



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 Enhancement Grants purpose is to aid cultural and historical organizations in their efforts and projects focused on 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 or in-kind 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 is typically the market value of contributed labor, services, or supplies (General volunteer work, use the rate of \$21 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 rate can be used. Example: an electrician volunteers to install lights in new exhibit cases, their professional per hour rate is appropriate.

ISHS does not fund land acquisitions, building construction, demolition or removal, long-term leasing of real property or infrastructure needs such as roads, sewers, or 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 30, 2019 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 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 lyn.moore@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 as they are considered supplemental. Please assemble 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 responsible for implementing the project.
- 2) **A copy of your IRS tax-exempt letter:** Applications from tribes, cities and counties are exempt from this requirement.
- 3) **Project Narrative:** Please limit to four (4) double-sided pages.
- 4) **Endorsement Letters:** Support letters are acceptable and do not count toward total page count.



Grant Application Criteria

General Considerations:

- Be as specific as possible. The only knowledge the grant review committee will have about your project is the information you provide in your application.
- If you are planning an interpretive project, describe what it is you plan to interpret; if an exhibit, describe the exhibit. If possible, submit sample copies of your proposed interpretive text (attach to the grant application; these pages will be considered supplementary to the 6-page application limit).
- If you are planning to reprint a publication, a copy of the publication must be submitted to allow the committee to judge the merit of the publication. If your project is a publication project, we request that you provide one free copy to the Idaho State Archives, a branch of the Idaho State Historical Society once completed.
- If you plan to use the award to purchase equipment, such as a computer, a scanner, etc., research documentation is required; in addition to an explanation as to why the specific equipment (model/type) is needed.

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 does it 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 this award allow for the project to be completed?
- If this award is part of a larger project, indicate how this award will be beneficial should the additional funding not be awarded. Can this award be used as a "stand alone" part of a larger project?

Section 3. Collaboration (This section optional, depending upon the project)

- Collaborative efforts are strongly encouraged. Describe the role of other entities that will be collaborating on your project. Letters of support from collaborators are encouraged.
- 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.
- Not all projects require collaboration. For example, if your organization intends to use the award to purchase equipment, evidence of collaboration is not applicable. However, other projects, specifically educational and interpretive projects, can benefit from collaboration. If applicable, please complete this section.

Section 4. Anticipated Benefits

- Describe how your project will benefit and assist your organization in better preserving part of Idaho's history and culture.



- Describe how your project will benefit the community, region, and/or state, particularly any lasting legacy benefits.

Section 5. Project Administration

Budget and Timeline

- These are reimbursable funds; you will first spend the award funds; then submit an invoice to ISHS requesting reimbursement.
- What is the projected timeline for the project (Please note the project must be **completed** by **May 29, 2020** Is this time frame realistic?
- What is the overall cost of the project?
- List all funding sources and amounts of cash and in-kind match contributions.
- How will this award specifically be used toward your project?



Project Title:

Organization:

Project Contact Person:

DUNS #

Address:

E-mail:

Phone:

Cell:

Tax Identification Number:

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

Amount Requested:

Total Budgeted Cost of Project:

Brief Proposal Summary:

Lined area for writing the brief proposal summary.

Project Period (Beginning date and estimated completion):

Project Manager Signature and Title:

(Required)

Please print name:

