



GUIDELINES

Important Dates:

- Application opens May 12, 2025
- Application closes at 5:00 p.m. on July 1, 2025
- Recipients typically awarded in September
- Final reports due May 15, 2026, if awarded

Grant Purpose:

The Idaho State Historical Society (ISHS) aids cultural and historical organizations in preserving, interpreting, and promoting the history of Idaho through strong partnerships, connecting people with events, ideas, places, and stories of the past, through projects that are meaningful to their communities, Idahoans, and visitors.

The ISHS Community Enhancement Grants (CEG) support historical organizations in their efforts and projects focused on preserving and interpreting community history. The CEG program provides funds annually for collections management, educational programming, public access, interpretive enhancements, and heritage tourism.

Updates:

This year's opportunity involves updates to the CEG program, including:

- A new grant management system (AmpliFund) where applications, budgets, reports, expenses, and other award-related documents will be submitted.
- Elimination of the W-9 form requirement and implementation of PaymentWorks, the State of Idaho's new vendor system (you will be invited to add your organization if not already listed; no action required at this time).

Eligibility:

To be eligible to receive a CEG, you must:

- Obtain a Unique Entity identifier (UEI). If you do not already have a UEI, please visit: <https://sam.gov/>. Note: UEI registration can take up to 10 business days to obtain and must be active if application is to be funded. There is no charge to obtain a UEI.
- Be an Idaho non-profit organization 501(c)(3) whose mission is focused on history, historic preservation or education; or a tribal, city, or county government. State and federal agencies are not eligible but may partner with an eligible organization.
- ISHS affiliated sites (Franklin, Stricker, Pierce, Bishops' House) are ineligible for these funds.
- Only one application per institution per grant cycle.

Funding and Match Requirements:

The minimum grant amount is \$500; the maximum is \$2,500. Projects may be partially funded based upon funds available.

Payment shall be made at the end of each project to reimburse all eligible expenses up to but not exceeding the grant award. All original receipts for purchases and services are required as part of the final report to ISHS. Final documentation of expenses and requests for reimbursement will be submitted via AmpliFund. Payment will be processed when all final documents have been received, reviewed, and approved.

The CEG program has a dollar-for-dollar match requirement. Match may be in the form of cash or in-kind contributions. Match guidelines are attached in this document.



GUIDELINES (CONTINUED)

Funding Qualification:

Projects qualifying for funding include but are not limited to the following:

- Operations and Administration: Membership recruitment, fundraising, development of board policies and procedures, management assessments.
- Collections Management: Storage, materials, shelving, equipment for digitization of collections.
- Public Access/Interpretation: Improvements in non-permanent exhibit lighting, exhibit design and construction, exhibit signage, educational programming, and heritage tours.

Examples of Acceptable Grant Projects:

- Exhibits
- Publications/brochures and website development (ongoing website maintenance and/or hosting costs are excluded)
- Purchase of supplies and equipment (computers, audio/video/camera equipment, software, conservation materials, archival materials, and 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 applicable, 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, and fireproof/waterproof filing cabinets
- Projects designed to enhance cultural/heritage tourism

Unsupported Activities and Costs:

- Cash prizes
- Website maintenance and hosting costs
- Land acquisition
- Building construction, demolition or removal
- Long-term leasing of real property
- Infrastructure needs (roof, roads, sewers, sidewalks, etc.)
- Retroactive projects
- ISHS fees (microfilm, duplication, etc.)
- Unnecessary travel costs
- Indirect costs
- Staff time or benefits
- Projects started or completed outside the period of performance



GUIDELINES (CONTINUED)

| Eligible projects/expenses: | Ineligible projects/expenses: |
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| Consultant fees: Individuals recruited to provide specialized services such as planning, training, program development and facility assessments. | Personnel: Costs staff salaries or wages, overtime hours, or benefits. (These costs may be eligible for match if they directly benefit the project.) |
| Supplies and materials needed to achieve the award's objectives. | Costs for the construction or renovation of any building, the purchase of land, or the rental of space. |
| <p>Travel Expenses: Only for travel that is essential to achieve project goals. All travel-related items will be subject to the Idaho State Travel Policies and Procedures in accordance with Idaho Code: https://www.sco.idaho.gov/LivePages/state-travel-policy-and-procedures.aspx.</p> <p>Consultant travel and other reimbursable expenses should be included with consultant fees.</p> | Unnecessary Travel and Training: Expenses for training or staff travel to professional meetings, seminars, and workshops that are not essential to achieve project goals. |



APPLICATION INFORMATION

APPLICATIONS MUST BE RECEIVED BY 5:00 PM ON JULY 1, 2025

All components of the application must be submitted in AmpliFund to be considered. This includes:

- Application narrative and budget
- IRS tax-exempt letter for Idaho non-profit organizations
- Endorsement letters or letters of support (if applicable)
- Organizational acknowledgment letter

Changes to the Application:

Any changes to a submitted application shall be requested immediately to the ISHS Grants Manager at grants@ishs.idaho.gov. Please specify which portion of the application needs to be reopened (narrative forms, budget, etc.). These requests must be submitted via email and prior to the application deadline for the ISHS Grants Manager to reopen the application for changes and resubmission.

General Considerations:

The CEG review committee will review and evaluate all applications and supporting documentation received by the deadline, as described in the application and guidelines. The committee may award all or none of the funds requested. The committee also reserves the right to partially fund applications, or in some cases, award more than the requested amount, depending on the organization's ability to match funds.

In completing the application, some general considerations are:

- 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. Be very clear on how the content is screened and vetted.
- 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, scanner, etc., research documentation is required, including cost estimates and an explanation as to why the specific equipment (model/type) is needed.

Recognition:

You are required to recognize the assistance you receive from the Idaho State Historical Society, including but not limited to in published materials, media announcements, or other communications created in conjunction with this grant award. The preferred method of credit is to use this wording followed by the logo: "This project is supported in part by the Idaho State Historical Society." More details will be provided upon award.

Audit:

Recipients of CEG funds are subject to audit by the State of Idaho. All documentation must be kept on file for three (3) years following completion of the project. This includes all documentation on match funds and in-kind contributions.



MATCH GUIDELINES

The Idaho State Historical Society (ISHS) requires at least a dollar-for-dollar match for CEG award expenses (i.e., for each dollar provided by ISHS, you need to provide at least one dollar of match).

Matching your award can be done in the form of **cash** or **in-kind**.

Cash match: This is the actual funds your organization uses, outside of the grant award, to cover eligible project costs. Eligibility is determined by the approved budget sheet submitted at the time of application.

Example of cash match: If your project involves purchasing two (2) exhibit cases at \$1,000 each and you were awarded \$1,000, you can use \$1,000 of grant funds and pay the remaining \$1,000 with your organization's funds. Copies of receipts for payments must be attached.

In-kind match: This is the market value of contributed labor, services, or supplies for essential project components. Volunteer work falls under this category of support for your project.

General volunteer work: The current value for Idaho volunteers, as set by the IndependentSector.org., is \$32.48 per hour and may be used as in-kind match for volunteer work associated with your project.

Professional volunteer work: A professional or expert that volunteers their time to the project may be calculated at their regular rate of pay if the services performed are consistent with the services they would perform within their course of work and cannot be performed by a general volunteer (e.g. an electrician). If the professional performs services that can be performed by a general volunteer, the rate of \$32.48 per hour will be used for those services.

It is helpful when documenting in-kind match to develop volunteer forms at the beginning of the project that document the name of the volunteer, duties performed, how many hours worked, and the hourly rate. We do not require these forms, but they are helpful during our review of your final report, and you should keep them in files with your grant in case of an audit.

Any project can be matched by cash, in-kind, or a combination of the two. **Regardless of the method, we need documentation that you have matched the grant amount.** Exceeding the match amount is acceptable and appreciated.