



## State Historical Society of North Dakota Cultural Heritage Grant Application 2019-2021

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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.

For the 2019-2021 biennium, the SHSND is obligating up to \$400,000 to the Cultural Heritage Grant Program. Grant applications for any eligible project will be considered although funding priority will be given to city county or regional historical societies, museums and history organizations that have completed the North Dakota Museum Assessment (NDMAP).

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, November 29, 2019**.

*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
  - Agencies or organizations that receive significant state or federal sources of funding
  - 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 endowments
  - Purchase collections
  - Fund-raising activities
  - New construction
  - Administer the grant
  
4. Qualified organizations may apply for a grant of any amount up to and including \$50,000. 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. For the 2019-2021 biennium, there will be only one grant round.

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 2019-2021 grants must be received no later than Friday, November 29, 2019. 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.
8. Grant recipients will be notified of grant status by mid-January 2020. A grant may be approved for all or a portion of the amount requested in the proposal. Projects to be funded under the 2019-2021 grant cycle must be completed by **April 30, 2021**.
9. On-site visits may be scheduled by Society staff during the term of the project. A midpoint Progress Report will be required to be submitted by **September 1, 2020**. 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, 2021. An on-site visit will be conducted by Society staff at the completion of the project.
10. Grant funds will be distributed by reimbursement, after a project is completed, final report submitted with request for reimbursement.
11. Any unused funds resulting from uncompleted or unacceptable projects may be allocated by the Society to other projects that can be completed by the deadline.
12. 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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### **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. Priority will be given to publicly owned buildings.

### **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.

### **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, National History Day (Friday April 17, 2020) project supplies or host regional conference,

### **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, surveys, National Register Nominations, 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 Geography Society, 4-H, community celebrations, etc.

## **PAST PROJECTS**

### **COLLECTIONS**

Mental Health American of North in partnership with the State Hospital in Jamestown received a grant in 2010 to organize data and create outline of critical events that led up to the development of a state and national mental health system. The State Hospital Museum, opened in 2008 and highlights historic medical equipment, old photos, and the history of mental health treatment from 1883 to the present

The Fargo Air Museum located in Fargo received a grant in 2015 to start a catalog of museum collections and provide proper care for artifacts in archival appropriate boxes, bags and while on display.

### **EDUCATION**

The Three Tribes Museum located in New Town received a grant in 2011 to create training modules for preserving the Mandan Language.

The Arikara Community Action Group located White Shield received a grant in 2016 to offer a three-week long course for students to participate in introductory historical seminars and cultural activities.

### **EXHIBITS**

The Griggs County Historical Society located in Cooperstown received a grant in 2011 for the restoration of a 1915 CASE steam engine to working order. The working steam engine will be used at the annual Griggs County Threshing Bee, showcasing the agricultural history of the region.

The Billings County Historical Society located in Medora received a grant in 2014 to develop an exhibit that highlights the different art forms of Billings County residents from early settlers through today.

The Eddy County Museum received a grant in 2014 to create an exhibit in the Depot building highlighting the medical and dental practice in Eddy County and New Rockford from early pioneer days to the final years of the City Hospital.

### **SPECIAL PROJECT/EVENT**

The Grand Forks Historic Preservation Commission with the Society of Architectural Historians received a grant in 2013 to aid in publishing material from the Buildings of North Dakota print volume in to a searchable online encyclopedia.

The Tri-County Tourism Alliance received a grant in 2013 for research and oral interviews, videos and photos related to early women settlers. The information has been developed into a traveling exhibit and the Women Behind the Plow documentary.

Questions on projects:

Contact

Amy Munson, Grants & Contracts Officer

701-328-3573

[amunson@nd.gov](mailto:amunson@nd.gov)

## 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, November 29, 2019**.

**Three (3) copies** of the completed application materials, including photos, 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 9)
- 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)

Capital Improvements     Collections     Education     Exhibits     Special Project

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

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

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Federal ID#:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

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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### Section 1 – Project Narrative

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

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

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 \$25/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 9.

#### Section 4 - Project Administration

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 - Sustainability

1. What are the long-term goals for the organization and/or project?
2. Does your organization have a strategic or 5-year plan? If so, how does this project fit with the plan.

#### Section 5 - Publicity

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.

# Cultural Heritage Grant Budget Worksheet

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ORGANIZATION: \_\_\_\_\_

PROJECT: \_\_\_\_\_

Please list all costs associated with the grant and if the cost was grant funds or match.  
Copies of bid or quote should be included.

Cost Items	Grant Funds	Match	Total
<b>TOTAL</b>			