Grant 2023 Grant Application

Grant Application Instructions

- Grant funds may be used to interpret the Lewis and Clark story in Idaho, educate the public about the Lewis and Clark Trail, assist in the preservation of the Lewis and Clark Trail in Idaho, or in other ways help to preserve and disseminate the story of Lewis and Clark and their Trail in Idaho.

- The Governor's Committee awards grant funds annually. Past grants have been awarded for improvements to the Lewis and Clark Native Plant Garden at the Idaho Botanical Gardens in Boise; to the Idaho Chapter of the Lewis and Clark Trail Heritage Foundation for clean up along the Trail; to support interpretation and the Outdoor School at the Sacajawea Interpretive Center in Salmon; in support of a North-Central Idaho Speakers Bureau at the Nez Perce County Historical Society; and to Salmon Valley Stewardship for rehabilitation of Discovery Hill in Salmon.

- **Deadline**: Completed applications must be received via email and postmarked no later than **September 15, 2023**. Applicants may submit only one application; i.e., no organization will be awarded more than one grant.

- **One (1) digital copy** of the completed application is required, including any attached letters of endorsement or support. Email digital copy to Steve Matz, Committee President, at stevematz33@gmail.com

- **One (1) original** clearly marked complete application with an original signature on the cover /contact page is required, including any attached letters of endorsement or support, mailed to:

  Governor's Lewis and Clark Trail Committee
  Attention: ISHS Grants Manager
  2205 Old Penitentiary Road
  Boise ID 83712

- Each application must have a cover/contact page that includes the following, in this order:
  - Project name
  - Name of applicant organization/entity
  - 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 an authorized individual
  - 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. Please keep page limit in mind when preparing your application.

- Letters of endorsement and support will not be counted towards the 6-page application limit; they will be considered supplemental. Such letters are encouraged.

- 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.

- 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 Steve Matz (stevematz33@gmail.com). Applicants are strongly encouraged to discuss their proposed project with Matz prior to applying for a grant.

Grant Application Criteria

A General Consideration:
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, etc.

Please number your responses to correspond to the pertinent section being addressed.

Section 1. Project Summary
Please provide a concise description of the project:
- Where will the project be located?

- What specifically will the project encompass?

- Why is the project important to your organization, and how will it help to preserve the history of Lewis and Clark in Idaho?

- Will the project create a lasting legacy?

- If applicable, how will you ensure historical/cultural accuracy for your project?

Section 2. Financial Need
- 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 is optional, depending upon the project)

- Not all successful projects require collaboration. Some projects, however, particularly educational and interpretive projects, can benefit from collaboration. **While not required, equal financial support by other contributors is strongly encouraged, especially for grant requests above $5,000**. 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, **including financial support**. 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 to assist on 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. Project Budget and Timeline

- What is the projected timeline for the project?

- What is the overall cost of the project; including both these grant funds and other contributing funds?

- Provide details about how the grant funds will be used; it is probably most useful to provide a line- item budget. But in any event, be clear how the grant funds are to be used ($1,000 to pay for a historical consultant; $500 to pay a designer; etc.)

Section 5. 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)