

Department of Arkansas Heritage Heritage Resources Grant Program

Grant Program Goals and Application Guidelines



The Heritage Resources Grant Program is designed to promote participation in the goals of the Department of Arkansas Heritage and to foster lasting contributions to the preservation and promotion of Arkansas heritage.

This grant program is made possible by appropriation(s) from the Arkansas General Assembly.

The Department of Arkansas Heritage

THE DEPARTMENT OF ARKANSAS HERITAGE

Since 1975, the Department of Arkansas Heritage has been charged with discovering, strengthening, protecting, and preserving Arkansas's natural and cultural heritage. To fulfill its mission, the department coordinates these natural and cultural heritage resource areas.

1. **The Heritage Museums.** *Museums research, preserve, present and interpret historic structures, objects, and natural and cultural assets. They serve as a partner in education with public and private schools throughout Arkansas. The department's four museums are the **OLD STATE HOUSE MUSEUM, HISTORIC ARKANSAS MUSEUM, DELTA CULTURAL CENTER** and **MOAIC TEMPLARS CULTURAL CENTER.***

2. **The Heritage Resource Agencies.** *The **Arkansas Natural Heritage Commission** identifies, protects and promotes areas that best exemplify Arkansas's rich heritage of biological diversity. These areas might be habitat for rare or disappearing species, or natural communities such as a tallgrass prairie or a river and its dependent aquatic system. The **ARKANSAS ARTS COUNCIL** and the **ARKANSAS HISTORIC PRESERVATION PROGRAM** are conduits for federal and state grant money and they provide technical assistance for conserving and developing Arkansas's cultural resources. They preserve and promote Arkansas's cultural resources including historic structures, landscapes and archeological sites, and Arkansas's fine and traditional arts.*

GRANT PROGRAM GOALS

The Department of Arkansas Heritage has set these goals for Heritage Resources Grants:

- Promote awareness and enjoyment of Arkansas's heritage.
- Make Heritage programs possible where they would otherwise not occur.
- Foster cooperative efforts among organizations, businesses and government to increase the size or scope of Heritage projects.
- Create ongoing components: a curriculum or teaching tool, exhibits, displays, a lively event that can recur, a photographic essay, a roadside exhibit, etc.
- Management, stewardship, or preservation of historic sites, buildings, structures, or objects which are of value to the community to protect and preserve the heritage of the community.

Allowable Activities Include: Projects that will identify Arkansas's heritage and enhance the quality of life by the discovery, preservation and presentation of the state's natural, cultural and historic resources.

Heritage Resources Grant Program Funds Will Not:

- Fund academic research.
- Be made to for-profit organizations or events.
- Fund programs or projects that disregard the need to preserve, protect or conserve historic sites, structures, artifacts and the environment, or are outside accepted professional museum or environmental standards.

Eligible Organizations

- Towns and Cities
- Historical Societies
- Museums
- Art Centers
- Counties
- Non-profit Organizations
- State Agencies (including "friends of" and other support groups)
- Historic sites, buildings or structures

Non-Eligible Organizations

- Federal Agencies
- For-profit Organizations

Application Basics

- The application must fit at least one of the allowable activities as stated in these guidelines.
- There is no match requirement for this program.
- Only one grant will be awarded to an organization during the grant cycle.
- The applicant is encouraged to use these funds to match other sources of funds for the project. However, these funds may not be used as match for Department of Arkansas Heritage funded programs.

Funding Availability

Applicants with an eligible project may apply for up to \$50,000 in state funds toward a single project for heritage enhancement. Applicants can apply for up to \$150,000 by submitting a letter of request to the DAH Director for approval. Additional project information will be required for applicants requesting over \$50,000. Please be advised that lesser project requests may have a greater chance of being funded as the Department of Arkansas Heritage strives to fund as many projects as possible.

Completing the Application

Your Heritage Resources Grant Program grant proposal should show familiarity with the grant guidelines and mission of the Department of Arkansas Heritage, which is to identify Arkansas's Heritage and enhance the quality of life by the discovery, preservation and presentation of the state's natural, cultural and historic resources.

The applications will be evaluated against the goals of the Heritage Grant Program criteria.

Applications must include the following:

- Grant Cover Sheet, signed by the person responsible for making sure the grant is executed as reflected in the application.
- The Application narrative and general information, as specified in the grant application.
- Budget.
- Budget Narrative.
- If the application involves construction or renovation, a copy of the plans and specifications, if currently available.
- Photographs if the application is for construction or renovation.
- Four copies of the grant application.
- Items of public support. You may include letters of support from your State Senator, State Representative, or other elected or appointed officials such as county judge, mayor, board/commission chair, etc.

Supplanting

Funds awarded under the Heritage Resources Grant Program shall not be used to replace any funding that has been appropriated for purposes approved in the grant award. Such supplanting of funds may result in the future suspension of funding under this program and recoupment of monies provided under this grant.

Evaluation Criteria

The Heritage Resources Grant Program funds come from limited funding sources so not every applicant can be funded. Certain criteria have been established for awarding Heritage grants including but not limited to:

- Completeness of application. **Incomplete applications will not be considered.**
- Technical staff recommendations.
- Historical significance of the property and/or the impact of the project on preserving, protecting, or enhancing the heritage of the community.
- Conformity to community planning standards.
- Evidence that the objectives of the project can be achieved within the timeframe and budget set forth by the applicant.
- Past performances of the applicant on other grant projects.
- Interest of the applicant and community in undertaking the project, and resulting benefits to each.
- Appropriateness of the budget and source(s) for any additional funds.
- Timeliness, need, and significance of the project.
- Number of other grant recipients in geographic region.
- The degree to which the project shows collaboration and cooperation among community and other organizations.
- Qualifications and experience of the applicant and contractors participating in the project.

The following criteria will be added for construction projects:

- The project plans and specifications are complete.
- The project increases the ability of the community to use the facility.

Decision Process

Grant applications are numbered and inspected for completeness and eligibility in the order received by the Department of Arkansas Heritage. The applications will then be reviewed against the goals, evaluation criteria and allowable activities of the Heritage Resources Grant program by technical staff of the Department of Arkansas Heritage. Individual proposal consultations can be arranged with staff by appointment. **Applicants are encouraged to submit applications well before the deadline to allow DAH staff time to thoroughly review the application and assist applicants in correcting any deficiencies prior to the deadline.**

All applications must be received by 4:30PM on the day of the deadline or they will not be accepted. Faxes of applications will not be accepted.

After staff review for completeness and eligibility, applications undergo a three step review process. Following final review and approval, all grant applicants will be notified.

Project Review/Approval

When preparation for the granted project is complete, the grantee must forward project plans and specifications (if applicable) to DAH staff **before** work begins. **Failure to do so will result in the cancellation of the grant.** If clarification or additional information is required, the staff will contact the grantee. DAH staff will conduct a final review of all project plans (if applicable) and required documents. When all is in order, DAH staff will provide written authorization for work to begin. **Work may not begin until the grantee receives this project initiation letter.**

DAH staff may inspect the project before, during and after completion of the work. Once work has begun, the site visits may be made without notification to the grantee.

Anyone with questions about the application criteria or decision-making process should call the Grants Analyst at the Department of Arkansas Heritage, (501) 324-9150 [TDD (501) 324-9811].

Heritage Resources Grant Program Grant Application Cover Sheet

Name of organization _____

Contact person _____

Address _____

City, State _____ Zip code _____

Telephone _____ Fax _____

E-mail _____

Does this application include property with an easement held by the Department of Arkansas Heritage? Yes ____ No ____

PROPOSAL CHECKLIST

- ☐ this application section (pages 6-13) may be copied, or reproduced on a computer
- ☐ **application must be in the Department of Arkansas Heritage office no later than Time and Date (no exceptions). Faxes will not be accepted.**
- ☐ read through all of the application questions and plan your answers
- ☐ this cover sheet must be attached to the front of your proposal
- ☐ complete the application and budget (pages 7-13), **typed, double-spaced**
- ☐ any letters of support
- ☐ send **four** packets; each packet will consist of this cover sheet, the completed application, budget, budget narrative and any other information required. **Each of the copies should be 3-hole punched and fastened with a binder clip (not stapled or bound).**

Amount Requested:	\$ _____
Other funds (If applicable):	\$ _____
Total Project Cost:	\$ _____

AGREEMENT AND AUTHORIZATION

THIS IS TO CERTIFY THAT ALL REQUIREMENTS OF THE ORGANIZATION NAMED IN THIS APPLICATION HAVE BEEN MET IN THE PREPARATION OF THE APPLICATION, AND THAT ALL APPLICABLE STATE OF ARKANSAS LAWS AND REGULATIONS WILL BE FOLLOWED IN THE COMPLETION OF THIS PROJECT.

AGREEMENT AUTHORIZED BY: _____

PRINT OR TYPE NAME AND TITLE: _____

HERITAGE RESOURCES GRANT PROGRAM APPLICATION

1. In this space provide a brief summary of your proposed project. **Responses must be typed and may be single spaced.**
2. In this space, describe your organization, including its mission and history information. Attach **one** additional page if necessary. **Responses must be typed and double-spaced.**

HERITAGE RESOURCES GRANT PROGRAM APPLICATION

3. List the people, organizations, or communities that will benefit from your proposed project. Identify project partners, if applicable. Use only this space. **Responses must be typed and double-spaced.**

HERITAGE RESOURCES GRANT PROGRAM APPLICATION

4. On this page, describe the proposed Heritage grant project. Indicate your goals for the project. Use up to **three** additional pages if needed. **Responses must be typed and double-spaced.**

HERITAGE RESOURCES GRANT PROGRAM APPLICATION

5. If this application includes construction or renovation of an existing facility, please attach a copy of the specifications, plans, drawings, and/or estimates, if currently available.

Department of Arkansas Heritage Resources Grant Program

Revenue Sources (Project Only)

Line Item Budget

Grant Requested:	\$			BUDGET ALLOCATION		
Cash on Hand:	\$		BUDGET ITEM	GRANT	APPLICANT FUNDS	TOTAL BUDGET
Cash Gifts/Grants:	\$		Regular Salaries			
Total Revenue:	\$		Extra Help Salaries			
			Fringe Benefits			
Identify Sources & Amounts of Cash Gifts/Grants: (Project Only)	Amount		Maintenance & Operations			
			Construction			
			Conference Fees & Travel (normal business)			
			Professional Fees & Services (contracted)			
			Capital Outlay			
			Other (Specify):			
	\$		TOTAL:	\$	\$	\$

*** ATTACH BRIEF EXPLANATION OF EACH OF THE LINES ITEMS SHOWN IN THE BUDGET***

DEPARTMENT OF ARKANSAS HERITAGE RESOURCES GRANT PROGRAM

Certification for Use of Funds

I certify under penalty of perjury, to the best of my knowledge and belief, that all criteria and pre-conditions established in the application requesting funds for my organization/agency have been met. I further certify that any funds received in accordance with the Heritage Resources Grant Program will be used specifically for the purposes listed in the grant award.

Signature (1)

Date

REQUIRED SUPPLEMENTAL GRANT INFORMATION

You must provide the following information pertaining to the location (i.e., city, county, and district) of the project for which you are applying for funding. Submit this form along with your grant application. Please contact your county clerk's office at your local county courthouse if you do not know who your local government officials are.

Applicant's name_____

Applicant's address_____

Your city/county_____

Your mayor_____

Your county judge_____

*Your state senator _____
Senate District_____

*Your state representative _____
Representative District_____

*Please note some cities have multiple districts; please list the **one** applicable official. Also please remember to include the district represented.

(1) Signature of the person with the authority to legally obligate your organization to the proposed project.