



Poudre Heritage Alliance 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
- Documentation of all the matching contributions to the project
- Letters of support (optional)
- Copy of IRS letter confirming tax-exempt status (nonprofit organizations only)
- W4 Form Completed

Submitting Your Application

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.

Letters of support can be included with the application.

Please address any Letters of Support to:

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



SMALL GRANT APPLICATION

Project Title:

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

Type of Project:	<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>
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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:

PHA's EIN: 36-4507550

Project Manager:

Title:

Mailing Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

E-mail Address:

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

Maximum amount for small grants cannot exceed \$3000.00 and once received they will be reviewed at next available board meeting.

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 one (1) 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:

Project Profile

1) Brief description of the project: (200 words or less)

2) Provide the following project specifics: (300 words maximum)

- a. Project location
- b. Need for the project
- c. Goals for the project
- d. Fit with PHA/CALA's vision/mission (<https://poudreheritage.org/about-pha/>)
- e. Public benefit (economic/social/quality of life)

3) Deliverables

- a. Please list anticipated project deliverables goals specific to your grant.
 - 1) Minimum of three media outreach/press releases acknowledging CALA (social media posts-Facebook, Twitter, Instagram, etc. qualify) - *Required*
 - 2) Thank you letters to federal legislators (templates provided) - *Required*
 - 3)
 - 4)
 - 5)
 - 6)

4) Timeline

- a. Please outline a timetable for the project with target dates for major project elements or deliverables. (Note 12-month limit on grants.)

DATES/RANGE	WORK ACCOMPLISHED
June 1, 20__	
Dec 1, 20__	
	Final Report to PHA

5) Sustainability and feedback (200 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?

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 the Project Budget form.)

Sources of Funds	Grant Request	Cash Match	In-Kind Match ¹	Totals	Funds Rec'vd Date
Poudre Heritage Alliance (CALA)					
Totals					
Uses of Funds	Grant Request	Cash Match	In-Kind Match ¹	Totals	
Totals²					
			Total Difference		

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 \$26.78/hour (the 2018-2019 federal rate)

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. Documentation of the amount and type of matching contributions to the project. 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. *(Optional)* Letters providing evidence of local support for the project. Letters of support can come from 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. 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.

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