

MORE INFO
Phone 317.638.1500 x 128
Toll-Free 800.675.8897
nconner@indianahumanities.org
www.indianahumanities.org

Sponsored by:

HISTORIC PRESERVATION EDUCATION GRANTS

ABOUT THE HISTORIC PRESERVATION EDUCATION GRANTS

These grants are the result of a partnership between Indiana Humanities and Indiana Landmarks.

The movement to preserve the built environment in the United States is an effort that depends upon both professionals in the field and dedicated volunteers. As new information about the techniques and principles of historic preservation becomes current, opportunities to share in this knowledge are vitally important. Learning about successful projects and national trends can also be helpful to preservation groups.

Eligible projects include lectures, workshops, conferences, the production of multimedia materials and heritage or cultural tourism programs. Educational print+online materials such as walking tour brochures, guides to historic homes and curriculum units constitute eligible projects as well.

One-third of grants will be reserved for qualified projects that are aimed at developing K-12 curriculum materials. Letters of support from schools or school districts must be included. Upon completion, the curriculum materials should be distributed by the sponsoring organization and may also be made available to teachers through programs of the granting agencies.

Grant projects must involve professionals or experts in the field of historic preservation as presenters or advisors.

Grant Amount: up to $2,000

DEADLINES:
March 1, 2016 (prospectus, postmark)
April 18, 2016 (application, postmark)

DECISION BY:
May 31, 2016

INSTRUCTIONS:
1. Submit 2 paper copies (by U.S. Mail) or 1 electronic copy (BY EMAIL, not online) of the **Prospectus** on pages 7 & 8 by **March 1, 2016,** to:
    Nancy Conner, Indiana Humanities
    1500 North Delaware Street
    Indianapolis, IN 46202-2419
    nconner@indianahumanities.org
    Do **not** fax. (You can download the prospectus form as a Microsoft Word document from the grants webpage. If you do not receive an acknowledgment within 3 days, *phone* Nancy Conner at 800.675.8897, ext. 128.)

2. No later than 3 weeks after the prospectus deadline, you will be contacted by a program officer who will give you feedback for preparing the full application. Any materials submitted become the property of Indiana Humanities; they will not be returned to the applicant.

3. TO SUBMIT THE FULL APPLICATION: You must use the online form: http://ihgrants.communityforce.com Paper applications are no longer being accepted.

For questions, please contact
Nancy N. Conner at 317.638.1500 ext. 128 or 800.675.8897 ext. 128.
Email: nconner@indianahumanities.org

OR **Suzanne Stanis** at 317.639.4534 or 800.450.4534.
Email: sstanis@indianalandmarks.org

SUPPORTING AGENCIES

INDIANA HUMANITIES

Indiana Humanities is a nonprofit organization supported by individuals, corporations, foundations and the National Endowment for the Humanities, a federal agency.

Indiana Humanities connects people, opens minds and enriches lives by creating and facilitating programs that encourage Hoosiers to think, read and talk.

For more information on other grants and programs, please contact Indiana Humanities at 317.638.1500 or 800.675.8897 or visit www.IndianaHumanities.org.

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INDIANA LANDMARKS

Indiana Landmarks, a private nonprofit organization, is one of the largest statewide preservation groups in the U.S.

Indiana Landmarks revitalizes communities, reconnects us to our heritage, and saves meaningful places. Through its headquarters in Indianapolis and eight regional offices in Aurora, Cambridge City, Evansville, Hobart, Indianapolis, Jeffersonville, South Bend and Terre Haute, Indiana Landmarks helps people rescue endangered landmarks and restore historic neighborhoods and downtowns.

Indiana Landmarks is supported by membership, grants and contributions. For information about saving a landmark or becoming a member of Indiana Landmarks, please call 317.639.4534 or 800.450.4534, or visit www.IndianaLandmarks.org.

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A. GRANT PURPOSE

To support educational projects related to historic properties in Indiana.

B. ELIGIBILITY REQUIREMENTS

1. General Criteria

To be eligible for a grant, the applicant must be a not-for-profit organization with tax-exempt status. Schools, public libraries and government entities are eligible as 501(c)3 status is not required. However, grants will **not** be made to individuals.

In carrying out the grant, applicants must

- Retain auditable records of grant funds and local donations of cash and in-kind contributions and services.
- Comply with basic state and federal nondiscriminatory statutes.
- Report significant changes in the project to Indiana Humanities prior to their execution.
- Submit an expenditure and evaluation report at the conclusion of the project.
- Acknowledge **BOTH** Indiana Humanities and Indiana Landmarks in any promotional materials as stipulated in the grant agreement provided upon award.

- Grant recipients will be required to submit their organization's Data Universal Number System (DUNS) number *if their applications are approved.* The following webpage explains how to obtain this number: http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf

2. Restrictions

Grants will NOT be made to individuals or for any of the following purposes:

- Political action or advocacy
- Social services
- Construction or renovation
- Property or major equipment purchases
- Religious practices or training
- Scholarships
- Creation or performance of art
- Operating expenses
- Microfilming newspapers
- Alcoholic beverages or entertainment

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C. PROPOSAL CRITERIA

Each proposal *must* meet the following criteria. These will be used to evaluate, rate and rank the application.

1. **Projects must be related to historic properties in Indiana and have an educational purpose**.

2. **Project goals must be of importance to the local community** or to the state as determined by the HPEG review panel.

3. **Projects must include a preservation expert** in implementation and planning. Program personnel must have the necessary qualifications and skills to carry out the project.

4. **Projects must be intended for a public or school audience**. Although programs or materials may be designed for target audiences, they must be accessible to people outside of the organization's membership.

5. **Projects must be presented at a site that is accessible according to the Americans with Disabilities Act** (if grant activities include public programs), or sponsors must make reasonable accommodation.

Projects that involve historic properties related to the Indiana Bicentennial are encouraged, in keeping with Indiana Humanities' theme program for 2016.

Projects that involve educating the public about revitalizing historic places or saving endangered sites are also encouraged.

Other topics and types of applications will, however, also be eligible if consistent with the general requirements listed in these guidelines.

D. APPLICATION INSTRUCTIONS

Good grantsmanship influences the review of applications. Miscalculated budgets, nondescriptive narratives, narratives that are not responsive to application criteria, or failure to itemize expenses may result in a negative review and no funding.

1. Cover Sheet
Here are some notes about filling out the online Cover Sheet:

- **Project Title**: Make it brief, self-explanatory and appealing.

- **Sponsoring Organization**: The not-for-profit group assuming full responsibility for the grant and to whom the grant check should be payable.

- **Project Co-Sponsor(s)**: Groups that will play important roles but are not the actual recipients of the grant.

- **Project Director**: The one person responsible for the overall management of the grant. This person must be able to handle and submit the required paperwork for the grant but need not be in charge of program activities.

- **Tax Exempt Status**: Enter the Indiana not-for-profit Tax Exemption number on the cover sheet.

2. Narrative Questions

Keep answers concise; there is a word limit for each question, per the online form. It is a good idea to type your answers in a document, then copy & paste into the online form.

a. Project Description and Rationale
First, describe your project. Second, explain how it applies to the Grant Purpose (on page 3 of this booklet). (Maximum: 300 words)

b. Needs and Outcomes
Discuss the need for your project and explain why you believe your idea is an excellent way of fulfilling your institutional or community needs. Also describe the expected outcomes of the project, such as goals to be achieved, materials that will be produced, distribution plans and evaluation methods. (Maximum: 400 words)

c. Implementation: Personnel
Provide evidence of your ability to implement the project by describing your organization, the project personnel and their roles, scholars or experts (such as historians or presenters) and cooperating organizations. (Maximum: 300 words)

d. Implementation: Audience
Describe your target audiences (including an estimate of attendance for each event) and publicity plans. (Maximum: 300 words)

e. Timetable
Outline the timetable for the project, including the planning phase, the implementation phase and the evaluation/reporting phase. If the project is an event, also provide an agenda. (Maximum: 300 words)

3. Budget

Provide a line-item budget for the project, using the Budget Format on page 9 as a guide. You may use a spreadsheet program, as long as it has the same columns and categories.

The column entitled "Grant" should reflect funding you are requesting in this application. The columns entitled "Local Cost Share" should reflect contributions made by the sponsoring group and the community. The total amount of the "Local Cost Share" must be at least equal to the amount of the "Grant." Federal dollars cannot be used for these "Local Cost Share" matching funds.

The "Cash" portion of the "Local Cost Share" should include any cash funds which the sponsoring agency or its donors allocates to the project. The "In-Kind" portion of the "Local Cost Share" should be commodities given to the project instead of money. Examples include volunteer time, use of meeting room or supplies. Compute the in-kind value according to the actual pay scale of persons engaged in comparable work, the actual rental value for the room or the actual purchase value of the supplies. Line items for alcoholic beverages, whether Grant or Cost Share, are prohibited.

Reimbursement for airfare, per diem and hotel should be kept at reasonable rates. Mileage should be reimbursed at the sponsoring

organization's standard rate or the current IRS standard rate, whichever is lower.

If any budget items need an explanation, please attach one.

4. Required Attachments

A. Attach **resumes** (not more than one page each) for the project director and experts. Be sure to include a resume for the person named as project director *on the cover sheet*

B. Attach 1-5 **letters of support** from cosponsors, experts and interested community groups.

C. Attach a list of the sponsoring organization's **board members**.

E. REVIEW PROCEDURES

Grant applications will be reviewed by panelists chosen by the supporting agencies. The project director will be notified about the status of your grant application by letter.

F. ASSISTANCE

Staff members are available by telephone or e-mail to answer specific questions about your application. You may also make an appointment to see a staff member at Indiana Humanities or Indiana Landmarks.

See page 2 for contact information.

FREQUENTLY ASKED QUESTIONS

- **Who is eligible to apply for a grant?**
  Not-for-profit entities, including public libraries, schools and government agencies, may apply for Indiana Humanities grants. Individuals are not eligible. Applicant organizations do not have to have 501(c)3 status with the IRS, but they must be tax-exempt.

- **What is the source of funding for Indiana Humanities grants?**
  The Historic Preservation Education Grant receives half of its funding from Indiana Landmarks and half from Indiana Humanities. Indiana Humanities funds are provided by the National Endowment for the Humanities, a federal agency.

- **What is should be listed as the "project director"?**
  The project director, for the purposes of this grant application, should be the administrative contact for Indiana Humanities. This person does not necessarily need to be in charge of directing program activities but rather should be the person most suited to handling grant paperwork and checks, filing reports (especially financial), answering questions about the sponsoring organization and other administrative duties.

- **Can a grant project have co-directors?**
  No.

- **What is the maximum time period for the grant project?**
  2016 grant projects should have an ending date no later than Oct. 31, 2017.

- **Are indirect costs allowed?**
  Indirect costs, up to 10 percent of direct costs, may be included in the grant request. An additional 25 percent of direct costs may be included as indirect cost share (matching).

- **What are the federal sources for this grant program?**
  For organizations that need to track their federal grant awards, these grants are funded under a program of the National Endowment for the Humanities (NEH) that is identified as 45.129 in the Catalogue of Federal Domestic Assistance (CFDA). The NEH grant number for this program is SO-59594-14.

PROSPECTUS FORM PART 1

PROJECT TITLE: _____

SPONSORING ORGANIZATION:	CONTACT PERSON:
Name:	Name:
City:	Title:
Phone:	Address:
	Work Phone:
	Fax:
	E-mail:
	Home Phone:

BRIEFLY DESCRIBE THE PROPOSED PROJECT.

PROSPECTUS FORM PART 2

WHO ARE THE EXPERTS INVOLVED IN THE PROJECT? WHAT ARE THEIR RESPONSIBILITIES?

BRIEFLY OUTLINE THE PROPOSED PUBLIC PROGRAMS AND/OR PRODUCTS.

BUDGET SUMMARY

	GRANT FUNDS	LOCAL COST SHARE
Administration		
Project Personnel		
Travel & Per Diem		
Supplies & Equipment		
Printing & Postage		
Other (Specify)		
Project Totals		

SAMPLE BUDGET SHEET

Use this format as a guide in laying out your budget columns and categories. Type budget information on a separate sheet, itemizing wherever indicated. You may want to use a spreadsheet program, such as Excel. **Round all cents to the nearest whole dollar.**

EXPENDITURES

CATEGORIES	GRANT	LOCAL COST SHARE	
		Cash	In-Kind
Administration (List all persons, titles, hours, and rates of pay)			
Project Personnel (List all non-administrative persons and stipends)			
Travel & Per Diem (List mileage, airfare, per diem and hotel)			
Supplies (List each item)			
Printing & Postage (List each item)			
Space Rental & Telephone (List both office and meeting space)			
Other (specify) (List all items not included above)			
TOTALS			