KEYSTONE HISTORIC PRESERVATION GRANT PROGRAM
PROJECT GRANT APPLICATION

Important: This application is for reference use only. Do not submit this form. Some instructions may differ on the eGrant version so please refer to the eGrant application for complete instructions.
For access and information on the eGrant electronic grant application process, please visit the PHMC Grants Website at http://www.artsnet.org/phmc.

Federal Identification Number _____

I. APPLICANT (Please carefully review the "Applicant Instructions" before beginning work.)

A. Name of Organization _____

B. Name of Subunit Managing Project_____

C. Address _____

_____PA _____
City Zip Code

D. Executive Director/President of Organization

_____
Name Title

E. Contact Person for Grant_____

F. Telephone Number for Contact Person_____

G. Grant Amount Requested $ _____

H Matching Funds (If Applicable) $ _____

I. Total Project Cost $ _____

II. PROJECT SUMMARY (Use only the space provided.)

III. ORGANIZATIONAL INFORMATION (If you are applying as a subunit, the information in this section must relate to that subunit rather than to the parent organization. Answer all questions. Enter NA for those questions that are not applicable.)

A. Mission Statement

B. Nonprofit Status Documentation

1. Date IRS Exemption Received _____
2. Registration Expiration Date w/ PA Bureau of Charitable Organizations _____

C. Telecommunications Information

1. Telephone Number (Public) _____
2. Fax Number _____
3. E-Mail Address _____
4. Website _____

D. Locational

1. County _____
2. Senate District Number (Pennsylvania General Assembly) _____
3. Representative District Number _____
4. Federal Congressional District Number _____

E. General

1. Control of Organization _____
2. Discipline of Organization _____
3. Enter the year the organization was incorporated._____

4. Accessiblity
   a. Total number of days open to the public annually _____
   b. Total number of hours open to the public weekly _____
5. Visitation
   a. Annual visitation _____ Actual ____ Estimate ____
   b. Annual number of individuals served through outreach programs _____ Actual ____ Estimate ____
   c. Number of "hits" annually on your website _____
6. Staffing
   a. Number of full-time paid staff _____
   b. Number of part-time paid staff _____
   c. Number of full-time volunteers _____
   d. Number of part-time volunteers _____
7. Does your organization have a membership group?

   Yes _____ No _____ No. of Members _____
8. Museum and Conservation Assessment Programs and Accreditation
   a. Has the organization undergone a Museum Assessment Program Review?

      Map I Yes _____ No _____ Date _____

      Map II Yes _____ No _____ Date _____

      Map III Yes _____ No _____ Date _____
   b. Has the organization undergone a Conservation Assessment Program Review?

      Yes _____ No _____ Date _____
   c. Has the organization been accredited?

      Yes _____ No _____ Date _____

      Name of accrediting organization _____

F. Financial
1. Current Fiscal Year _____
   a. Month Fiscal Year Begins _____
   b. Month Fiscal Year Ends _____
2. Operating Budget for Most Recently Completed Fiscal Year

   (Do not include capital or in-kind contributions) $_____
   a. Percent of budget used for salaries, benefits and expenses _____
   b. Percent of budget used for maintenance of buildings and grounds_____
   c. Percent of budget used for utilities _____
   d. Percent of budget used for collection care and conservation _____

e. Percent of budget used for exhibitions and related expenses _____

f. Percent of budget used for special events and educational programs _____

g. Percent of budget used for marketing and promotion _____

3. Operating Budget for Second Most Recently Completed Fiscal Year

(Do not include capital or in-kind contributions.) $_____

IV. HISTORIC PROPERTY INFORMATION (50 Years and Older)

A. National Register Status

1. Is the property listed individually in the National Register of Historic Places?

Yes _____ No _____

2. Is the property a contributing property in a National Register of Historic Places historic district?

Yes _____ No _____

B. National Historic Landmark

1. Is the property also designated a National Historic Landmark?

Yes _____ No _____

V. GRANT CATEGORY (Check One Only)

A. Archives and Records Management

1. Access and Preservation Programs _____

2. County Records Improvement Programs _____

B. Historic Preservation

1. Cultural Resource Surveys _____

2. National Register Nominations _____

3. Planning and Development Assistance _____

4. Educational and Interpretive Programs _____

5. Archaeology _____

C. Local History

1. Public Programs _____

2. Research and Writing _____

3. Educational Programs _____

D. Museum Project

1. Institutional Development _____

2. Collections Management _____

3. Educational and Interpretive Programs _____

E. Collaborative Grant Any Category (If yes, please complete the "Collaborative Agreement Form.")

Yes _____ No _____

V. PROJECT DESCRIPTION (Use only the space provided.)

A. Is this project a follow-up to the recommendations of a PHMC Technical Assistance Grant?

Yes _____ No _____

B. Description of Organization

C. Applicants for Project Grants must address the following in the order specified and in the space provided: Specific Project Description; Workplan/Timetable; Qualifications of Key Personnel/Consultants; Project Promotion and Public/Community Benefit. Use these headings in the text.

VI. PROJECT DESCRIPTION (Continued)

VII. PROJECT BUDGET (Use only the space provided.)

Categories of Expenditures	PHMC Funds	Match Funds	Subtotals	Totals
A. Salaries/Wages/Related Expenses				
	$	$	$	
	$	$	$	
	$	$	$	$
B. Consultant's Fees				
	$	$	$	
	$	$	$	
	$	$	$	$
C. Conservation and Preservation				
	$	$	$	
	$	$	$	
	$	$	$	$
D. Equipment, Supplies and Fabrication				
	$	$	$	
	$	$	$	
	$	$	$	$
E. Public and Other Educational Programs				
	$	$	$	
	$	$	$	
	$	$	$	$
F. Marketing and Promotion				
	$	$	$	
	$	$	$	
	$	$	$	$
G. Publication Expenses				
	$	$	$	
	$	$	$	
	$	$	$	$
F. Other				
	$	$	$	
	$	$	$	
	$	$	$	
	$	$	$	
	$	$	$	$
Grand Total All Costs				$

VIII. MATCHING SHARE (If Applicable)

	Donor/Source	Amount
A. Cash	_____	$_____
B. Donated Labor	_____	$_____
C. Volunteer Services	_____	$_____
D. Donated Materials	_____	$_____
E. Donated Space	_____	$_____
F. Other	_____	$_____
	Total Amount of Match	$_____

IX. CHECKLIST

To assure that your grant proposal is complete, please check off that you have included the following:

- ☐ Completed copy of application
- ☐ Federal Identification Number
- ☐ IRS letter (501(c)(3)), if applicable
- ☐ Collaborative Agreement Form, if applicable
- ☐ One sample of promotional material (7 copies) for your organization, if applicable
- ☐ Resumes and/or job descriptions for key project personnel and consultants
- ☐ Two or three letters of support
- ☐ Letter of eligibility from the Bureau for Historic Preservation (for National Register projects only)

X. CERTIFICATION AND STATEMENT OF ASSURANCES

The applicant certifies, represents and warrants to the Pennsylvania Historical and Museum Commission that:

1. The information contained herein and in all attachments and supporting material is true and correct, and the filing of the application has been duly authorized by the governing body of the applicant;

2. The applicant's organization is officially organized on a tax-exempt basis (501 (c) (3)) or is an entity of government, is located in Pennsylvania and has been incorporated for two years prior to the grant application; and

3. The applicant accepts in advance any grant awarded by the Commission agreeing:

   a. That any funds received as a result of the application will be expended under the "Terms and Conditions of the Grant;" and

   b. To such other restrictions, conditions or changes as the Commission may impose unless the applicant objects within thirty days of the mailing of the grant award letter.

Instructions for Completing an Application for a Project Grant

I. Applicant

Organization

This is the name of the organization whose Federal Identification Number is used at the top of this application.

Subunit Managing Project

This is the unit within the parent organization who is responsible for managing the project. This unit must meet the following conditions:

- The unit has administrative autonomy for its operations;
- The unit has a fully segregated and itemized operating budget within that of the parent organization; and
- The unit is able to separately and distinctly fulfill all eligibility and application requirements as defined in the Guidelines for Applicants.

IMPORTANT: If you are applying as a subunit within a larger organization, the answer to all subsequent questions on the application form must relate to that subunit.

Contact Person

This should be the individual most knowledgeable about the application and available for questions and discussions about the grant.

Grant Requested

This is the total amount of money being requested from the Pennsylvania Historical and Museum Commission.

Matching Funds

Applicants are required to provide matching funds. Match must be in the form of cash equal to the amount requested from the PHMC. In-kind contributions may contribute to costs associated with the project over and above the grant award. Total all matching funds and enter that amount in the space provided. Cash match means new dollars for the project and is strongly recommended as it shows a commitment from the sponsoring organization.

Total Project Cost

This is the sum total of Grant Requested and Matching Funds.

II. Project Summary

Summarize concisely the project for which you are requesting funds. This is essentially an abstract and will be used by Commissioners, Members of the General Assembly and in the Grant Agreement should you receive an award. Use only the space provided.

III. Organizational Information

You must answer all questions as they relate to the organization or the subunit. Enter NA for those questions that are not applicable.

Mission Statement

Provide a mission statement or write a statement of purpose for the organization describing why it was founded, its goals and how it is interpreted to the public at the present time.

Nonprofit Status

You are required for purposes of eligibility to have tax-exempt status 501(c)(3) with the Internal Revenue Service or be an entity of local government. If you have submitted a copy of your IRS letter indicating your nonprofit 501(c)(3) status to the Pennsylvania Historical and Museum Commission within the past three years, you are not required to submit another copy with this application. If you have not submitted a copy previously, you must do so with this application. Units of local government are not required to submit documentation of any sort.

Charitable Organizations

You may be required to register with the Bureau of Charitable Organizations. Information may be obtained by writing Bureau of Charitable Organizations, Commonwealth of Pennsylvania, Department of State, P.O. Box 8723, Harrisburg, PA 17105 or by calling 1-800-732-0999.

County

Enter the name of the county where the organization is located.

State Senate, State Representative and Congressional District Numbers

This information may be obtained from your county courthouse or from the League of Women Voters in your area. Please be accurate as the Pennsylvania Historical and Museum Commission will notify your representatives in the event of an award.

Control of Organization (Select one)

- College or University
- County
- Municipal Government or Authority
- Private Nonprofit
- School or School District
- State System of Higher Education
- Other

Discipline of Organization (Select one)

- Anthropology/Archaeology
- Aquarium
- Arboretum
- Archives
- Botanical Garden
- Children's Museum
- Community/Economic Development
- Education
- General Museum (with two or more equally significant disciplines)
- Government
- Historic House/Site
- Historic Preservation
- Historical Society/Museum
- Library
- Maritime
- Military
- Natural History Museum
- Nature Center
- Planetarium
- Performing Arts
- Recreation
- Religious
- Science/Technology Center
- State Heritage Region
- Visual Arts
- Zoological Park
- Other

Visitation

Provide the number of annual visitors to your institution. Check whether this is an actual or estimated attendance figure. Provide the number of individuals served annually by your outreach programs. Check whether this figure is actual or an estimate. Record the number of "hits" received annually on your website. Put NA if you do not have a website.

IV. Historic Property Information (Fifty Years and Older)

National Register Status

Please check the appropriate status. Information regarding the status of your historic property may be obtained by writing National Register Program, Pennsylvania Historical and Museum Commission, Bureau for Historic Preservation, Commonwealth Keystone Building, 2nd Floor, 400 North Street, Harrisburg, Pennsylvania 17120-0093 or by calling 717-783-8946 or 8947.

National Historic Landmark Status

Only a select few National Register properties are also designated as National Historic Landmarks. Landmark status should be verified before answering this question.

V. Grant Category

Check the grant category under the type of grant for which you are applying that best describes the kind of project that you plan to undertake. Check only one, Historic Preservation or Planning & Development Assistance.

Collaborative Grants

In applying for a collaborative grant, one qualified organization should be selected as the lead organization for purposes of preparing the application. Remember to

attach a Collaborative Agreement Form to the application attesting to the participation of other organizations.

VI. Project Description

Please check whether the project is a follow-up project to the recommendations of a Pennsylvania Historical and Museum Commission Technical Assistance Grant.

Applicants for Historic Preservation Grants

This section is the most important section of the application. The Project Description should clearly and concisely identify the project goals and the work products. It should explain the need for the project (e.g., Why is it necessary to inventory historic buildings in your community, or to nominate a property to the National Register or to conduct an analysis of the historic paint colors of your historic building?); the ability of the applicant organization to carry out the proposed project; and how the result will further the preservation of significant historic resources in Pennsylvania and in your community.

Using only the space provided, address each of the following points clearly and in detail as they apply to the proposed project.

Description of Organization

- Provide information about the applying organization. Do not assume that the reviewers know your organization. You are not required to submit promotional materials if your organization has a website. If your organization does not have a website, submit one sample (7 copies) of promotional material (e.g., an annual report) that best describes the organization.

Strategic Plan Goal Identification

- Identify the specific goal or goals outlined in "Building Better Communities: The Preservation of the Place in Pennsylvania" and describe how your project meets the goal(s).

Specific Project Description

- Define the project. What precisely is being proposed? What are the goals and anticipated products? What actions or tasks will be taken to achieve the goals of the project?

- Describe the historical and cultural significance of the resources that are the focus of the project. Why is the proposed project important from a historic preservation perspective? How is the project appropriate or beneficial for the historic resources concerned?

- Describe how the proposed project relates to the mission of the sponsoring organization. Why is it appropriate for the organization to undertake this project? How does the project meet the organization's or the community's goals of preserving historic resources? Does it relate to another project for which grant funds have been awarded in the past?

Workplan/Timetable

- Provide a step-by-step description of how the project will be carried out. When will each step take place (by month or by week)? Refer back to Guidelines for Applicants "Grant Period and Implementation Timetable" if necessary.

Qualifications of Key Personnel/Consultants

- List project personnel by name. What are their responsibilities and their qualifications? Who is the project manager and what are his/her specific responsibilities? (For cultural resource survey projects, the principal personnel must be 36CFR Part 61 qualified.) Attach résumés for key project personnel.

- Identify consultants and/or other professionals hired (or to be hired) for the project. Attach résumés. If these individuals are not identified yet, attach a description of what will be expected from them.

Project Promotion

- State the audience for which the project is intended. What steps will be taken to promote the project and encourage audience interest? What is the anticipated extent of public access and community support for the project? Attach two or three letters of support for the project.

  Suggested letters of support are from organizations that will benefit from the proposed project such as a school, senior citizen center or other local nonprofits, a local museum or historical society, etc., or from individuals such as researchers of various topics.

Public/Community Benefit

- Describe how this project will benefit the public. If the project is "temporary" (e.g., a local preservation workshop), what permanent record will be maintained for the future (e.g., a preservation ordinance)?

There is additional guidance for developing project descriptions related to specific Categories of Support.

For Cultural Resource Surveys. Project descriptions should include the following: type of survey to be done (thematic, archaeological, architectural or historical); theme, time period and other characteristics of the resources to be surveyed; estimated number of resources; geographic area where the resources to be inventoried are located (include map); and methodology.

NOTE: The Bureau for Historic Preservation will require duplicate sets of maps (not photocopies), photographs (not photocopies) and other documentation. Consultants and grantees will be required to attend a special training session in Harrisburg. Be sure to allow for these requirements when preparing a scope of work and a budget.

For National Register Nominations. Project descriptions must include the following: type of nomination; estimated number of resources to be nominated; criteria and areas of significance; and the period of significance for the nomination. For nominations involving archaeological significance, the project description must identify how that significance will be documented.

IMPORTANT: If you are applying under this category, the property must be determined eligible for the National Register by the Commission's Bureau for Historic Preservation. The grant application must include a letter from the Bureau stating the property's eligibility. This letter must be obtained in sufficient time to be included with the application. Do not wait until the last minute to contact the grant manager.

NOTE: The resultant nomination must be accepted by the State Historic Preservation Review Board. The Board meets on a quarterly basis. When developing a timetable, be sure to coordinate the grant project schedule with the Preservation Board meeting schedule. Contact the grant manager for information regarding the Board schedule. Consultants and grantees will be required to attend a special training session in Harrisburg, and this cost should be factored into the proposal.

For Planning and Development Assistance. Project descriptions must include the following: identify the resource that is the subject of the project and explain its significance; describe the problem that is being addressed by the project; and explain why the activity is appropriate for the resource.

For Educational and Interpretive Programs. Project descriptions must include the following: describe the activity; identify the intended audience; explain how any equipment or materials requested are necessary for the project; in the case of curriculum projects, identify the curriculum standards being met by the project; and explain how the project will enhance preservation awareness or activity in the community.

NOTE: Publications or tour guides must focus on tangible/extant historic resources identified in systematic historic inventories, listed in the National Register of Historic Places or located in locally designated historic districts.

For Archaeology. Project descriptions must include the following: identify the area and the type of resources that are the focus of the project; describe in detail the field and analytical methodologies to be followed; explain what kind of information or knowledge the project hopes to produce; and identify the repository where the results will be placed and its accessibility to the public.

VII. Project Budget

Provide a detailed proposed budget by Categories of Expenditures.

- Column 1 (Categories of Expenditures). Under each category of expenditure list specific expenditures as they relate to that category.

- Column 2 (PHMC Funds). All applicants must specifically show how PHMC funds will be allocated to the project.

- Column 3 (Match Funds). All applicants must show how matching funds will be allocated to the project. Cash match means new dollars for the project. Cash match is strongly recommended and will be considered in the evaluation process. Staff salaries may not be used as a cash match. Do not include administrative overhead or indirect costs and do not use these as a cash match or in-kind contribution.

- Column 4 (Subtotals). (The eGrant application program will automatically calculate these figures.) Check to be sure that the figures are correct.

- Column 5 (Totals). (The eGrant application program will automatically calculate these figures, as well as the overall total.) Check to be sure that the figures are correct.

  IMPORTANT: PHMC cannot fund existing full-time or part-time staff salaries assigned to the project.

VIII. Matching Share

Applicants for projects requiring matching funds must show the donor (e.g., City of Reading), source of match

(e.g., Community Development Block Grant Funds) and amount.

Cash

Cash equals new dollars brought to the project. Cash matches are encouraged and will be considered favorably in the review process. Identify the amount of cash used to match the grant and the source (e.g., foundation grant, general revenue, etc.).

IX. Checklist

A checklist for submission is part of the application. Please use it to make sure that the application is complete.

X. Certification and Statement of Assurances

An original signature on your application is not required at this time. Please simply check the appropriate box.

Required Attachments

Include the following required attachments:

- A copy of the IRS letter indicating the applicant's tax-exempt status (501(c)(3)), if applicable;
- Collaborative Agreement Form, if applicable;
- One sample (7 copies) of promotional material which describes the organization and its services, if applicable;
- Résumés and/or job descriptions for project personnel and consultants;
- Letters of Support (two or three) for the project; and
- (Historic Preservation National Register applications only) Letter from the Bureau for Historic Preservation stating that the property is eligible for the National Register.

Assembling the Application

PHMC requires one original **complete application** (Application and all requested attachments) and seven copies of the **complete application**. Do not use plastic covers, binders, folders or staples. Clip the attachments together at the top left corner.

- Printed Application Summary (view and print from main menu)
- Requested Attachments from list above

Arrange the application and attachments in the following manner:

- Printed Application Summary (This can be viewed and printed from the eGrant application main menu.)
- Résumés and/or Job Descriptions
- Two or Three Letters of Support
- National Register Eligibility Letter, if applicable
- IRS Tax-Exempt Documentation of 501(c)(3) status, if applicable
- Sample of Promotional Material, if applicable
- Collaborative Agreement Form, if applicable – (This form can be downloaded in PDF Format through the eGrant application program.)

Processing Your Application

Criteria For Evaluation

Historic Preservation Grants

Historic Preservation Grants are awarded on a competitive basis. Grant applications will be evaluated using the following criteria:

- the clarity of the project description including the project goals and projected work products;
- the degree to which the project will add significant information to the Commonwealth's cultural resources inventory;
- the degree to which the project will result in the enhancement of significant cultural resources;
- the degree to which historic preservation strategies will protect cultural resources at the community level;
- the degree to which the project demonstrates community/regional cooperation in preserving cultural resources;
- the clarity and detail with which a chronology of steps required to complete the project is outlined;
- the qualifications of key personnel and consultants;
- the likelihood the project will reach its intended audience;
- community support for a project including financial and other contributions;
- the value of the project to its intended audience;
- the soundness and detail of the proposed budget and its adequacy to accomplish the project;
- the availability of a cash match, if applicable; and
- the quality of the application in terms of adherence to format, completeness and accuracy.

Application Mailing Address

Application packages must be mailed. Hand-delivered applications will not be accepted. Applications sent by mail must be postmarked by the appropriate application submission deadline. Send applications to:

Pennsylvania Historical & Museum Commission
Bureau for Historic Preservation
Commonwealth Keystone Building, 2nd Floor
400 North Street
Harrisburg, PA 17120-0093
Attention: PHMC Grant Programs

Notification Of Award

All competitive grants are evaluated by peer review panels. Only eligible and complete applications will be considered. Eligible applicants will receive notification of the status of their request approximately seven to eight months after the application submission deadline.