

**Northern Río Grande National Heritage Area Grant Program  
Grant Application  
2021/2022**

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

**First Time Applicant:** Y: \_\_\_\_\_ N: \_\_\_\_\_

**PROJECT Applicant (Organizational Name):**

**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    \_\_\_documents

AGRICULTURAL    \_\_\_planting/harvesting    \_\_\_acequia work\_\_\_\_markets\_food preparation

TRAINING/EDUCATION    \_\_\_agricultural    \_\_\_cultural    \_\_\_building\_\_\_\_history    \_\_\_research

ECONOMIC DEV    \_\_\_marketing\_\_\_\_community dev\_\_\_\_other (describe) \_\_\_\_\_

**Summarize Project** In 100 words or less, please explain how your project provides interpretive, preservation, agricultural, training/education, or economic development benefits to our communities' culture and traditions.

**Project Start Date:** \_\_\_\_\_ **Project End Date:** \_\_\_\_\_

**Location of Project Site:**

City, County

Total Budget \$:

Match \$:

Request \$:



## 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
<b>SUBTOTAL SALARIES &amp; WAGES</b>				

### B) 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 (43 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		
<b>SUBTOTAL STAFF TRAVEL</b>							

### C) Volunteers

Provide the names and working titles of any volunteers working on the project. **Estimate labor at \$27.20/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		
<b>SUBTOTAL VOLUNTEERS</b>	N/A		

**A) 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
<b>SUBTOTAL SUPPLIES/MATERIALS</b>				

**B) Purchases of Equipment**

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

ITEM	COST	NRGNHA GRANT FUNDS	MATCH	TOTAL
<b>SUBTOTAL FIXTURES/EQUIPMENT</b>		\$0	\$0	\$0

**C) Other Costs**

ITEM	COST	NRGNHA GRANT FUNDS	MATCH	TOTAL
<b>SUBTOTAL OTHER COSTS</b>		\$	\$0	\$

**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 and/or Project Director**

By this signature I represent that we will abide by the conditions contained in the Grant Program Guidelines and in this Grant Application.

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
APPLICANT Authorized Signature

\_\_\_\_\_  
Date

## 7. GENERAL CONDITIONS -

The Following Conditions Apply to All Grants; please refer to program guidelines.

- A) NRGNHA will pay out grant funds as reimbursement, after expenses are incurred and paid for by the applicant, and corresponding deliverables completed. 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) Project scope and the execution thereof, must be exclusive of include profanity, nudity or demonstrate any form of discrimination that would violate either of the Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, or the American with Disabilities Act of 1990.
- D) Any equipment, fixtures, permanent assets purchased with grant funds will be accounted for and used only for project.
- E) 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
- F) 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. Grant *awards* 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.
- G) The grants are made from Federal funds. Therefore, other Federal funds **may not** be used as matching funds.
- H) 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, deliverables completed and shall demonstrate how NRGNHA funding was acknowledged.
- I) 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.
- J) Final Report shall include documentation, photos and video as appropriate to demonstrate work completed shall be submitted to [director@riograndenha.org](mailto:director@riograndenha.org). Video's and/or photos, shall be submitted for review by NRGNHA staff/board.
- K) Grantee shall credit funding support provided by NRGNHA and shall provide documentation to demonstrate credit provided. Grantees shall submit letters of appreciation to each member of the Congressional Delegation (Representative(s) Lujan, Torrez-Small, Haaland 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**

## **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 21, 2021* through *September 1, 2021*.

Please contact Margaret Campos at (505)753-7273 to schedule time for consultation. You may also submit questions by email no later than *September 1st* to [info@riograndenha.org](mailto:info@riograndenha.org) Subject: **2021/22 Grants**

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 **September 15th, 2021** 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), September 15th, 2021** to:

NRGNHA Heritage Center  
109 E. Paseo de Oñate  
Española, NM 87532

**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.

**Final contracts** will be issued by **November 1, 2021**.