

## PHA Small Grant Application Checklist

Please use this checklist to confirm that your application is complete. Incomplete applications will not be considered for funding.

- Signed Grant Application Form
- Signed Project Budget Form
- Signed letter from applicant organization documenting the matching contributions to the project.
- Documentation of the qualifications of key project personnel
- A copy of your organization's annual budget (nonprofit organizations only)
- Letters of support (these may be mailed separately but must be postmarked by application deadline)
- Copy of IRS letter confirming tax-exempt status (nonprofit organizations only)

### Submitting Your Application

You must mail three (3) printed copies of your completed application and all supporting documents **and** submit online, one electronic media version (pdf or online submittal referred). Print or type your application in 11 point font on 8 ½ by 11" white paper with one-inch margins. You may use a paper clip or binder clip to hold the application materials together, but please *do not use staples or other kinds of binders*.

Applications should be addressed to:  Grants Program Poudre Heritage Alliance 3745 E. Prospect Rd. Suite 205 Fort Collins, CO 80525	Please address letters of support to:  Grants Program Poudre Heritage Alliance 3745 E. Prospect Rd. Suite 205 Fort Collins, CO 80525
--	---

Letters of support can be included with the application (preferred) or mailed separately (must be postmarked by the application deadline). If sent separately, please include original and 2 copies of each letter.

Maximum grants cannot and once reviewed upon



amount for small exceed \$4999.00 received they will be receipt.

## GRANT APPLICATION

**Project Title:**

**Project Location:** (Please list the municipality, county or counties where the project will take place)

<b>Type of Project:</b>	<input type="checkbox"/> Preservation Grant – Historic Buildings and Sites
	<input type="checkbox"/> Preservation Grant – Cultural Heritage
	<input type="checkbox"/> Preservation Grant – Open Space and Natural Resources
	<input type="checkbox"/> Interpretation Grant
	<input type="checkbox"/> Development Grant – Marketing
	<input type="checkbox"/> Development Grant – Marketing and Planning Assistance
	<i>(Select only one category.)</i>

**Project Theme(s):** (Please describe your project in one sentence.)

### Applicant Information

Applicant: (Name of organization)

Secondary Partners Involved in Project (if any):

- 1.
- 2.
- 3.
- 4.

Applicant's Federal Employer Identification Number:

Project Manager:

Title:

Mailing Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

E-mail Address:

-Small Grant Application-

Poudre Heritage Alliance • 3745 E. Prospect Rd. Suite 205 • Fort Collins, CO 80525

970.295.4851 • [www.PoudreHeritage.org](http://www.PoudreHeritage.org)

Rev 1-12-15

**Project Cost Summary**

\$	Amount Requested from Cache la Poudre River National Heritage Area
\$	Amount of Matching Contributions (cash and/or in-kind)
\$	Total Project Costs

**If your project is included in local/regional plans, please list the applicable plans.**

**How many months will the project take to complete?** *(The maximum grant period is 12 months.)*

**Proposed start date:**

**Statement of Assurances**

This application must be signed by two (2) authorized officials of the applicant organization.

The information provided in this application is correct and complete. By signing below, we affirm that we are authorized representatives and have authority to act on behalf of the organization applying for this Cache la Poudre River National Heritage Area Partnership grant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name:

Title:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name:

Title:

## Project Profile

- 1) **Brief description of the project:** *(250 words or less)*
  
- 2) **Provide a detailed description of your project. Please be sure to include the following in your description:**
  - a. Project location
  - b. Need for the project
  - c. Goals for the project
  - d. How the project will be implemented
  - e. How the project will be shared with the public
  
- 3) **How will the project benefit the public? Please describe the expected economic, social, community, and quality of life impacts of the project. Will the project create jobs?**
  
- 4) **If the project will have a regional impact, please describe that impact and how you determined the expected impact.**
  - a. **Please outline a timetable for the project with target dates for major project elements or deliverables.**
  
  - b. **Please describe your management and staffing plan for the project. If you are seeking funds for project administration, explain how those funds will be used.**
  
  - c. **Will any work be contracted out? How will you select the contractor(s)?**
  
- 5) **Please provide how the project costs are met and how match money is allocated**

-Small Grant Application-

Poudre Heritage Alliance • 3745 E. Prospect Rd. Suite 205 • Fort Collins, CO 80525

970.295.4851 • [www.PoudreHeritage.org](http://www.PoudreHeritage.org)

Rev 1-12-15

- 6) If your project involves the interpretation of historical, cultural, or natural resource facts or materials will it include any consultation with folklorists, historians, or natural resource experts? If yes, explain who will be involved. If no, explain how you will assure accurate interpretation.**
- 7) How will the project be sustained/managed after the grant is completed?**
- a. How will you evaluate the success of the project?**
  - b. How will you publicize the project, involve the PHA Board and/or acknowledge the support of the Cache la Poudre River National Heritage Area – Poudre Heritage Alliance?**
  - c. Please list anticipated project deliverables.**
- 8) Please attach a list of other grant projects completed by your organization.**

### Project Budget

Please use this format in preparing your grant budget. Clearly state the dollar amounts of the grant request and other sources of funds. For matching funds indicate the amounts that are cash and the amounts that are in-kind and show the dates the funds have been or will be secured. Under "Uses of Funds", list the major budget items or expenditures in categories appropriate to your project. Total Sources of Funds and Total Uses of Funds must be equal.

Sources of Funds	Grant Request	Cash Match	In-Kind Match <sup>1</sup>	Totals <sup>2</sup>
Cache la Poudre River NHA (PHA)				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
<b>Totals<sup>2</sup></b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Uses of Funds	Grant Request	Cash Match	In-Kind Match <sup>1</sup>	Totals <sup>2</sup>
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
<b>Totals<sup>2</sup></b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
			<b>Total Project<sup>2</sup></b>	\$ 0.00

<sup>1</sup> In-Kind matches of materials, professional services or volunteer time must be documented prior to reimbursement using forms that will be provided. Volunteer time may be calculated at \$21.36/hour.

<sup>2</sup> To calculate the totals, right click in cell and select “update field”.

-Small Grant Application-

Poudre Heritage Alliance • 3745 E. Prospect Rd. Suite 205 • Fort Collins, CO 80525

970.295.4851 • [www.PoudreHeritage.org](http://www.PoudreHeritage.org)

Rev 1-12-15

## Other Required Documentation to Include with Your Application

Please submit the following on 8 ½ by 11” paper with your application.

1. A completed **Project Budget Form**. You may provide a line-by-line narrative on a separate page for costs that may require further detail or explanation.
2. A letter that documents the amount and type of matching contributions for the project. The letter should be signed by your organization’s financial officer or authorized representative. If the match is pending (e.g., from another grant application), please indicate this and the date you expect the match to be confirmed.
3. Documentation of the qualifications of the project manager and any other key professional project personnel, including contractors (if known at the time of application) and consulting historians, folklorists, or natural resource specialists. Resumes, list of relevant project work, or comparable documentation will suffice. Submitting a sample of work may be advisable for documentary, photography, and video projects.
4. A copy of your organization’s annual budget (nonprofit organizations only).
5. Letters providing evidence of local support for the project. Letters of support must come from at least three (3) of the following types of entities: arts councils or guilds, chambers of commerce, tourism authorities, historic preservation organizations, land conservancies, educational institutions (community college/college/university/K-12 school/district) local, regional or state government agencies.

These letters of support may be included with the application (preferred) or mailed separately (must be postmarked by the application deadline). Please ensure that the letters reference your project with the Project Title you choose for the grant application. While there is no limit to the number of letters of support you may submit, we recommend no more than four.

6. A copy of the letter from the Internal Revenue Service confirming your organization’s tax exempt status (nonprofit organizations only).

-Small Grant Application-

Poudre Heritage Alliance • 3745 E. Prospect Rd. Suite 205 • Fort Collins, CO 80525

970.295.4851 • [www.PoudreHeritage.org](http://www.PoudreHeritage.org)

Rev 1-12-15