



Natural & Cultural Heritage Grant Program 2016 Grant Application

Application Deadline: Tuesday March 15, 2016

- Applications must be postmarked or hand delivered by March 15, 2016.** Hand delivered applications must be received by 5:00 p.m., **March 15, 2016** at the Douglas County Courthouse Heritage Conservation Office. Late applications will not be accepted.
- Answer all questions. Do not use smaller than 11 point font.**
- Signature of the Authorized Official is required if an organization is submitting the grant application.
- Submit 1 original signed application, 1 set of original support materials (if applicable) and 7 additional copies of all materials.** Staple or paperclip application materials. Do not include binders, folders and/or plastic sleeves. If possible, submit one electronic copy of the application and support materials on a thumb drive or CD.
- Please refer to grant guidelines for more information about completing this application and requirements for applicants.
- Individual appointments must be held with HCC Program Coordinator on or before Monday, February 29, 2016.**
- Non-profit organizations must have proof of 990 and be in good standing with the IRS and related filings. (Submit 1 copy of the 990 with original application.)

1. Project Applicant (Please provide 2 contacts for this application.)

Applicant Name (and all partners if applicable):

Authorized Official or Officials:

Title:

Project Director's Name:

Title:

Official Grant Project Address:

City:

Zip:

Project Director's Email:

Project Director's Phone:

i) Scope of Project: (Please check all that apply)

Historic structures

Prairie, woodlands, waterways, habitat restoration/preservation

Agriculture; working farms; heritage farms

Freedom's Frontier themes (Civil War and pre-Civil War heritage; Settlement stories before and after Civil War; Enduring struggle for freedom)

Pre-settlement history

4. Project Description

a) Specifically explain the proposed project, including any regulations, guidelines, or best practices that will be followed. What do you plan to do? When? How? Please include separately any supporting materials such as photos, plans, drawings, illustrations, building condition reports, building inspections, and copies of regulatory approvals, if applicable, that are related to the proposed project.

b) Describe the natural and cultural heritage significance of the project, structure, and or property.

c) Describe the urgency of the project.

d) If applicable, describe the condition of the property and include photos.

e) Provide an expected timeline for completion of this project.

4. Community Impact

a) Describe how the project provides a substantial benefit to the conservation of Douglas County's natural and cultural resources.

b) How will this project connect the physical sites and interpretative stories of Douglas County?

c) Please describe the public benefit derived from this project.

i.) Will the project incorporate any educational programs?

Yes No

Please explain your response above.

ii.) Will you allow public access to the facility/property?

Yes No

Please explain your response above.

5. Project Costs

a) Provide an estimated budget for this project using the budget template provided with this application. Include explanatory and clarifying information (a budget narrative) below the budget form in the space provided. Be sure to include any estimates or bids that have been completed. If the budget presented in this application is a preliminary budget arrived at without firm bids, explain how the cost estimates were determined.

b) How will the project be sustained once the project is completed? For instance, how will on-going maintenance costs be financed?

c) Explain if there are any other resources you intend to use in order to complete this project. This may include other sources of funding, loans, or in-kind contributions.

6. Signature(s)		
Signature	Printed Name	Date
Signature (if necessary)	Printed Name	Date
Signature (if necessary)	Printed Name	Date

Mail or Deliver the Original Application Packet and 7 Copies to:

Douglas County Heritage Conservation Council

Attention: Jan Shupert-Arick

Douglas County Courthouse, Administrative Services

1100 Massachusetts Street, Third Level Loft Area

Lawrence, KS 66046-3064

Staff Contact: For questions about the Natural & Cultural Heritage Grant Program, contact the HCC Program Coordinator, Jan Shupert-Arick at jshupertarick@douglas-county.com or 785-330-2878.

Douglas County Heritage Conservation Council Website

http://www.douglas-county.com/depts/ad/hcc/ad_hcc.aspx Natural and Cultural

2016 Natural & Cultural Heritage Grant Program - Budget Template *

Project Budget	Request	Applicant Contribution	Cash Match	In-Kind	Subtotals	Grand Total
Personnel						
Fees & Services						
Estimates/Bids						
Travel						
Marketing						
Cost of Materials						
Operating Expenses						
Other						
Total						

Note: As you write your budget justification, be sure to address the amount of your matching support, its source(s), and how the match reflects community interest in the project. Your budget must correspond with the plan described in your project description. **Using this form, enter project budget numbers in the Request column, the Cash Match column, and the In-Kind column. The form will total your numbers automatically.**

Budget Narrative – please explain the budget entries above.

1. Personnel
2. Fees and Services
3. Estimates or Bids
4. Travel
5. Marketing Expenses
6. Materials Expenses
7. Operating Expenses
8. Other (Sustainability)