



Poudre Heritage Alliance Large 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 two (2) 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*.

The deadline for grant applications is **March 2, 2018**. If mailed, applications must be *post-marked by that date*. If delivered, applications must be received in the Poudre Heritage Alliance office by the close of business (5:00 p.m.) on that date. Submissions by fax or e-mail will not be accepted.

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.

Please address Applications and Letter of Support to:

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



POUDRE HERITAGE ALLIANCE LARGE GRANT APPLICATION

Project Title:

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

Type of Project: *(Select only one category)*

Preservation Grant – Historic Buildings and Sites

Preservation Grant – Cultural Heritage

Preservation Grant – Farmland and Open Space

Interpretation Grant

Development Grant – Marketing & Planning Assistance

Development Grant – Marketing

Project Theme(s): (Please identify which interpretive theme your project addresses, can choose multiple themes.)

Applicant Information

Applicant: (Name of organization)

Secondary Partners Involved in Project (if any):

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

Applicant’s Federal Employer Identification Number:

PHA’s EIN: 36-4507550

Project Manager:

Title:

Mailing Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

E-mail Address:

Large Grant Application
Poudre Heritage Alliance • 3745 E. Prospect Rd. Suite 205 • Fort Collins, CO 80525
970.295.4851 • www.PoudreHeritage.org

Project Cost Summary

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

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) **How does the project further the vision of the Cache la Poudre River National Heritage Area and enhance the mission of the Poudre Heritage Alliance?** (100 words or less)

Mission Statement: *The Poudre Heritage Alliance serves the Cache la Poudre River National Heritage Area, providing current and future generations the opportunity to understand and celebrate the area by careful planning and facilitation of educational programs and related amenities in collaboration with residents, private sector, and government entities.*

Vision Statement: *The Cache la Poudre River National Heritage Area is a renowned attraction that combines opportunities for education on the central theme of Western water law with a healthy natural environment of abundant wildlife and breathtaking scenery, all supported by premiere facilities, including trails, visitor centers, and interpretive exhibits.*

3) Deliverables

a. Please list anticipated project deliverables goals specific to your grant.

- 1)
- 2)
- 3)
- 4)
- 5)

b. Please list how you will publicize the project, involve the PHA Board and/or acknowledge the support of the Cache la Poudre River National Heritage Area – Poudre Heritage Alliance. Copies of media outreach/press releases should be sent to PHA at time of public acknowledgement. Thank you letters to local governments and other partners may be appropriate depending on type of grant.

- 1) Minimum of three media outreach/press releases acknowledging CALA (social media posts-Facebook, Twitter, Instagram, etc. qualify)
- 2) Thank you letters to federal legislators (templates provided)
- 3)
- 4)
- 5)
- 6)
- 7)

4) Significance of heritage resource

a. Provide a detailed description of your project. Please be sure to include the following in your description: (500 words maximum)

- 1) Need for the project
- 2) Goals for the project
- 3) How CALA themes are addressed by the project

b. If you are applying for a Preservation Grant for a Historic Building and/or Site: (250 words maximum)

- i. Under what name or title is the building, structure or site to be rehabilitated, renovated, or restored as listed on the National Register of Historic Places? (Please note if site is listed on any local or state registers also.)
- ii. If the building, structure or site is not listed, explain when/how you will apply for listing on the Register.

c. If you are applying for a Development Grant for Marketing or Interpretative Grant: (250 words maximum)

- i. Provide evidence that the attraction(s) and/or event(s) to be marketed are of interest to the public and are ready to receive visitors.
- ii. If your proposed project is part of a larger marketing effort for the site or resource, please explain the connection.

5) Geographic Scope of Project *(250 words maximum)*

- a. **If the project will have a regional impact, please describe that impact and how you determined the expected impact.**

6) Public Benefit *(250 words maximum)*

- a. **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?**
- b. **If appropriate, please describe how the project will positively impact underserved populations, thereby creating equity and inclusiveness.**

7) Partnerships (250 words maximum)

- a. Please explain briefly the role and contribution of each listed partner involved in the project. How will these collaborations enhance the project? PHA grants require that grantees notify all partners of PHA's involvement in project via letter/email.**

PARTNER NAME	PROJECTS DUTIES/INVOLVEMENT LEVEL

8) Project Management and Quality

- a. 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.**
- b. Will any work be contracted out? How will you select the contractor(s)?**
- c. Please provide evidence of sufficient management and financial ability to complete the project. (For example, list other grant projects completed by your organization).**

10) Consultation *(250 words maximum)*

- a. **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.**

11) Sustainability *(250 words maximum)*

- a. **How will the project be sustained/managed after the grant is completed?**
- b. **How will you evaluate the success of the project?**

12) Advance Payment Request (if applicable).

The Poudre Heritage Alliance generally provides grants on a reimbursement basis. If you have a compelling need for advance funds to start your project, you may request a partial advance payment of up to 50% of the grant award. Such requests will be considered on a case-by-case basis. If you are requesting an advance, please state the amount you are requesting and describe the need here.

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. (PHA also has Excel version of Project Budget form.)

Sources of Funds	Grant Request	Cash Match	In-Kind Match ¹	Totals ²	Funds Rec'vd Date
Poudre Heritage Alliance (CALA)				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
Totals²	\$0	\$ 0.00	\$ 0.00	\$ 0.00	
Uses of Funds	Grant Request	Cash Match	In-Kind Match ¹	Totals ²	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
Totals²	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
				Total Difference²	\$ 0.00

¹ 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 \$25.97/hour.

² To calculate the totals, right click in cell and select “update field”. Difference between sources and uses of funds should be zero.

Other Required Documentation to Include with Your Application

Please submit the following on 8½" 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) (audit statement for-profit organizations only).