



2015 Poudre Heritage Alliance Grant Guidelines

Scope of Grants Program

The Cache la Poudre River National Heritage Area (CALA) was designated by Congress and the President in 1996 and 2009 in recognition of the magnitude and abundance of historical, cultural, and natural heritage assets in Northern Colorado and their significance to the history of our nation. The distinction helps draw national and worldwide attention to our region's rich heritage and encourages the preservation and celebration of our heritage resources. Funds for the Cache la Poudre River National Heritage Area-Poudre Heritage Alliance matching grants program are provided by the federal government through the National Park Service. Projects must be focused on one or more of the Cache la Poudre River National Heritage Area core interpretive themes.

Themes

The Cache la Poudre River National Heritage Area-Poudre Heritage Alliance Management Plan calls for preserving, interpreting, and developing the heritage resources of the Cache la Poudre River Basin has been divided into four thematic areas within one overarching thematic content. These distinctive facets of the region's heritage were the basis for the Cache la Poudre River National Heritage Area-Poudre Heritage Alliance designation in 1996:

Overarching Theme: The Poudre River & Water in the West: Water development and the establishment of water law within Colorado's Cache La Poudre River Basin influenced how the arid West manages, distributes and conserves one of its most precious resources.

Primary Theme 1: Settlement & Early Water Use: By diverting the Poudre's waters, early settlers transformed an arid grassland into productive farm land.

Primary Theme 2: Water Law: The growth of agriculture in the Cache la Poudre River Basin spurred the development of new, more practical water laws, institutions and allocation methods that have since influenced water use and management throughout the western United States.

Primary Theme 3: Water Development: Demonstrating perseverance and innovation, irrigators in the Cache La Poudre River Basin devised a number of techniques for diverting, delivering and measuring water.

Primary Theme 4: Conflict and Cooperation: The huge physical and fiscal toll of moving water in the West regularly sparked disagreement but also demanded

collaboration. Debates over the appropriate uses of the Poudre's water continue today.

Eligible Applicants

The following types of organizations serving the two county Cache la Poudre River National Heritage Area are eligible to apply for a grant:

- Units of State and Local Government
- Federally-recognized Indian Tribes
- Academic Institutions
- Non-profit Organizations with 501(c)3 or 501(c)6 tax-exempt status from the Internal Revenue Service
- For-profit organizations (preference given to applicant types listed above)

Applicants may submit no more than one application per grant cycle. Only one project may be proposed in a single application.

Eligible Projects

To be eligible for a grant, a project must meet all of the following criteria:

1. The project must be located in Larimer and/or Weld Counties, home of the Cache la Poudre River National Heritage Area.
2. The project must fit within one of the grant categories (described in the *Grant Categories* section). If a project appears to fit within more than one grant category, the applicant should indicate which category is the closest fit.
3. The grant applicant must provide or secure at least an equal contribution of matches from non-federal sources (see the *Matching Contributions* section of the guidelines).
4. The grant applicant must demonstrate strong local support by including letters of support from at least three of the following types of entities: arts councils or guilds, chambers of commerce, tourism authorities, historic preservation organizations, land conservancies, community colleges/colleges/universities/schools, state government agencies, regional councils of governments, or local governments.

Large Grant Amounts

All projects are eligible for a maximum large grant award of up to 75% of the annual large grant budget.

The minimum large grant request/award is \$5,000.00

As noted above, the grant applicant must provide at least an equal contribution of matches from non-federal sources (see the *Matching Contributions* section of the guidelines). All grants are contingent upon federal funding availability.

Grant Categories

Preservation Grants

Preservation Grants provide funding for the preservation, conservation, and revitalization of heritage sites and traditions in the Cache la Poudre River National Heritage Area. Projects must be focused on one or more of the Cache la Poudre River National Heritage Area-Poudre Heritage Alliance core interpretive themes including: Agricultural Heritage, Native People's and Settler's Heritage, Water Law, History, Delivery, Conservation Heritage, and Natural History Heritage. Grant funds may not be used to acquire real property or an interest in real property.

Preservation grant projects must fit within one of three grant subcategories:

- 1) Preservation of Historic Buildings and Sites: The rehabilitation, renovation, and restoration of buildings, structures, and sites with historical or cultural significance to provide an engaging and educational visitor experience. The buildings, structures, and sites must be listed on Local, State, or National lists of significant historical structures. Furthermore, the project activity to be funded by the grant must result in a significant interpretive or educational use or visitor experience focused on one or more of the Cache la Poudre River National Heritage Area core interpretive themes including: Agricultural Heritage, Native People's and Settler's Heritage, Water Law, History, Delivery, Conservation Heritage, and Natural History Heritage. Funding in this subcategory is available for planning and/or implementation. Planning may include consultations and the preparation of master plans, architectural designs, feasibility studies, or applications for listing on the State and National Register of Historic Places.
- 2) Cultural Heritage Preservation: This grant subcategory includes two types of projects: (1) the development of archival systems, video documentaries, sound recordings, or oral histories which identify and document people, places, artifacts, traditions, and events that have made significant contributions to the heritage of the Cache la Poudre River National Heritage Area, or (2) the development and implementation of workshops, field trips or other educational programs to transfer knowledge of the Cache la Poudre River National Heritage Area. Preference will be given to projects which incorporate plans for making the heritage resources accessible to the public.
- 3) Farmland and Open Space Preservation: Planning at a municipal, county-wide, or regional scale for the preservation of open spaces and agricultural lands, including those that sustain the integrity of habitats, plant and wildlife populations, forest and agricultural production,

water quality, and scenic values. Such projects may also incorporate planning for developing recreational resources associated with open spaces such as parks, community gardens, greenways, non-motorized trails, and blueways. Funding is also available for landscape or watershed restoration activities on sites that are open for public visitation and where hands-on learning and/or on-site interpretation are an integral part of the project. Funds may only be used for planning, not the purchase of land or water.

Interpretation Grants

Interpretation Grants provide funding for development and implementation of public programs, theatrical performances, demonstrations, classes, workshops, tours, videos, sound recordings, guidebooks, websites, signage, and exhibits to educate residents and/or visitors about the Cache la Poudre Heritage Area.

Development Grants

Development Grants provide funding for the marketing of heritage sites and resources and the implementation of programs that provide business planning and marketing assistance to heritage-related businesses and artists. Development Grants can also support facility upgrades at traditional music venues that are managed by a local government or a nonprofit organization. Grant funds may not be used to acquire real property or an interest in real property. Development grant projects must fall into one of two grant subcategories:

- 1) Marketing: The development, placement, and distribution of promotional materials and media, trail maps, and visitor guides to market heritage events, sites, trails, and attractions. Funds are not available for paid advertising. Preference will be given to projects that market multiple sites or events across county lines. Applicants are encouraged to incorporate sustainable tourism principles and/or messages and environmentally responsible use of media wherever possible.
- 2) Marketing and Planning Assistance: the development and implementation of programs, classes, or workshops that provide business planning and marketing assistance to businesses, farmers, craftspeople, musicians, and others interested in earning income from heritage-related activities.

Evaluation Criteria

Of particular interest to the Cache la Poudre River National Heritage Area-Poudre Heritage Alliance are projects that:

- Encompass the full Heritage Area scope
- Involve active partnerships between organizations

- Leverage substantial matches from project participants and other grantors.

Grant applications will be evaluated using the following criteria:

- 1) **Public benefit.** This includes the project's economic impact as well as social impacts, community impacts, and quality-of-life impacts. Also included is the project's potential to promote public understanding and appreciation of the heritage resource(s).
- 2) **Significance of the heritage resource(s)** to be preserved, interpreted, developed, or marketed.
- 3) **Geographic scope of project.** Greater consideration will be given to projects that are Heritage Area wide.
- 4) **Partnerships.** Greater consideration will be given to projects that involve active partnerships between organizations and grants that show support within the local and/or regional community
- 5) **Leveraging.** Greater consideration will be given to projects with matches that exceed the grant request and/or which consist primarily of cash contributions.
- 6) **Quality of plans for implementing and evaluating the project.**
- 7) **Capability.** Evidence of sufficient management and financial ability to complete the project.
- 8) **Consultation.** Evidence that scholarly or professional resources have been consulted if the project interprets historical or cultural facts.
- 9) **Sustainability.** For projects that are intended to continue beyond the life of the grant, greater consideration will be given to those that show a strong potential for sustainability.

Eligible Project Costs

Cache la Poudre River National Heritage Area-Poudre Heritage Alliance grant funds may be used to cover project costs that are necessary and reasonable for the accomplishment of project objectives. Such costs may include labor, services, materials, equipment rental or repair, supplies, and travel. Grant funds may not be used to purchase real property. Grant funds may not be used to purchase equipment. The Poudre Heritage Alliance does not fund indirect costs for funding proposals for projects and services within the Cache la Poudre River National Heritage Area.

The grant application must include a completed Project Budget Form, which provides a framework for itemizing the project budget.

Matching Contributions

To be eligible for a grant, the applicant must provide at least an equal (dollar-for-dollar) match for the proposed project. The match may come from another grant, from the applicant organization, from its partners in the project, or from any combination thereof. All of the match must come from non-federal sources.

The match may consist of real dollars or in-kind (non-cash) contributions of labor, services, materials, equipment, supplies, and/or travel expenses that are necessary and reasonable for the accomplishment of project objectives. Purchases of real property may not be counted as a match. Overhead and general administrative costs are not acceptable matches. Donated professional services and volunteer labor may be counted as matches. Real dollar matches are preferred over in-kind contributions. Matching contributions may begin to be made before the date of the grant award, but there must be a significant overlap between the time period of the matching contributions and the time period of the grant award.

All sources of matching contributions must be documented at the time of application. This must include a letter signed by the applicant organization's financial officer or authorized representative which documents the amount of matching funds being contributed to the project budget. Matching contributions that have been secured at the time of application are preferred. If the match is pending (e.g., from another grant application), the application should note the date the match is expected to be confirmed.

Any project funded by a CALA grant will be required to provide verifiable documentation that matching funds have been spent and that matching in-kind contributions have been received.

Reimbursement

Grant funds are provided on a reimbursement basis—that is, grant funds are provided only after project costs are incurred and paid for by the grant recipient. To request a reimbursement, the grantee must submit a progress report and documentation of paid expenses and matches, including receipts, paid invoices, and copies of checks. Documentation of in-kind contributions must be itemized to show the amount and value of contributed labor, services, and materials.

If there is a compelling need for advance funds to start the project, the applicant may request a partial advance payment in the grant application. The Cache la Poudre River National Heritage Area-Poudre Heritage Alliance will consider such requests on a case-by-case basis. Partial advance payments may not exceed 50% of the total grant award. Advance payments that are approved will be made upon signing of the grant agreement.

Grant Application Submittal

The deadline for grant applications is **March 1, 2015**. If mailed, applications must be *post-marked by that date*. If delivered, applications must be received in our office by the close of business (5:00 pm) on that date. Submissions by fax or by e-mail will not be accepted.

Applications should be addressed and mailed or delivered to:

Grants Program
Cache la Poudre River National Heritage Area-Poudre Heritage Alliance
3745 E. Prospect Rd, Suite 205
Fort Collins, CO 80525

Submit one(1) electronic media version and three(3) complete copies of the application and all supporting documents. Print or type the application on 8 ½ by 11 white paper with one-inch side margins. Use a paper clip or a binder clip to hold the application together, but please *do not use staples or other kinds of binders*.

Letters of support may be included with the application (preferred) or mailed separately if post-marked by the application deadline.

Address letters of support to above address.

Timeline for 2015 Grants Program

2015 grant cycle announced: January 2015
Deadline for grant applications: March 1, 2015
PHA Committee Review: April 2015
Selected Applicant Presentations: May 2015 (If selected by Board)

Applicants notified of funding decisions by June 1, 2015

Application Review Process

Cache la Poudre River National Heritage Area-Poudre Heritage Alliance staff will review all submitted applications and provide comments to the CALA Grants Committee. Incomplete applications will not be considered for funding. The Grants Committee will then review the applications, drawing on advisors as needed, and make funding recommendations to the CALA Board. The CALA Board will make the final decision on grant awards. Grant applicants may be asked to provide clarifications, presentations and additional information during the review process.

The 2015 grant cycle is expected to be competitive. It is expected that not all grant applications received will be funded.

Terms of Grant Awards

All grants contingent on federal funding availability.

Project Leadership: Grant applicants must appoint a Project Manager who will act as the primary contact between the Cache la Poudre River National Heritage Area-Poudre Heritage Alliance and the grantee.

Notification: All grant applicants will receive written notification regarding grant award decisions.

Minimum Large Grant Amount: No large grant will be awarded for less than \$5,000.00. Hence, the total cost of proposed project must be at least \$10,000 when factoring in matching contributions.

Grant Administration Orientation Meeting: After notification of the grant award, the Project Manager or a designated representative of the grant recipient organization may be required to attend a grant administration orientation meeting.

Grant Contract: The grant funds will be administered through a grant contract between the Cache la Poudre River National Heritage Area-Poudre Heritage Alliance and the grant applicant. *The grant award is not official until both parties have signed the grant contract. Applicant must certify that the individual signing the contract has the authority to bind the organization.*

Effective Project Start Date: The effective date for the start of the project will generally be the date the contract is signed by both parties. At the discretion of the Cache la Poudre River National Heritage Area-Poudre Heritage Alliance, the effective project start date may be as early as the date the award is approved by the PHA board. *Expenses incurred prior to the effective project start date are not eligible for reimbursement.*

Grant Period: The grant period will be for up to 12 months from the effective project start date.

Project Changes: The Cache la Poudre River National Heritage Area-Poudre Heritage Alliance must approve any changes in the scope or timeframe of the grant contract prior to the initiation of such changes.

Grant Acknowledgment: The grantee will be required to acknowledge the funding support of the Cache la Poudre River National Heritage Area-Poudre Heritage Alliance and to display a sign with such an acknowledgment at the project location, if applicable. The acknowledgment should incorporate the Cache la Poudre River National Heritage Area-Poudre Heritage Alliance logo. Grantees will also be required to acknowledge the Cache la Poudre River National Heritage Area-Poudre Heritage Alliance in all materials announcing the grant award or implementation/completion of the grant project. Finally, grantees will also be required to send a letter to their Congressional representatives to notify them that their project has received a federal grant award through the Cache la Poudre River National Heritage Area-Poudre Heritage Alliance.

Reports and Publicity: All grant recipients will be required to complete the grant reporting package and submit it to the Poudre Heritage Alliance by grant reporting deadlines (currently September and

December 1st of every year the project is ongoing). Upon completion of the project, the grant recipient will be required to submit a final project report as outlines in the grant reporting package provided by the Cache la Poudre River National Heritage Area-Poudre Heritage Alliance. Final reports should include an evaluation of the effectiveness and impact of the project. Grantees may be asked to participate in scheduled media events announcing the completion of the project.

Default Statement: If the grant recipient is not able to complete the project within the agreed-upon project schedule (12 months), the grant contract could be terminated, at CALA's discretion. The grant recipient may apply in writing for a one-time extension. All amendments must be in writing and signed by both parties.

Grantee Responsibilities – Federal Regulations

Grant awards from the Cache la Poudre River National Heritage Area-Poudre Heritage Alliance are made with federal funds received from the National Park Service. Because the grant dollars are federal in origin, grant recipients must comply with applicable federal regulations regarding the use and administration of federal funds. These regulations set standards for such administrative activities as procurement and record retention and govern the use of copyrighted work.

Grantees must comply with US Department of Interior regulations set forth in the "Common Rule" 43 CFR Part 12: *Administrative and Audit Requirements and Cost Principles for Assistance Programs*, Subparts C, D, E, and F. Pertinent sections are available for download on the following website:

<http://ecfr.gpoaccess.gov> (Title 43 – Public Lands: Interior, Part 12)

For non-profit organizations, the terms of the following Office of Management and Budget Circulars apply for any project activity funded by the grant:

OMB Circular A-110: *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations* (47 pages)

OMB Circular A-122: *Cost Principles for Non-Profit Organizations* (55 pages)

For educational institutions, the terms of the following Office of Management and Budget Circulars apply for any project activity funded by the grant:

OMB Circular A-110: *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations* (47 pages)

OMB Circular A-21: *Cost Principles for Educational Institutions* (109 pages)

For state, local, and Indian tribal governments, the terms of the following Office of Management and Budget Circulars apply for any project activity funded by the grant:

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OMB Circular A-102: *Grants and Cooperative Agreements with State and Local Governments* (10 pages)

OMB Circular A-87: *Cost Principles for State, Local, and Indian Tribal Governments* (53 pages)

These circulars can be downloaded from the White House website:

www.whitehouse.gov/omb/circulars

Grantees must also:

Comply with all applicable federal laws including but not limited to Section 106 of the Historic Preservation Act, Secretary of Interior Standards, the Native American Graves Protection and Repatriation Act, the National Environmental Policy Act, and the Americans with Disabilities Act. More information can be found on the following web pages:

<http://www.achp.gov/106summary.html>

<http://www.nps.gov/nagpra/>

http://www.cr.nps.gov/local-law/fhpl_ntlenvirnpolcy.pdf

<http://www.ada.gov/>

Have an audit performed that meets the requirements of OMB Circular A-133 whenever \$500,000 or more in federal funds is expended (*cumulatively*) during a fiscal year and provide a copy of the audit to the Cache la Poudre River National Heritage Area-Poudre Heritage Alliance.

Allow inspection of program records and project by the Cache la Poudre River National Heritage Area-Poudre Heritage Alliance and authorized federal agencies during the project and for up to three years following project completion.

Additional Federal Regulations

Title IV of the Civil Rights Act of 1964

Provides that: No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance (Section 601).

Title IX of the Education Amendments of 1972

Provides that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any programs or activity receiving federal financial assistance.

The Age Discrimination Act of 1975

Provides that: No otherwise qualified person in the United States shall, on the grounds of age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

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Section 504 of the Rehabilitation Act of 1973

Provides that: No otherwise qualified person with a disability in the United States shall, solely by reason of his or her disability, be excluded from participation in, or denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Fair Labor Standards Act

All personnel employed on projects or productions which are financed in whole or in part through federal financial assistance will be paid not less than the minimum compensation as determined by the Secretary of Labor in Parts 3, 5, 505 of Title 29 of the Code of Federal Regulations. No part of any project shall be performed or engaged in under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in the project.

The Drug Free Workplace Act of 1988

Requires that employees of the grantee not engage in unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the grantee's workplace or work site.

Information and Assistance

CALA staff will hold several public information sessions around the CALA grant cycle dates of 2015. Attendance is optional, but is recommended for those who have not attended information sessions for previous CALA grant cycles. Dates and locations for the meetings will be posted on the CALA website once they are scheduled.

If you have questions about the grants program, please contact:

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