



## State Historical Society of North Dakota Cultural Heritage Grant Application Round 2 - 2012

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In 2011, the North Dakota Legislature authorized \$504,000 to the State Historical Society of North Dakota (SHSND) for the Cultural Heritage Grant Program. The Cultural Heritage Grant Program has been administered by the State Historical Society since it was first created in 2003 and provides grant funding for local museums and historical societies.

The SHSND is obligating up to \$160,000 for the 2012 grant round, grant applications for any eligible project will be considered although funding priority will be given to organizations and property with disaster planning and preparedness projects or have been affected by a recent natural disaster. The past season of weather related emergencies to homes and businesses throughout North Dakota has proven it vital to have disaster preparedness plans and implement disaster preventing measures as well as financial aid in recovery after a disaster. Priority will also be given to organizations that did not receive a Cultural Heritage grant in the 2011 grant round.

Interested eligible organizations that have a project they wish to be considered for an award should thoroughly read the guidelines and submit an application to the SHSND. The completed application must be accepted (not postmarked) by the SHSND by 5pm on **Friday, March 30, 2012**.

*The application forms are available on the SHSND website as a PDF file: <http://history.nd.gov>*

### GRANT GUIDELINES

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1. The following organizations are eligible to apply for Cultural Heritage Grants:
  - organizations with officially recognized 501(c)3 non-profit status
  - legally organized subsidiaries of city, county, or tribal government
2. The following are ineligible to apply for Cultural Heritage Grants:
  - individuals
  - state or federal agencies, grant funds cannot be used to support an agency that receives state or federal funds
  - foundations, friends groups or supporting associations of state or federal agencies
  - projects that have been started or completed prior to awarding of the grant
3. Grant funds cannot be used to establish an endowment, to purchase collections, for fund-raising activities, new construction, or to administer the grant itself. Acceptable categories of grant projects are listed in the "Grant Categories" section of this form.
4. Qualified organizations may apply for a grant of any amount up to and including \$20,000. A dollar-for-dollar match for grant funds is required and can be in the form of In-Kind or cash. The total project cost includes the grant funds and the cash match.

5. Eligible organizations are limited to one grant application per grant round. Grant applications may be made in successive years to fund a continuing project. In such cases, the application should include a description of the overall project and a detailed description of the portion of the project for which the grant is requested. Approval of one grant does not mean that future grants for a continuing project will be approved. Specific requirements for grant applications are listed in the “Grant Application Criteria” section of this form.
6. A dollar-for-dollar match for grant funds must be demonstrated in the grant application. Matching funds may be in cash or in-kind. In-kind matches (donated labor, supplies, and equipment) must be used in the specific project supported by the grant funds, not for work completed prior to the applications or award of the grant.
7. Applications for the 2012 grants must be received no later than Friday, March 30, 2012. A downloadable fillable pdf of the Application form is available on line or by request. Because multiple copies of the application are required, Cultural Heritage Grant applications must be submitted in hard copy to the SHSND and will not be accepted via electronic copy. Grant recipients will be notified by mid May 2012. A grant may be approved for all or a portion of the amount requested in the proposal. Projects to be funded under the 2012 grant cycle must be completed by April 30, 2013.
8. On-site visits may be scheduled by Society staff during the term of the project. A mid point Progress Report will be required to be submitted by December 31, 2012. A final report identifying how the grant funds were used and describing the completed project in comparison with the grant proposal must be filed by within 30 days of completion of project or by April 30, 2013. An on-site visit will be conducted by Society staff at the completion of the project.
9. Half of the approved grant will be distributed upon award of the grant. The remainder of the grant will be paid after submission of the final report and the Society site visit.
10. Any unused funds resulting from uncompleted or unacceptable projects may be allocated by the Society to other projects that can be completed by April 30, 2013.
11. For any questions relating to the grant application, proposed projects or application process please contact:

Amy Munson  
State Historical Society of North Dakota  
Grants & Contracts Officer  
612 East Boulevard Avenue  
Bismarck ND 58505

Phone: 701-328-3573  
Email: [amunson@nd.gov](mailto:amunson@nd.gov)

## GRANT CATEGORIES

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### EXHIBITS:

The exhibits category includes presentation of ideas and/or collections to interpret and provide a meaningful experience. Exhibits can be two-dimensional or three-dimensional, including structures or environments and may also include traveling exhibits.

### SPECIAL PROJECTS/EVENTS:

A special project or event can include the professional development of organization's staff, festivals, lecture series, publications, etc. as well as the collaborative projects between various history related organizations and local youth groups such as the Boy Scouts, Eagle Scout projects, Girl Scouts, National History Day, National Geography Society, 4-H, etc.

### EDUCATION:

The education category can include programs or school-related activities that present ideas or enhance an exhibit, event, or theme. Examples may include theater performances, publications, tours or electronic formats.

### COLLECTIONS:

The collections category is for activities relating to the materials owned by an organization that illustrate and interpret the mission of that institution. Materials include items such as photos, books, manuscripts, film, artifacts, archeological, biological, and geological specimens. Funded projects may include cataloging, collections care, research, computer and software purchases.

### CAPITAL IMPROVEMENTS:

The Capital Improvement category includes rehabilitation or preservation of existing structures or historical sites. Routine upkeep and maintenance are not considered capital improvements.

### ARCHIVAL SUPPLY PURCHASE:



The Archival Supply Purchase grants are now being awarded on a continuous basis throughout the biennium. Eligible organizations are allowed to apply for grants up to \$1500 to purchase approved archival supplies at any time in the biennium. Detailed information and the application form are on the SHSND web page <http://history.nd.gov>. \$15,000 has been allocated to the Archival Supply Purchase grants and will be awarded throughout the biennium until exhausted.

## PAST PROJECTS

The State Historical Society awarded more than \$441,000 in Cultural Heritage Grants for the 2009-2011 biennium to 64 eligible organizations throughout the state. For more information on any of the listed projects, please contact Amy Munson 701-328-3573 or [amunson@nd.gov](mailto:amunson@nd.gov).

### 2009 Grant Round

- Barnes County Historical Society – Sewer System Gate Installation - \$1,000
- Bowman County Historical Society – Bowman Pioneer Trails Museum HVAC - \$18,500
- Buffalo Historical Society, Inc. – 1916 High School Preservation - \$7,700
- Buxton in Bloom – First State Bank of Buxton Exhibits - \$4,000
- City of Northwood – Northwood Museum - \$10,000
- City of Tuttle – WPA Public Office Building Rehabilitation - \$10,000
- Dakota Buttes Visitors Council – The Last Great Buffalo Hunt Project - \$4,400
- Dickey County Historical Society – Dickey County Historical Society Building Rehabilitation - \$5,000
- Divide County Historical Society – Artifact Labeling Project - \$194
- Ellendale Historical Society – Coleman Memorial Museum Records Collections Project - \$2,475
- Enchanted Highway – Lampl Historical Homestead Rehabilitation - \$10,000
- Enderlin Historical Society and Museum – Electrical system and exit door updates, Archival Supplies Purchase - \$2,968
- Eddy County Museum – North Dakota Museum Assessment Program - \$10,000
- Flickertail Village and Museum – Roof replacement of 6 Flickertail Village and Museum Buildings - \$10,750
- Glen Ullin Museum – Glen Ullin Museum Building Addition - \$5,850
- Gorges Arts & Heritage Council – Walhalla Theater Roof Structural Analysis & Stabilization - \$20,000
- Grand Forks County Historical Society – Archival Supply Purchase - \$974
- Greater Grand Forks Symphony Association – Greater Grand Forks Symphony Centennial Book - \$4,300
- Green School Community Center – Green School Protection & Preservation - \$9,085
- Hatton-Eielson Museum & Historical Society – Exterior Painting of Eielson Home - \$20,000
- Hiddenwood Old Settlers Association – Hiddenwood Old Settlers Chapel Preservation - \$2,124
- Hillboro Community Partnership – Union Block Building Rehabilitation - \$20,000
- Lake County Historical Society – Foundation and Roofing of Bintz House and Niobe Hall - \$14,325
- LaMoure County Museum Board – LaMoure County Museum and School House Rehabilitation - \$8,000
- Larimore Community Museum & Historical Society – Window Repairs on the Larimore Community Museum - \$20,000
- Makoti Threshers Association – Spring Valley Lutheran Church Preservation - \$12,000
- Mandan Historical Society – Photo Archives - \$1,500
- Manfred History and Preservation, Inc. – Melby Rogness House Exhibit - \$5,171
- McIntosh County Commission – McIntosh County Historical Society Museum Furnace Replacement - \$3,526
- Mercer County Historical Society – Light Fixture Replacement and Archival Supplies Purchase - \$6,795
- Mott Gallery of History & Arts – Gutter, Roof and window weatherization - \$3,472
- OPERA, Inc. – Opera House Kitchen/Green Room Storage Rehabilitation - \$5,000
- Ox Cart Trails Historical Society – Kemp Building Exhibits - \$5,000
- Rural Vestige Alliance – Manfred School and Rogne, Soderback, and Solheim House re roof - \$8,170
- Save Coghlan Castle, Inc. – Coghlan Castle Exterior Rehabilitation - \$15,000
- Stutsman County Memorial Museum – SCMM Photo Preservation Project - \$1,000
- Towner County Historical Society – Egeland School Painting - \$3,750
- Wells County Historical Society – Photo Archives and Exhibit Project - \$1,000

## 2010 Grant Round

- Bagg Bonanza Farm Historic Preservation Society – Replacement of the Main House foundation - \$20,000
- Barnes County Historical Society – Exhibit enhancement and Archival Supplies - \$2,000
- Bismarck Mandan Historical and Genealogical Society – IF Midwest Conference - \$1,850
- Bowman County Historical Society – Pioneer Trails Museum Web Page development - \$4,775
- Cass County Historical Society – Trangsrud House and Elevator Installation - \$10,750
- Dickinson Museum Center – Textile Re-housing Project - \$785
- Divide County Historical Society & Museum – Collections Reorganization & Protection Project - \$4,500
- Emmons County Historical Society – Roof repairs to the Emmons County Museum - \$9,025
- Ft. Seward Interpretive Center – Interactive Media Exhibit - \$2,500
- Grand Forks Masonic Center Preservation Association – Survey and repair of Stage Drops - \$9,015
- Griggs County Courthouse – Planning & Assessment of the Griggs County Courthouse - \$7,500
- Griggs County Historical Society & Museum – Entry way and lighting updates to museum - \$10,000
- Hebron Historical & Art Society in conjunction with Morton County Historical Society, Almont Historical Society, Flasher Historical Society, New Salem Historical Society, Glen Ullin Historical Society – Historical Heritage Initiative - \$2,100
- James Memorial Preservation Society – Photograph exhibit & archives - \$671
- Lisbon Park Board in conjunction with Jacob Gallagher – Log Cabin Restoration Eagle Scout Project – \$4,220
- Mental Health of North Dakota – North Dakota State Hospital Museum Intern - \$5,000
- Museums in North Dakota in conjunction with TRACES Center for History and Culture – ND World War II Traveling Exhibit - \$8,135
- New Salem Historical Society – Daily Life in North Dakota Documentary - \$5,000
- Ox Cart Historical Society – Archival Supply Purchase - \$1,000
- President’s House Preservation Society – Refinish wood floors at the former Valley City State University President’s House - \$3,085
- Save Coghlan Castle, Inc. – Coghlan Castle Education Workshop - \$5,000
- Standing Rock Sioux Tribe – Standing Rock Sioux Tribe Museum Exhibit Project - \$10,220
- The Railroad Museum of Minot – Purchase Collections software and exhibit Project - \$1,790
- Williston Area Chamber of Commerce – Archival organization of the William “Bill” Shemorrays Collection - \$5000

## GENERAL APPLICATION GUIDELINES

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Completed applications must be accepted (not postmarked) by State Historical Society of North Dakota no later than **Friday March 30, 2012**.

**Three (3) copies** of the completed application materials are required and all sections of the grant application are to be completed. This is a **competitive** grant. Failure to address all criteria will eliminate the application from further consideration.

Applications should contain:

- Cultural Heritage Grant Application Form (page 7)
- A Narrative that addresses the “Grant Application Criteria” (page 8)
- Photos
- Budget Worksheet (page 10)
- Letters of Support

Photos are required for all Capital Improvement projects. Clear, good quality photos of the entire building from foundation to chimney on all four sides along with detailed photos of project area must be submitted. Photos are also encouraged to be submitted when applying under the other grant categories. This will help the grant committee to assess current conditions and the need of the project as well as provide a good “before” and “after” documentation of the project.

The **budget** must include details on each line item and needs to include all major work elements. A budget worksheet is provided to assist in formulating the budget. The line items should equal the total project cost (the grant and the match). The basis for the estimated cost of work must be explained. Copies of professional estimates need to be provided to verify budget figures. The sources of the cash match needs to be provided (city funds, personal funds, grants, etc.).

Letters of support and photos. Letters of endorsement and support as well as letters of commitment from partners, presenters, or advisors are encouraged to be included with the grant request.

Applications are to be prepared and presented in a type-written, professional manner. A downloadable fillable pdf of the Application form is available on line or by request. Please note application will not be accepted electronically, three (3) copies of the application need to be submitted to the SHSND at the address below.

Questions regarding the Cultural Heritage Grant Program may be directed to Amy Munson, State Historical Society of North Dakota (701)-328-3573.

**Submit completed applications to:**

Grants & Contracts Officer  
State Historical Society of North Dakota  
612 East Boulevard Avenue  
Bismarck, ND 58505-0830

## Cultural Heritage Grant Application Form

Project Name: \_\_\_\_\_

Grant Category (see page 2 of the application to determine which category best describes your project)

Exhibits       Special Project       Education       Collections       Capital Improvements

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Federal ID#: \_\_\_\_\_

Grant Funds Requested      \$ \_\_\_\_\_

Matching Funds      \$ \_\_\_\_\_

Total Project      \$ \_\_\_\_\_

### Certification

The applicant hereby certifies:

1. That to the best of the applicant's knowledge the information contained in this application is accurate and complete, and the application has been duly endorsed by the local governing body appropriate for the applicant.
2. That the applicant acknowledges that prior to any disbursement of grant funding a contractual agreement will be drafted and signed by the applicant and the State Historical Society of North Dakota, specifying detailed terms and conditions to include compliance with all federal, state and community licensing, permits, laws, and regulations.
3. That the applicant is officially recognized as having a non-profit status by the IRS and agrees to verify that status at the time of application or is a legally organized subsidiary of a tribal, city, or county governments.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name and Title (printed) \_\_\_\_\_

## GRANT APPLICATION CRITERIA

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A maximum of 100 points will be awarded for the total of the following six sections. Please number your responses to correspond to the pertinent section being addressed.

### Section 1 – Project Narrative (10 total points for this section)

1. Description of project (what is the project, and where will the project be located?)
2. What specifically will the project encompass? (include plans, drawings, maps relating to the project)
3. Has this property been affected by a natural disaster?
4. What is the projected time line for the proposed project?

### Section 2 - Project's Relevance to North Dakota History (50 total points for this section)

1. How will the project create an 'experience' and/or a 'product' that will enhance the understanding and appreciation of North Dakota heritage and culture?
2. How does the proposed project integrate with existing or planned projects and activities by other local and/or regional groups? (is this a one-time event or ongoing?)
3. Describe how the project will benefit the community, region and/or state (i.e., economic, educational, other).
4. What is the project's importance to the local area and how is it tied to the heritage of North Dakota? List all people involved and their responsibilities.

### Section 3 - Financial & Budget Description (20 total points for this section)

1. What is the overall cost of the proposed project?
2. List all sources and amounts of cash funding or in-kind contributions.
3. How will the grant funds be invested in the project?
4. How will local matching funds be invested in the project?
5. Are grant funds from this program critical to the project's overall funding package? Are the funds secure or pending? Please provide verification of availability of matching funds (verification of a monetary match is required prior to disbursement of funds).
6. Are these grants funds crucial for the completion of the project?
7. Indirect costs (i.e., grant administration fees cannot be paid by grant funds; however, the value can be used as a match).
8. Donated time for in-kind will be valued at \$15/per hour or as documented for professional services.

**Note:** A Budget Summary form of how the grant funds will be invested, and a description of the local match, and other funding is required for this section. See attached "Budget Worksheet" form on page 10.

Section 4 - Project Administration (15 total points for this section)

1. Who is the project applicant? (name of entity making grant application)
2. Who will manage the project? (name of entity, **and/or** individual responsible for overall project management)
3. Provide verification of IRS non-profit status for applicant.
4. How will short and long-term operation and maintenance costs be financed?
5. Could a portion of the project be completed if the grant award is less than the request?

Section 5 - Publicity (5 total points for this section)

Describe how the applicant will publicly recognize the North Dakota Legislature and the State Historical Society for grant funding received in your advertising/marketing plan.

