

# Historic Preservation Education Grants 2010

## Deadlines

**Prospectus Deadline** March 1, 2010

**Application Deadline** April 16, 2010

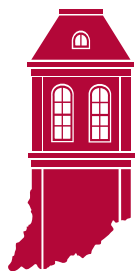
## Submit Application to

Indiana Humanities Council  
c/o Nancy Conner  
1500 North Delaware Street  
Indianapolis, IN 46202-2419

**phone** 317.638.1500

**toll-free** 800.675.8897

**fax** 317.634.9503



HISTORIC  
LANDMARKS  
FOUNDATION OF  
INDIANA

**e-mail** [nconner@indianahumanities.org](mailto:nconner@indianahumanities.org)

## More info

[www.indianahumanities.org](http://www.indianahumanities.org)

# HISTORIC PRESERVATION EDUCATION GRANTS

## Purpose

To support educational projects related to historic properties in Indiana.

## About the Historic Preservation Education Grants

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

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 audiovisual materials and heritage or cultural tourism programs. Educational print materials such as walking tour brochures, guides to historic homes and curriculum units constitute eligible projects as well.

One-third of the 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, such as the IHC Resource Connection and/or educational programs of the Historic Landmarks Foundation of Indiana.

Grant projects must involve professionals or experts in the

field of historic preservation as presenters or advisors.

Amount of Grant: up to \$2,000

## Deadlines:

March 1, 2010 (prospectus, postmark)

April 16, 2010 (application, postmark)

Decision: May 31, 2010

For questions, please contact Nancy N. Conner at 317.638.1500 ext. 128 or 800.675.8897 ext. 128. Email: [nconner@indianahumanities.org](mailto:nconner@indianahumanities.org) OR Suzanne Stanis of Historic Landmarks Foundation of Indiana at 317.639.4534 or 800.450.4534. Email: [stanis@historiclandmarks.org](mailto:stanis@historiclandmarks.org)

**Submit 2 paper copies of the prospectus on pages 5 & 6 of this document to:**

Nancy N. Conner, Director of Grants  
Indiana Humanities Council  
1500 North Delaware Street  
Indianapolis, IN 46202-2419

Approximately three weeks after the prospectus deadline, you will be contacted by a program officer who will give you feedback and suggestions for preparing the full application.

All materials submitted with the prospectus or application become the property of the Indiana Humanities Council. They will not be returned to the applicant.

**The original and 7 copies of the final application should be sent to Nancy Conner.**

## Supporting Agencies

### Indiana Humanities Council

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

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

For more information on other grants and programs, please contact the Indiana Humanities Council at 317.638.1500 or 800.675.8897 or visit [www.indianahumanities.org](http://www.indianahumanities.org).

### Historic Landmarks Foundation of Indiana

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

Its 46-member staff – located in the Indianapolis headquarters and nine regional offices in Aurora, Cambridge City, Evansville, Hobart, Indianapolis, Jeffersonville, South Bend, Terre Haute, and Wabash – helps individuals, businesses, nonprofit groups and government agencies save, research, restore and protect historic structures.

HLFI is supported by membership, grants and contributions. For information about saving a landmark or becoming a member of HLFI, call 317.639.4534 or 800.450.4534, or visit [www.historiclandmarks.org](http://www.historiclandmarks.org).

## 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, an organization must be a not-for-profit organization chartered in the state of Indiana with tax-exempt status.

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 the Indiana Humanities Council prior to their execution.
- submit an expenditure and evaluation report at the conclusion of the project.
- share any net income produced by the project with the funders or apply it to the project.
- Acknowledge the IHC and HLEFI in any promotional materials as stipulated in the grant agreement provided upon award

### 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
- Performance of art unless presenting subject matter in the humanities
- Operating expenses
- Microfilming newspapers
- Alcoholic beverages or entertainment

## C. Proposal Criteria

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

1. Projects must have an educational purpose and be related to historic properties or historic preservation in Indiana.
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. Be presented at a site that is accessible according to the Americans with Disabilities Act (if grant activities include public programs).

# HISTORIC PRESERVATION EDUCATION GRANTS

## 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 (page 7)

- **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 project.
- **Tax Exempt Status:** Enter the Indiana Not-for-Profit Tax Exemption number on the cover sheet.
- **Official Signatures:** Submit at least one copy bearing the original signatures, in ink, of the sponsoring group official and the project director.

### 2. Narrative Questions

Respond to the following questions, using your own paper. Keep answers concise, but do not omit important details. Total narrative should not exceed 3-4 pages.

#### a. Project Description and Rationale

First, describe your project. Second, explain how it applies to the Grant Purpose (page 3).

Also 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), cooperating organizations or agencies, public programs or target audiences (including an estimate of attendance for each event) and publicity plans.

#### b. Needs and Outcomes

Discuss the need for your project and explain why you believe your idea is an excellent way of fulfilling institutional or community needs. Also describe the expected outcomes of the project. These might include goals to be achieved, materials that will be produced, distribution plans and evaluation methods.

#### c. Timetable

Outline the timetable for the project, including the planning phase, the implementation phase or schedule of events and the evaluation/reporting phase.

## 3. Budget

Provide a line-item budget for the project, using the Budget Format on page 8 as a guide.

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 any donor other than IHC 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.
- 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.

You will be notified about the status of your grant application by letter within 30 days of the decision date for the grant.

## F. Assistance

Staff members are available by telephone, fax or e-mail to answer specific questions about your application. You may also make an appointment to see a staff member at the IHC office or make arrangements with HLF.

Project Title:

Sponsoring Organization

Name \_\_\_\_\_

City \_\_\_\_\_

Phone \_\_\_\_\_

Contact Person

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Home phone \_\_\_\_\_

- Briefly describe the proposed project.

Continued on following page.

• 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		
Program Personnel		
Travel & Per Diem		
Supplies & Equipment		
Printing & Postage		
Other (specify)		
Project Totals		

# Grant Application Cover Sheet

Project Title \_\_\_\_\_

Sponsoring Organization

Name \_\_\_\_\_

City \_\_\_\_\_

Project Cosponsor (if any)

Name(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Director

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Home phone \_\_\_\_\_

Budget

Grant \$ \_\_\_\_\_

Local Cost Share - Cash \$ \_\_\_\_\_

Local Cost Share - In-Kind \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Indiana Not-for-Profit Tax Registration Certificate Number \_\_\_\_\_

Official Signatures

One copy must have original signatures, not photocopies. Application must be signed by two different people.

\_\_\_\_\_  
Sponsoring Group Official's Name and Title  
(please type)

\_\_\_\_\_  
Project Director (signature)

\_\_\_\_\_  
Sponsoring Group Official (signature)

# Sample Budget Format

Use this format as a guide in laying out your budget columns and categories. Type budget information on a separate sheet, itemizing wherever indicated.

## Expenditures

Categories	Grant	Local Cost Share Cash	In-Kind
<b>Administration</b> (List all persons, titles, hours and rates of pay)			
<b>Speakers &amp; Participants</b> (List all non-administrative persons and stipends)			
<b>Travel &amp; Per Diem</b> (List mileage, airfare, per diem and hotel)			
<b>Supplies &amp; Equipment</b> (List each item)			
<b>Printing &amp; Postage</b> (List each item)			
<b>Space Rental &amp; Telephone</b> (List both office and meeting space)			
<b>Other (specify)</b> (List all items not included above)			
<b>TOTALS</b>			