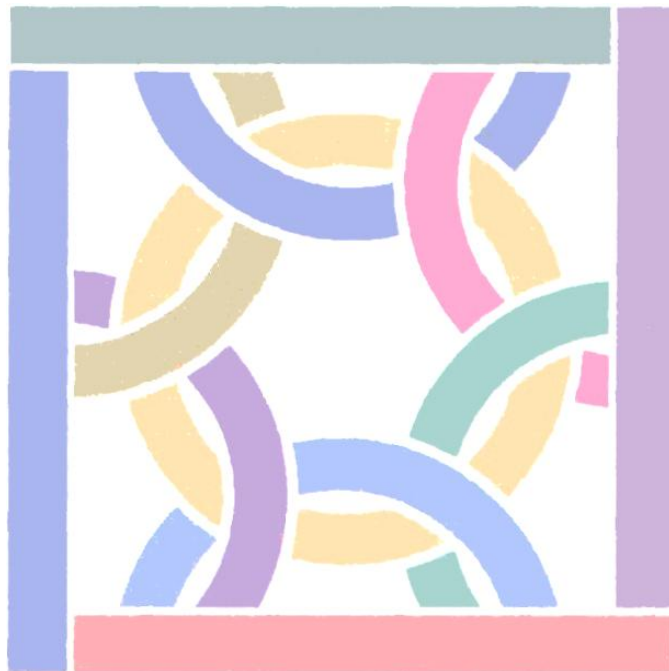


Department of Arkansas Heritage Grant Program

Grant Program Goals and Application Guidelines



The Heritage 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 one-time appropriations 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 **MOSAIC 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 Grants:

- Promote awareness and enjoyment of Arkansas's heritage.
- Increase community-based and non-profit groups' abilities to create and/or enhance Heritage programs.
- 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.
- Renovate and/or improve community buildings and community centers which are of value to the heritage of the community.

Evaluation Criteria

The Heritage Grant Program funds come from a one-time, limited funding source, so not every applicant can be funded. Certain criteria have been established for awarding Heritage grants to include:

- The organization's relationship to the local community.
- The degree to which the proposed project reflects the heritage of the community.
- The degree this project protects, preserves or enhances the heritage of the community and Arkansas.
- The local or statewide impact of the project.
- The degree to which the project shows collaboration and cooperation among community organizations.
- The organization's mission and sources of income for the project.
- The project will be completed within the timeframe of the grant.
- The project will be completed with the funds available.

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.

Heritage Grant Program Funds Will Not:

- Exceed \$25,000.
- Fund academic research.
- Be made to for-profit organizations or events.
- Fund any state agency or support groups of state agencies.
- 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.

Application Basics

- The application must fit one of the eligible uses as stated in the 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.

Allowable Activities Include:

- Renovations and improvements to community buildings and community centers.
- Historic preservation projects including restoration, museums, historic bridges, and historic buildings.
- Operations of Historical Societies.
- Art Centers
- County Courthouse restorations.
- Statewide community enhancement and assistance.
- Support for program building and statewide traveling exhibits.
- Projects and operations that fulfill the Heritage Grant Program goals.

Eligible Organizations

- Towns and Cities
- Historical Societies
- Museums
- Art Centers
- Counties
- Non-profit Organizations

Non-Eligible Organizations

- State Agencies (including "friends of" and other support groups)
- Federal Agencies
- For-profit Organizations

Supplanting

Funds awarded under the Heritage 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.

Completing the Application

Your Heritage 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 presentations 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, using the space provided and additional space as indicated.
- 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.

Use only the space provided on the application, including, if needed, any additional pages as directed.

Decision Process

The Heritage Grant application process is designed to assist communities and organizations in planning and implementing meaningful projects at the local level.

Grant applications will be reviewed and evaluated against the goals, evaluation criteria and allowable activities of the Heritage Grant program, by a panel of Department of Arkansas Heritage agency directors and/or their designees. This panel will make the funding decisions. Applicants will be notified within two weeks of the decisions.

Anyone with questions about the application criteria or decision-making process should call the Heritage Grant Program Manager at the Department of Arkansas Heritage, (501) 324-9158 [TDD (501) 324-9811], or e-mail randy@arkansasheritage.org.

APPLICATION DEADLINE

ALL HERITAGE GRANT PROGRAM APPLICATIONS

MUST BE IN THE DEPARTMENT OF ARKANSAS HERITAGE OFFICE

NO LATER THAN 4:30 P.M. DECEMBER 17, 2007.

- *Heritage Grants will be disbursed and must be spent by June 1, 2009. A final Project Report and Financial Report will be due 30 days from the completion of the project.*
- *Only one Heritage Grant will be made to any one organization during any given grant cycle.*
- *Grant recipients will be required to participate in an orientation program prior to receipt of award, at a place and time specified by the Department of Arkansas Heritage.*

2008 Heritage 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 8-14) may be copied, cut from this book or reproduced on a computer
- ☐ **application must be in the Department of Arkansas Heritage office no later than 4:30 p.m. December 17, 2007 (no exceptions).**
- ☐ 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 8-14 of this booklet), **typed, double-spaced**
- ☐ send **ten** 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 nor 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: _____

2008 HERITAGE 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.**

2008 HERITAGE 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**

2008 HERITAGE 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.**

2008 HERITAGE 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.

Heritage Grant Program

Revenue Sources (Project Only)

Line Item Budget

Grant Requested:	\$		BUDGET ALLOCATION		
Cash on Hand:	\$		BUDGET ITEM	GRANT	APPLICANT FUNDS
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 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 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 _____

*Your state representative _____

*Please note some cities have multiple districts; please list the **one** applicable official.

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