



**Idaho State Historical Society
Community Enhancement Grant Program
2011 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
keith.petersen@ishs.idaho.gov

Grant Application Instructions

- In recognition of the upcoming commemoration of the sesquicentennial of Idaho Territory, highest priority will be given to projects that deal with the territorial period (1863-1890). Such projects might include exhibits about the territorial period, preservation of records relating to the territorial period, interpretation of historic sites dating to that period, etc.
- Deadline: Completed applications must be at the above address no later than 4:00 p.m. September, 1, 2011. **NOTE:** 4:00 p.m. September 1, 2011 is not the postmark date, but the date/time the material must be at the above address.
- Applicants may submit only one application; i.e., no organization will be awarded more than one grant.
- 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).
 - 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

General Considerations:

- Remember, the only thing that the grant review committee will know about your project is the information you provide in your application. Be as specific as possible. If you are planning an interpretive project, describe what it is you plan to interpret; if an exhibit, describe the exhibit. If possible, send sample copies of your proposed interpretive labels (these can be attached to the grant application and will be considered as supplementary to the 6-page application limit).
- If you are planning to reprint a publication, we must receive a copy of the publication so that we can judge its merit. If we fund a publication project, we will request that you

provide one free copy to the Idaho State Archives, a branch of the Idaho State Historical Society.

- If you plan to use grant funds to purchase equipment, such as a computer, a scanner, etc., you need to show evidence that you have researched the equipment and the application must state why the particular model/type of equipment you propose to purchase will meet your needs.

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, 2012)? (Is this time frame 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.

Section 6. 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)

