

**Northern Río Grande National Heritage Area Grant Program
Grant Application**

FINAL APPLICATION DEADLINE: AUGUST 31, 2018, 5:00 PM

Please read and follow the Grant Program Guidelines when completing this application

First Time Applicant: Y: _____ N: _____

1. PROJECT INFORMATION

Project Name _____

Project Type - See Grant Program Guidelines for Goals and Objectives (Select as many as apply):

INTERPRETATION ___ performance ___ traditional arts/crafts ___ oral history

PRESERVATION ___ public lands ___ architecture ___ archaeology ___ buildings ___ documents

AGRICULTURAL ___ planting/harvesting ___ acequia work ___ markets ___ food preparation

TRAINING/EDUCATION ___ agricultural ___ cultural ___ building ___ history ___ research

BRICKS & MORTAR ___ building ___ restoration ___ maintenance

ECONOMIC DEV ___ marketing ___ community dev ___ other (describe) _____

Summarize Project (limit to 2-3 sentences):

Project Start Date: _____ **Project End Date:** _____

Location of Project Site:

City _____ County _____ State _____ Zip Code _____

Amount Requested \$ _____ **Match \$** _____ **Total Project Budget \$** _____

2. APPLICANT AND PROJECT DIRECTOR

APPLICANT/ORGANIZATION

Authorizing Official's Name _____ Title _____

Organization _____

Mailing Address _____

City _____ State _____ Zip Code _____

E-mail _____ Phone _____ Fax _____

PROJECT DIRECTOR (if different from Authorizing Official above)

Name _____ Title _____

Organization _____

Street Address _____

City _____ State _____ Zip Code _____

E-mail _____ Phone _____ Fax _____

SIGNATURE OF AUTHORIZING OFFICIAL

By this signature I represent that we will abide by the conditions contained in the Grant Program Guidelines and in this Grant Application, including the General Conditions (**Section 7**) and Submission Guidelines (**Section 8**).

Signature _____

Date _____

Print Name and Title _____

ORGANIZATION _____

3. PROJECT SUMMARY

Please describe your project as follows:

Limit your response to the space below (please use a 10pt. or larger font size).

a) Give Summary:

b) List key activities:

c) List project deliverables:

4. EVALUATION CRITERIA

Please address the following questions discussing: A) Project Need, B) Project Impact, C) Project Feasibility, and D) Project Support. These are the elements to be evaluated by the Grant Committee. Limit your response to the space provided for each element. (Please use a 10pt. or larger font size).

4-A: PROJECT NEED

1) Describe the critical need that is to be addressed by the project.

2) How will the project address this need (what problems will this solve).

3) How does this project enhance the ability of your organization/community/group to carry out its mission?

4-B: PROJECT IMPACT

What impact will the project have and how will the impact be measured? Limit your response to the space below (please use 10pt. or larger font size).

1) Describe how youth and the public will be involved in this project.

2) Describe what products (tangible or intangible) OR events will result from the project.

3) Explain how the project will benefit the community.

4) How will the end result increase public awareness and understanding of your partnership with the National Heritage Area?

4-C: PROJECT FEASIBILITY

Limit your response to the space below (please use 10pt. or larger font size).

1) List any previous projects of a similar nature that you or people associated with the proposal have accomplished. Indicate if this is a repeat project or event.

2) What skills and experiences do you and/or your group bring to this project?

3) How will you acknowledge NRGNHA's funding?

4) List the People to be Involved in the Project by name and/or by type of work, and show what each will do.

4-C: 5) Provide a schedule of work for the project.

Limit your response to the space below (please use 10pt. or larger font size).

Time period	Schedule of Work
<i>(Example) July 2018</i>	<i>Preparation of site, laying base of volcanic rock, completion of site preparation including clearing an area for future seating</i>

4-D: PROJECT SUPPORT

How much support and participation does the project have from stakeholders and/or the community? (If letters are submitted, consider demonstrating a commitment of resources to the project, either through cash funding, in-kind support, public participation or continued involvement during and after completion of the project.) If this is a repeat project or event, describe how support was provided in prior projects/events and strategies for this year.

Limit your response to the space below (please use 10pt. or larger font size).

5. SOURCES OF YOUR MATCH

A one-to-one (1:1) match is required. Please list the **secured** sources and amounts of the required match, which can be cash, supplies/materials/equipment or in-kind services by volunteers or paid staff. If the match is **not yet secured**, please explain how it will be raised. Limit your response to the space below (use 10pt. or larger font size).

6. PROJECT BUDGET AND FINANCIAL INFORMATION

The budget must be clear, and all work elements must be eligible, reasonable, and directly relevant to the project. Outline the project budget in the form below; attach additional sheets, if necessary. Each cost item must clearly show how the total charge for that item was determined. The TOTAL PROJECT Budget must include at least the minimum one-to-one (1:1) required match.

A) Salaries and Wages

Provide the names and titles of primary project personnel. For support personnel, include title for each position and indicate in brackets the number of persons who will be employed in that capacity.

Project people	No. Hours x Hourly Wages	NRGNHA GRANT FUNDS	MATCH	TOTAL
SUBTOTAL SALARIES & WAGES				

B) Volunteers

Provide the names and working titles of any volunteers working on the project. **Estimate labor at \$22.55/hour** (as match only), unless a different job-specific rate may be substantiated.

NAME	Title/ No. Hours/Hourly Rate	NRGNHA GRANT FUNDS	MATCH (Rate x Hours)	TOTAL
		N/A		
		N/A		
		N/A		
		N/A		
		N/A		
		N/A		
		N/A		
		N/A		
SUBTOTAL VOLUNTEERS		N/A		

C) Travel for Staff

For each trip indicate the number of persons traveling, the number of days in travel status, and the total subsistence and transportation costs for the trip, based on State per diem and mileage rates (32 cents/mile).

Item/Point of Origin/Destination	No. of Persons	Total Travel Days	Lodging Meals Costs	Transport Costs	NRGNHA GRANT FUNDS	MATCH	TOTAL
					N/A		
					N/A		
					N/A		
					N/A		
					N/A		
SUBTOTAL STAFF TRAVEL					N/A		

D) Supplies and/or Materials

Include consumable supplies, materials, and the cost of duplication, printing, equipment rental, postage, and any other services related to the project. If you wish, you can attach a sheet explaining costs of items.

ITEM	COST	NRGNHA GRANT FUNDS	MATCH	TOTAL
SUBTOTAL SUPPLIES/MATERIALS				

E) Purchases of Fixtures & Equipment

List any fixtures or equipment proposed to be acquired for the project. These purchases are not prohibited, but it is suggested that the purchases be funded by resources other than grant funds.

ITEM	COST	NRGNHA GRANT FUNDS	MATCH	TOTAL
SUBTOTAL FIXTURES/EQUIPMENT				

F) Other Costs

Identify other costs attributable to the grant, but not identified in another budget category.

ITEM	COST	NRGNHA GRANT FUNDS	MATCH	TOTAL
SUBTOTAL OTHER COSTS				

G) Construction

Include materials and labor. If this is a "lump sum" amount supplied by an architect or contractor, explain briefly what work items are included in the lump sum in the box below.

NOTE: All construction items and labor must be related to the proposed project. Contingency and miscellaneous line items are ineligible.

ITEM	COST	NRGNHA GRANT FUNDS	MATCH	TOTAL
SUBTOTAL CONSTRUCTION COSTS				

H. GRAND TOTAL APPLICATION COSTS (A-G)			
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Explanation:

7. GENERAL CONDITIONS -

The Following Conditions Apply to All Grants

- A) NRGNHA will pay out grant funds as reimbursement after expenses are incurred and paid for by applicant. Payment shall be made based on submission of supporting documents and subject to review and approval of expenses within approved contract. Ten percent of award shall be withheld until submission of final report and products.
- B) Letter(s) of support are to be included at time signed grant application is submitted.
- C) Any equipment, fixtures, permanent assets purchased with grant funds will be accounted for and used only for project.
- D) These types of expenses are not funded; however, these costs may be included in the calculation of local match:
 - Travel Hours
 - Volunteer Hours
 - Catering for meetings and workshops
 - Expenses not directly related to project purposes
 - Items of personal nature
- E) Project Approval: If project is approved for funding, the grantee will sign a Service Contract that includes description of work, timeframe, compensation, term, minimum match, and reporting requirements. Grants are contingent upon available federal and/or appropriated funds. Grantee will affirm that the project will be completed within the contract deadlines, or that it may be subject to cancellation.
- F) The grants are made from Federal funds. Therefore, other Federal funds **may not** be used as matching funds.
- G) Interim progress reports are to be submitted with all requests for reimbursement. A Completion Report will be required within 30 days of the end of the project to support request for final payment. Instructions for drawdown requests and final report will be sent on approval of funding contract. Interim and Final Reports shall document levels of community participation and products developed, and shall demonstrate how NRGNHA funding was acknowledged.
- H) Requests for interim and final reimbursement shall include documentation and reporting of project match to at least match the grant reimbursement. In-kind match calculations shall be supported by documented evidence of services or other contributions provided.
- I) Final Report shall include documentation and photos as appropriate to demonstrate work completed. Two copies of the final work product shall be submitted with the final report. Grantee shall submit to field review by NRGNHA staff/board.
- J) Grantee shall credit funding support provided by NRGNHA and shall provide documentation to demonstrate credit provided. Grantees shall submit letters of appreciation to the Congressional Delegation (Representative Lujan and Senators Udall and Heinrich) thanking them for supporting funding for the NRGNHA. **Copies of these letters shall be submitted to NRGNHA with the Final Report.**

Notice Regarding Section 106 of the National Historic Preservation Act (NHPA):

Provisions of Section 106 of the NHPA apply to any federal activity including the expenditure of federal funds, undertakings on federal lands, and activities using federal permits. The NHPA applies principally to work on historic properties that are listed on the National Register or that may be eligible for listing on the National Register. In order to comply with this law, the Northern Rio Grande National Heritage Area (NRGNHA) and National Park Service (NPS) will determine the appropriate level of compliance and may ask you to respond to specific questions or provide additional information to facilitate this compliance process.

The grantee must provide to the NRGNHA the information needed to complete an assessment of the effects that the undertaking may have on historic properties within the project area. As part of the Section 106 review, the grantee must supply plans and specifications for the project to NRGNHA, who will then deliver to the New Mexico State Historic Preservation Office or associated Tribal Historic Preservation Office and NPS simultaneously for review and comment.

The NRGNHA and the recipient will complete the necessary compliance and consultation with the New Mexico State Historic Preservation Office prior to conducting any undertaking on a historic property. If the grantee moves forward with project activities in advance of the final NHPA decisions, the grantee is at risk of not receiving funding and such costs may not be recognized as allowable cost share.

Please refer to Grant Program Guidelines.

8. SUBMISSION GUIDELINES

Pre-application consultation with NRGNHA staff:

We are offering to provide guidance and consultation by NRGNHA staff prior to your submission of the final application from **July 23, 2018** through **August 10, 2018**.

Please contact **Sandy Cata** or **Thomas Romero** at **(505)852-0030** to schedule time for consultation. You may also submit questions by email no later than **July 20, 2017** to info@riograndenha.org.

Access to pre-application consultation does not guarantee approval of funding for the project. It is offered to provide support in preparation of the Grant Applications.

Final Application:

Please submit the **FINAL** application (original and 1 copy) by mail postmarked by **August 31, 2018** to:

NRGNHA Grant Review Committee
P. O. Box 610
Española, NM 87532.

If you choose to hand-deliver the application, please deliver it by **5:00 PM (MDT), August 31, 2018** to:

NRGNHA Heritage Center
848 State Road 68
Alcalde, NM 87511

Please Note: Final applications must be mailed and postmarked OR hand-delivered by the deadline. Fax and/or e-mail final applications **will not** be accepted.

Notification of award will be given after the Quarterly Board meeting to be held on **September 22, 2018**. Successful applicants will be notified to submit revised budgets and work plans, which will be used to prepare grant contracts. **Final contracts** will be signed by **October 22, 2018**.

Direct Inquiries to: info@riograndenha.org or call **(505)852-0030**.