



## State Historical Society of North Dakota Main Street Community Education Grants 2019-2021

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The Cultural Heritage Grant Program administered by the State Historical Society of North Dakota was created in 2003 and provides grant funding to history organizations in the areas of education, collections, special projects and capital improvements. To encourage and strengthen applications for education focused projects the SHSND created an additional grant category, the Main Street Community Education Grants. In every community the main street connects business, people, and dreams to the past, present and future.

Projects in this category should have a focus on enhancing education curriculum with preK-20 students. Funding priority will be given to projects that demonstrate a partnership between the teacher/educator and a local museum or history organization. Projects are to be developed by teachers or educators and will connect youth, young adults and the community to local and regional history. Teachers and educators of all levels are encouraged to apply.

Interested eligible organizations that have a project they wish to be considered for an award should thoroughly read the guidelines and submit an application. Grants will be awarded through out the biennium until the funds are exhausted.

***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
  - Foundations, friends groups
  - 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
  - Administer the grant
  
4. Qualified organizations are limited to one grant application for the 2019-2021 biennium
  - **Small Project grant** (\$1,500 and below)
    - Applications for a small project grant can be submitted at any time and will be awarded on a rolling basis. Please use the application form, address the grant

application criteria and include a completed budget worksheet located at the end of this document.

- **Large Project grant** (\$1,501 and \$15,000)

Interested applications for a Large Project grant must first submit a Letter of Inquiry to insure the project will fit with the grant objectives.

5. A dollar-for-dollar match for grant funds must be demonstrated in the grant application. Matching funds may be in cash in-kind. In-kind matches (salaries, donated labor, supplies, and use of 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.
6. Upon receipt of application or Letter of Inquiry (if required), it will be reviewed by the State Historical Society Staff and either an award/proceed to application letter or decline letter will be sent.
7. Projects to be funded under the 2019-2021 grant cycle must be completed by **May 15, 2021**.
8. On-site visits may be scheduled by Society staff during the term of the project. A midpoint Progress Report will be required. 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 June 15, 2021.
9. Grant funds will be distributed by reimbursement, after a project is completed, final report submitted with request for reimbursement and supporting documentation.
10. 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.
11. For any questions relating to the grant application, proposed projects or application process please contact:

**Amy Munson**  
Grants & Contracts Officer

State Historical Society of ND  
612 East Boulevard Avenue  
Bismarck ND 58505

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

**Danielle Stuckle**  
Outreach Program Coordinator

State Historical Society of ND  
612 East Boulevard Avenue  
Bismarck ND 58505

Phone: 701-328-2794  
Email: [dlstuckle@nd.gov](mailto:dlstuckle@nd.gov)

## **Main Street Community Education Grant ideas**

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Teachers of all levels are encouraged to apply for Main Street Community Education Grant. These projects require a partnership with local museum or history organization and will connect youth, young adults and community to local and regional history.

- Field trip to local Historical Society, history organization or museum.
- Bring in a guest speaker to the classroom.
- Oral History Project. Oral history can be a valuable source of evidence for understanding the experiences of individuals or groups within a certain historical period and reveal the role of individuals in shaping the past. Activities could include preparing information and questions, conducting interviews, transcribing oral history, utilizing the information and archiving in local, regional or state repository.
- Create curriculum to help learners appreciate geography, economics, community relations, conflicts and alliances in the arc of time encompassing human existence in what is now North Dakota. Learners will be well served by connecting lessons, activities, research direction to connect to their interests and implement approaches through creative, collaborative, potentially cross curricular programs to enhance the experiences as they move into their own futures. This grant is a mechanism to fund creative thinking and educational support for such approaches and experiences.
- Work with local museum, library or history organization to identify an artifact or series of artifacts in their collection that represents the community. Could be an event that occurred in the community, a series of photographs or a historical marker. Create learning opportunities and research Present research results in an exhibit, web-based material or community event.
- Discovering the history of buildings. Work with local historical society or historic preservation commission to identify historic buildings in the area. Research history of building and learn about the National Register of Historic Places. Present research results in an exhibit, web-based material or community event.

## APPLICATION GUIDELINES

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**One** copy of the completed application materials are required and all sections of the grant application are to be completed. Grants will be awarded throughout the biennium until the fund is exhausted.

Qualified organizations are limited to one grant application for the 2019-2021 biennium

### **Small Project Grant** (\$1,500 and below)

Applications for a small project grant can be submitted at any time and will be awarded on a rolling basis. Please use the application form, address the grant application criteria and include a completed budget worksheet located at the end of this document.

### **Large Project Grant** (\$1,501 and \$15,000)

Interested applications for a Large Project grant must first submit a Letter of Inquiry to insure the project will fit with the grant objectives.

Letter of Inquiry should contain:

- The identified need for grant funding, the proposed solution, and the organization's qualifications for implementing that solution.
- Please submit all letters of inquiry electronically to [amunson@nd.gov](mailto:amunson@nd.gov)

Applications should contain:

- Main Street Community Education Grant Form
- A Narrative that addresses the "Grant Application Criteria"
- Budget Worksheet
- Letters of Support

The **budget** must include details on each line item and needs to include supplies needed and all major work elements. A budget worksheet is provided to assist in formulating the budget. The basis for the estimated cost of work must be explained. The sources of the cash match needs to be provided (city funds, personal funds, grants, etc.).

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. Applications can be submitted electronically to [amunson@nd.gov](mailto:amunson@nd.gov)

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:**

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

Phone: 701-328-3573

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

# Main Street Community Education Grant Application Form

Small Grant (\$1,500 and under)

Large Grant (\$1,501 - \$15,000)  
*Requires Letter of Inquiry before submitting application*

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

**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. What is the projected time line for the proposed project?

### Section 2 - Project's Relevance to North Dakota History and the community

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.



