

The Idaho State Historical Society (ISHS) is a trusted guide through the state's history and how it has shaped every aspect of our lives — our land, our communities, our government and our people. The Community Grants program's purpose in awarding grants is to aid cultural and historical organizations in their efforts and projects of preserving, interpreting, and protecting the history and culture of Idaho.

Maximum Funding Request: \$2,500. A one-to-one match of the funds is required

(All grants must be matched on a dollar for dollar basis, either cash, in-kind, or volunteer hours).

Matching Funds: If you receive a grant for \$1,000, you must match it with \$1,000 in the form of cash or in-kind. In-kind match usually means the market value of contributed labor, services, or supplies (General volunteer work, use the rate of \$20 per hour for in-kind match. If a professional volunteers their time doing the type of work that they normally do for pay, that professional's hourly figure can be used. Example: an electrician volunteers to install lights in new exhibit cases, you can use their regular hourly figure for match).

ISHS does not fund land acquisitions, building construction, demolition or removal, long-term leasing of real property, infrastructure needs, such as roads, sewers, sidewalks.

Examples of Acceptable Grant Projects: Exhibits

- Publications/brochures and website development/maintenance
- Purchase of supplies and equipment (computers, audio/video/camera equipment, software, conservation materials, archival materials, storage shelving)
- Educational programs (symposia, curriculum development, teacher workshops, speakers, programs, traveling trunks)
- Oral/video history projects
- Design and construction of outdoor interpretive signs, kiosks, and exhibits (must comply, if appropriate, with city, county, state, and/or federal signage regulations, including environmental regulations)
- Support for assistance (including professional contract assistance) for membership enhancement, fundraising, and developing 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 lighting, security systems, fireproof filing cabinets.
- Projects designed to enhance cultural/heritage tourism

APPLICATIONS MUST BE RECEIVED BY AUGUST 26, 2016 5:00 pm

ALL APPLICATIONS MUST INCLUDE THE FOLLOWING:

One clearly marked application with original signature on the cover and contact page (do not staple this application), mailed to ISHS, 2205 Old Penitentiary Road, Boise, Idaho 83712. If submitting electronically, please fill out the cover sheet and email complete application to dax.chizum@ishs.idaho.gov and patricia.hoffman@ishs.idaho.gov. Electronic signatures are acceptable.

Applications are limited to no more than six (6) pages. Letters of endorsement and support are not included in total page count. They will be considered supplemental. Please collate application materials in the order below.

- 1) **Project Funding Application Cover Sheet** Please type or print legibly. Include a signature from the Project manager; the person with responsibility for implementing the project.
- 2) **A copy of your IRS tax-exempt letter** Unless application is from a tribe, city or county.
- 3) **Project Narrative** Please limit to four (4) double-sided pages.
- 4) **Endorsement Letters** Support letters are acceptable and will not count toward total page count.

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 text (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, 2017)? 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?



CEG 2017 Application Cover Sheet

Project Title:

Organization:

Project Contact Person:

Address:

E-mail:

Phone:

Cell:

Tax Identification Number:

For 501(c)(3), are you current in filing 990s?

Amount Requested:

Total Budgeted Cost of Project:

Brief Proposal Summary:

Project Period (Beginning date and estimated completion):

Project Manager Signature (Required):

Title:

Please print name:

