



# CANE RIVER

## NATIONAL HERITAGE AREA

### 2016 GRANT APPLICATION

Applicant Name, Federal ID/Social Security#, Primary Contact

Applicant Type: (Please select one of the choices below)

- |                                      |                         |
|--------------------------------------|-------------------------|
| Commercial Business                  | Individual              |
| Community Organization               | Non-profit Organization |
| Cultural Resources Management Entity | Tribal Organization     |
| Educational Institution              |                         |
| Government Organization              | Other                   |

Project Title and Location (include parish, state and federal congressional district)

Funding Category: (select the category that fits your project goals and activities)

- |                            |  |
|----------------------------|--|
| Historic Preservation      | Recreation                               |
| Conservation & Collections | Education/Interpretation/Public Learning |
| Land & Water Conservation  | Promotion & Marketing                    |

Project Contact (full name, title and contact information for the person managing project)

Funding amount requested \$	Select	Competitive Grant	Special Project Grant
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**\*\* A 50/50 match is required for all funded projects.**

**Project match may be Cash or In-kind.**

**Funds are allocated on a reimbursable basis upon receipt of invoicing and final report.**

<i>Office Use Only</i>				
Personnel	Receipt Date	Review Date	Approved	Source

## **Project Proposal**

**Applicant Name**

**Project Title**

**Partners**

### **Project Proposal**

*Must be 300 words or less, and can be submitted in a separate attachment if needed. Please see the example provided in the application guideline.*

**Project Period:**

**Project Activities**

- 
- 
-

### Budget Summary

Please complete the following budget chart and match summary for your project. **Please read page 5 & 6 for instructions.**

Project Budget Summary				
Categories	Requested	Cash Match	In-kind Match	Subtotals
Consultant				
Contract for Services				
Equipment				
Materials & Supplies				
Personnel				
Travel				
Other				
<b>Totals</b>				

Budget Narrative (Please write an explanation for expenses under *Other*)

In-kind Sources (Please list the sources of your *In-kind Match*, i.e. volunteer personnel, consultants, etc.)

Cash Sources (Please list the sources of your *Cash Match*)

I certify the information within the application to be accurate and I fully understand the requirements of the grant program.

Signature

Date

## Guidelines for Completing & Submitting the Grant Application

### **Page 1 – The Application Form**

#### **Applicant Name, Mailing Address, Phone Number & Email:**

Enter the name of the organization or individual requesting the funding along with their mailing address, phone number and email.

**Applicant Type:** Here you are to select one of the choices that best describes you or your organization.

#### **Federal ID Number or Social Security**

**No:** You must provide the Tax ID number for your organization, or your Social Security Number if you are applying as an individual.

**Project Title and Location:** List the title of your project. Provide an address for the location where the project will take place along with the corresponding congressional district for the location. If the project is taking place at multiple locations provide address information for each location. ***How do I locate my federal congressional district?*** You can locate the federal congressional district for your project by going to <http://www.house.gov/representatives/find/>. Put the address or zip code for your project into the search on the page to locate your congressional district and representative.

**Funding Category:** Select the category that best fits your project goals and activities. (i.e. if your project is to repair the windows of a historic property that you own you will select *Hist. Preservation & Enhancement*)

**Project Contact:** List the name of the person(s) managing the project, along with their title and an email or phone number where they can be reached during the daytime.

**Funding Amount Requested:** List the dollar amount you are requesting from Cane River National Heritage Area.

**\*\*A 50/50 match is required for all funded projects.**

***What does this mean?*** Some programs require a contribution by the applicant to the total cost of the project they are requesting funding for. This is called ***mandatory cost-share***. A program may require a percentage of the total project costs in dollars or in-kind services as a match, such as 1:1 match. This type of mandatory cost-share is called ***matching funds***. A ***50/50 match*** means an applicant must provide an amount equal to the sponsor's funds to receive a grant award (i.e. *if you are asking for \$200 in funds then your organization must have \$200 in cash or in-kind match towards the project*)

**\*\*Funds are allocated on a reimbursable basis upon receipt of invoicing and final report.**

***What does this mean?*** This means to receive payment you must present a receipt(s), or invoicing to a third party totaling the amount of your requested funding (or less) to receive the money awarded to your project. **You must also complete and submit a copy of the final report and final invoicing forms before receiving reimbursement.**

### **Page 2 – Project Proposal**

***Please use the example provided on page 7 as a guide for drafting your proposal.***

**Applicant Name:** *(same as page 1)*

**Project Title:** *(same as page 1)*

**Partners:** List any organizations that will assist with implementing, facilitating, volunteering or providing service to assist with project related activities.

**Project Proposal:** Your project proposal should be 300 words or less. The proposal must provide a clear overview of the project and its purpose.

**Project Period:** the start and end dates of the project (must fall between October 2014 and September 2015). Please factor in time for submitting your final report and invoicing to your project timetable.

**Project Activities:** List major activities that will take place throughout the project period.

### **Page 3 – Budget Summary**

*Please use the example provided on page 8 as a guide for completing the budget chart.*

#### **Budget Summary Chart**

Using the chart you will account for: 1. How the money you are requesting will be used to implement the project. 2. How the cash you have or in-kind services you have will be used to implement the project.

*Requested* - This column refers to the amount of the money you are asking for. Example - If you are asking for \$1000.00 and \$400 of that will be to rent equipment you will enter \$400 in the row for the ***Equipment*** category.

*Subtotals* - you will add the figures in the rows for ***Cash*** and ***In-kind*** (going across horizontally) to get the subtotal for each category.

*Totals* - you will add the figures for each column (going down vertically) to get the totals.

#### **Budget Categories**

*Consultant* - externally employed individuals whose service is temporary and typically fee based.

*Contract for Services* - this refers to the labor and equipment that will be provided by **non-staff** for the project implementation. Examples include

equipment rental, work crew labor, technical application assistance

*Equipment* - refers to the tools purchased, rented or donated for technical application and processes related to completion of the project (i.e. renting a crane lift to complete a construction project)

*Materials & Supplies* - these are items used or used up in the course of the project. An example of materials and supplies would be paper and art supplies used during an afterschool art program.

*Personnel* - staff employed by an organization engaged in the project.

*Travel* - refers to the expenses involved in getting to and from the project location. This includes mileage, per diem, and lodging.

*Other expenses* - miscellaneous expenses; expenses associated with periphery activity; the cost of raw materials and supplies that cannot be held in inventory (i.e. water, energy, small items of equipment, maintenance-related items, administrative supplies, etc.); studies and research costs.

**What do you mean by Sources (Cash, In-kind)?** Cash Sources refer to the source of the money that you or your organization will match towards the project.

Examples: if the source of your cash match is from grants that you or your organization has received you will list the title of the grant(s) and the name of the granting institution(s). If your cash source is from a fundraiser your organization held you will list the name and dates of the fundraiser and the amount that is going towards the match for the project. If your cash match is provided by a government program you will list the program and whether the entity is federal, state, or local government.

In-kind Sources refer to the source of donated services or resources for your project.

Examples (In-kind): if the source of your match is in-kind donated services you will list the name and type of service provider along with the monetary value of the service they are providing. For example, a local architectural firm donates their services to do a structural engineering report for a building you are restoring. You would list the name of the firm, the type of service they provided and the monetary value of that service in the space asking for in-kind sources.

### **Additional Terms**

*Applicant* - organization or individual applying for grant funding. The applicant assumes legal and financial responsibility for administering the project.

*Authorizing official* - the person with authority to legally obligate an organization, usually the president, director or project manager.

*Cash* - real cash contributed to the project by the applicant

*Contact person* - the person to contact for additional information about the application and project. Usually the project director or person responsible for implementing proposed activities.

*Fiscal Year (FY)* - any 12 month period used for record-keeping and reporting for an organizations operating cycle. CRNHA's fiscal year starts October 1 and ends Sept 30th.

*In-kind* - goods or services used in place of cash or payment. In-kind includes personnel time given to the project, a person on loan from another organization and use of facilities, equipment or office space.

*Match* - amount of money estimated to fund the portion of a project not covered by grant funds.

*Non-profit (not-for-profit)* - a corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive.

*Paid contractor or consultant* - a contractor or consultant providing services for the project for a fee.

*Project Period* - actual start and end dates of the project.

*Request* - this is amount of funds you are requesting from the CRNHA grant program.

*Underserved populations* - people who genuinely lack access to programs services or resources for geographic, economic, cultural, social, physical or other reasons. The term "population" can refer to a group of people with common heritage, regardless of whether they live in the same area.

### **Completing and Submitting an Application**

Go to [www.canerivernha.org](http://www.canerivernha.org) to download a copy of the application and guidelines. **Please** review the criteria section of this webpage before completing your application.

Email, fax or mail the signed and completed application to:

**Attn: Keilah Spann, program director  
Cane River Natl. Heritage Area  
1115 Washington Street  
Natchitoches, Louisiana 71457  
Email: [kspann@canerivernha.org](mailto:kspann@canerivernha.org)  
Fax: (318)356.8222**

*You may submit your completed application in-person at the above location. In-person submissions must be placed in a sealed envelope addressed to the program director.*

## Project Proposal

### Applicant Name

Average American Heritage Organization

### Project Title

Average American Experience Training Program

### Partners

State Chamber of Commerce, State College of Liberal Arts, State Community College

### Project Proposal

*The Average American Experience Training Program (AAE Training Program) is an annual educational training program for teachers and students grades 3-5<sup>th</sup>. The program has two major components, a continuing education credit course in local history for Connecticut teachers and a field trip component including teacher guide and free admission to two sites within the Average American Heritage Organization's district boundaries.*

The AAE Training Program's continuing education training offers local teachers (grades 3-5) an eight-week summer course on the cultural, natural and industrial history of the Average American NHA. The training is collaboration between State College of Liberal Arts and State Community College. The training is taught by a team of professor from the history departments of both institutions. Classes are held twice weekly beginning the third week in June and end the 2<sup>nd</sup> week in August. Teachers must attend all eight weeks of training (up to 2 days absence is allowed), all site visits, and pass a final examination at the end of the training to successfully complete the training. Participants who complete the training will receive three graduate level credits along with a backpack of classroom materials that can be used to develop classroom curriculum and activities to teach local history to students in grades 3-6.

The AAE Training Program will also offer admission-free field trips and teacher's guide to schools within the heritage area boundaries. Interested schools must register a year in advance to participate (i.e. for school year 2015-2016 registration begins May 11, 2015 and ends June 12, 2015). Schools must submit a completed registration form along with any requested information on or by June 12<sup>th</sup> to be considered for participation in the project. Field trips will take place during the month of April and again during August.

### Project Period:

April 1, 2016 – August 31, 2016

### Project Activities

- Classroom instruction
- Site-visits for continuing education component (there are 4 scheduled site visits where continuing education participants will be transported from the classroom to sites within the heritage area). Travel for sites visits will be provided through the program
- Design, printing, and packaging of teacher's guide and classroom activity hand-outs

## Budget Summary

Please complete the following budget chart and match summary for your project. Please see page 5 & 6 for clarifications.

Project Budget Summary				
	Requested	Cash Match	In-kind Match	Subtotals
Consultant		\$1,500	\$1,000	\$2,500
Contract for Services	\$500		\$1,000	\$1,500
Equipment	\$1,000			\$1000
Materials & Supplies	\$1,000			\$1000
Personnel	\$2,000			\$2,000
Travel	\$500		\$500	\$1,500
Other expenses		\$1,000		\$1,000
<b>Totals</b>	<b>\$5,000</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$10,000</b>

Other Expenses (Please write an explanation for *other* expenses)

The price of admission to sites for school field trips

Contract for Services: Graphic Design of Classroom Activity Sheets

In-kind Sources (Please list the sources of your *In-kind Match*. i.e. volunteer personnel, consultants, etc.)

Consultant: Volunteer Educator for field trips (@ \$20.00 per hour for 50 hours)

Contract for Services: Graphic Design of Classroom Activity Sheets (@\$100.00 per hour for 10 hours)

Travel: Volunteer Bus Driver (@ \$10.00 per hour for 50 hours)

Cash Sources (Please list the sources of your *Cash Match*.)

Cash sources include \$1,500 in federal grants (The Dept. of Education *Field Learning Grant* and \$4000

from the Dept. of Education's *Upward Bound Program*) and \$1,000 in funds raised from the 2014 Average

American Heritage Organization's annual fall fundraiser.