



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 Grant (CEG) purpose is to support historical organizations in their efforts and projects focused on preserving and interpreting the history of Idaho.

**Maximum Funding Request: \$2,500. A dollar for dollar match of the funds is required.**  
(Match can be in the form of cash or in-kind.)

### **Matching Funds Requirement**

ISHS requires a dollar for dollar match from all grant recipients. Example; if an organization receives a grant for \$1,000 the match requirement is \$1,000. Additional match can be provided by the grant recipients if available and is very much appreciated by ISHS.

Match may be in the form of in-kind or cash. In-kind match is the market value of contributed labor, services or supplies. General volunteer work for writing exhibit label copy, administering a grant, or other activities related to the project is calculated at the current value for Idaho as set by the IndependentSector.org rate of \$22.14 per hour. Professional volunteers' time is calculated at the actual rate of pay. Example; if an electrician volunteers to install exhibit lighting, the rate used is the electrician's regular hourly rate. Example of a cash match; organization receives a \$1,000 grant for a fireproof safe that costs \$2,000. The organization invests \$1,000 towards purchase which can be counted as cash match.

### **Projects ISHS Cannot Fund**

- Cash prizes
- Website maintenance and hosting costs
- Land acquisition
- Building construction, demolition or removal
- Long-term leasing of real property
- Infrastructure needs, such as roads, sewers, sidewalks
- No funding for retroactive projects
- Grant funds cannot be used to pay ISHS fees, example: microfilm duplication

### **Examples of Acceptable Grant Projects**

- Exhibits
- Publications/brochures and website development
- 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 non-permanent lighting, security systems, fireproof/waterproof filing cabinets
- Projects designed to enhance cultural/heritage tourism



**APPLICATIONS MUST BE RECEIVED BY JULY 18, 2022 5:00 p.m.**  
**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](mailto:lyn.moore@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. Template included below.
- 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 five (5) 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; including cost estimates and an explanation as to why the specific equipment (model/type) is needed.

Please number your responses in Project Narrative 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? How will you ensure historical/cultural accuracy for your project?
- Will the project create a lasting legacy?



### Section 2. Financial Need

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

### Section 5. Project Administration Budget and Timeline

- ISHS Community Enhancement Grants are reimbursable funds. A reimbursement grant provides funding to grant recipients after expenses have been incurred. Grant recipients will submit a final project packet that includes documented project expenses in the final budget and an invoice for the reimbursable funds (template provided by ISHS). All original receipts for purchases and services are required as part of the final project report to ISHS.
- What is the projected timeline for the project? Is this timeframe realistic? (Please note the project must be **completed** and final report submitted by **May 16, 2023**.)
- What is the overall cost of the project? (Use budget template provided by ISHS.)
- 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:**

**Project Period** (Beginning date and estimated completion):

**Project Manager Signature and Title:**

(Required)

***Please print name:***



# CEG Budget Form FY2023

**Please note that due to the nature and size of the grants indirect costs are not allowed as to maximize impact of limited funds.**

Revenue Source <i>Please list all match sources and amounts in the appropriate column. Total at the bottom. Note: For volunteer labor, please include the hourly rate, number of hours, and activity description in this column and the total dollar amount in the In-kind/Volunteer Match column.</i>	Grant Award Revenue	In Kind Volunteer/Cash Match	Total
ISHS CEG – Award (this amount must be matched on a 1-to-1 basis through additional cash or in-kind revenues, please list below)			
Match Source			
Example: Director Grant Administration 10 Hrs. @ \$22.14		\$221.40	\$221.40
Totals	\$	\$	\$
Grant Expenses <i>Please list all paid grant expenses and amounts in the appropriate column. Total at the bottom.</i>	Grant Award Expense	Match Expense	Total
Totals	\$	\$	\$
Total Revenue	\$	\$	\$
Total Expenses	\$	\$	\$
Difference (if any)	\$	\$	\$