

Heritage Support Grant - Mini Grant Application

Sample Application

Organization Mission:

PROJECT OVERVIEW

Project Title: Title

The total requested amount must be greater than \$500 and should not exceed \$4,999.

Total Amount Requested: \$

Project Start Date:

Project End Date:

****PLEASE NOTE: All projects must start on or after the first day of the grant period. Grants awarded in this cycle must be completed and fully expensed by the last day of the grant period. Projects may be completed prior to the deadline.****

PROJECT TEAM

Project Manager Name/Title:

Project Manager Contact Information:

Name/Title of Grant Applicant (if different from project manager):

Other Project Team Members:

PROJECT NARRATIVE

Project Summary:

Provide an abstract or executive summary of your project. Include a brief statement about the need your organization has identified. Describe your proposed solution and how your project will address the need you have identified. Explain the intended results of the project, who will benefit from these results, and why. (max. 5,000 characters)

Institutional Readiness:

Describe how the history, purpose, and activities of your organization will affect its capacity to successfully complete this project. Include any assessments, training programs or professional standards employed by your organization. (MAP, CAP, STEPS, Local History Services workshops, etc.) (max. 5,000 characters)

I confirm that I have watched the ## Yes/No minute Ethics Webinar, and affirm that the institution is following ethical standards.

Next Steps:

Explain how this project fits with your organization's long term goals and its ability to attract support. Describe next steps and follow-up projects. (max. 5,000 characters)

List project co-sponsors and partners outside your organization, if applicable:

Does the organization own the building(s) or site(s) for which you are requesting funding? Yes/No

If no, please explain:

How will you manage the funds if awarded?

Explain the processes in place for tracking specific funds, and ensuring grant funds are used only for the funded project. Organizations should be able to show proper documentation of spending at any point during a grant award cycle. (max. 1,000 characters)

FUNDRAISING CAPACITY

The following questions are for IHS data collection purposes so that we can better understand the fundraising capacity of the organizations we serve.

How many grants has your organization applied for in the last fiscal year? (excluding this Heritage Support Grant application):

How much money has your organization received as a result of grant funding in the last fiscal year? \$

How much money has your organization raised from non-grant sources in the last fiscal year? \$

Do you receive money from other fundraising sources? Mark all that apply. Membership, Annual Giving, Special Events, Major Gifts, Planned Giving, Local/State Government Support, Other

If Other, please specify.

ADDITIONAL DOCUMENTS

The following attachments are **Required** for all applications:

- Annual operating budget (current fiscal year)
- Project budget (using the provided Budget Template)
- Board list with affiliations
- Confirmation of 501(c)(3) status (tax exempt determination letter)
- Any project-specific documents requested by IHS

Additional supporting documents such as contractor estimates, before photos, resumes or job descriptions, historic structures reports, etc., are **highly recommended**.

Organizations may provide up to 2 letters of support.

Friends group applications are required to supply a letter from their parent organization confirming the following:

- The parent organization supports the project and application for grant funding.
- A representative of the friends group is on the grant project team.
- HSG funds will be held and disbursed by the friends group.

DOCUMENTS