

HISTORIC PRESERVATION EDUCATION GRANTS 2012

PURPOSE

To support educational projects related to historic properties in Indiana.

DEADLINES

Prospectus Deadline March 1, 2012
Application Deadline April 18, 2012

SUBMIT APPLICATION TO

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

MORE INFO

Phone 317.638.1500 x 128
Toll-Free 800.675.8897
Fax 317.634.9503

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 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 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, 2012 (prospectus, postmark)
April 18, 2012 (application, postmark)

DECISION: MAY 31, 2012

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

Submit 2 paper copies of the prospectus on pages 5 & 6 of this document (available in a separate Microsoft Word document) to:

Nancy N. Conner, Director of Grants
Indiana Humanities
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 Indiana Humanities. They will not be returned to the applicant.

Submit the original + 7 copies of the application to Nancy Conner at Indiana Humanities (address above).

SUPPORTING AGENCIES

INDIANA HUMANITIES

Indiana Humanities is a nonprofit organization supported by individuals, corporations 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.

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 nine regional offices in Aurora, Cambridge City, Evansville, Hobart, Indianapolis, Jeffersonville, South Bend, Terre Haute, and Wabash, 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.

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 Indiana Humanities prior to their execution.
- submit an expenditure and evaluation report at the conclusion of the project.
- Acknowledge 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 web page 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
- 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 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 sports or recreation in Indiana are encouraged, in keeping with Indiana Humanities' theme program for 2012.

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 (page 9)

[A Microsoft Word version of this document is at: indianahumanities.org/pdf/HPEGCoverSheet.doc]

- **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.
- **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 pages of 10 pt. or larger type.

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 your 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 10 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 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.

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 Indiana Humanities office or Indiana Landmarks.

See page 2 for contact information.

PROSPECTUS FORM

PART 1

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)

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		

GRANT APPLICATION COVER SHEET

GRANT NUMBER: _____

PROJECT TITLE: _____

SPONSORING ORGANIZATION

Name: _____

Address: _____

City: _____

Official's Name: _____

Official's Title: _____

PROJECT DIRECTOR

Name: _____

Title: _____

Address: _____

Work Phone: _____

Fax: _____

E-mail: _____

PROJECT CO-SPONSOR (IF ANY)

Name(s): _____

BUDGET

Grant \$ _____

Local Cost Share—Cash \$ _____

Local Cost Share—In-Kind \$ _____

Total \$ _____

INDIANA NOT-FOR-PROFIT TAX CERTIFICATE NUMBER: _____

OFFICIAL SIGNATURES

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

Sponsoring Group Official (signature)

Project Director (signature)

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. **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 & Equipment (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			