

CLG GRANT APPLICATION: FY19

CLG:

Project Name:

PROJECT INFORMATION

See [Applying for Certified Local Government Grants: Writing a Successful Application](#) for more detail.

1. **PROJECT DESCRIPTION** – *If needed, use continuation pages provided at the end of this document.*
 - a. Provide a brief introduction to your project including the aim, scope and significance of the project to your community.

b. List any previous HPF grants this project has received. (*Cite HPF # or grant name*)

c. Briefly describe the relationship of this project to past, present, or future preservation work.

2. PRESERVATION OBJECTIVES

a. How does the project relate to [annual CLG grant priorities](#) established for this fiscal year? (*Cite relevant grant priorities and explain how each relates to your project.*)

b. How does the project relate to the goals and objectives of the [State Historic Preservation Plan](#). (*Cite relevant goals or objectives and how your project would further them.*)

- c. Describe how the project meets an identified historic preservation priority of your community. Does the project contribute to the implementation of your local historic preservation plan? If so, how?

3. PROJECT PERSONNEL- *The Project Manager must have proven experience working on historic preservation projects. If the project is a survey, inventory, development, or National Register nomination the PM must meet the professional qualification standards in 36 CFR 61. If not identified in the application, the Office of History and Archaeology must review selection of Project Manager prior to finalization of the contract with the individual.*

a. Note who will act as Project Manager (PM). Attach a résumé showing the PM meets the professional qualifications. List any previous HPF Projects the PM has worked on. *(If planning to contract with PM after grant is awarded outline the job qualifications that will be required.)*

b. Identify the local government personnel who will act as Grants Manager for the project.

c. Describe the local historic preservation commission's role in the project. Attach a resolution from the commission supporting the project.

d. Identify volunteer personnel and their tasks.

e. Identify any contractors to be used and expected duties. Attach résumés for all qualified historic preservation professionals working on the project.

4. **WORK PLAN-** *Ensure you thoroughly address all items necessary for your project type. See [Applying for Certified Local Government Grants: Writing a Successful Application](#) for more detail. Use continuation sheets if needed.*
 - a. Explain how the project will be undertaken.

b. Describe the geographic area encompassed by the proposed project. For survey, inventory, development, and National Register nomination projects, attach maps of the project area. Include the estimated number of buildings, structures, sites, square miles, etc., to be addressed.

c. Cite any planning studies, condition assessments, design drawings, research reports, publications, or other sources of relevant information you plan to use for this project.

d. Provide a work schedule showing months, expected activities, and benchmarks to achieve throughout the grant period of performance.

e. If this is a development project, describe your public outreach component. How and when did you involve the public, any potentially affected agencies, entities, and tribes. List which entities and individuals contacted, dates of involvement, and comments received.

5. FINAL PRODUCTS

- a. Describe publications, workshops, audio-visual materials, reports, websites, brochures, survey materials, nominations, interpretive signs etc., that will be produced as part of the proposed project. Identify the intended audience and where the public will be able to access these materials. Describe how you will inform you community about the project.

6. ADDITIONAL INFORMATION

- a. Attach letters of commitment and support, as appropriate, from teachers, historical societies, museums, Native groups, and others. (*Note attachments below.*)

- b. Attach any other relevant information, such as copies of photographs. (*Note attachments below.*)

7. BUDGET: Maximum Federal Request of \$25,000 (includes State indirect cost)

Your budget submittal shall consist of four parts: three tables and one narrative. *See example tables and blank form in Excel, and narrative portion to complete below.*

- a. Budget Details table showing how costs were estimated.
- b. Budget Summary table identifying planned cost share of 60% and 40%.
- c. Matching Share table showing sources of match.
- d. Narrative explaining costs in detail.

BUDGET NARRATIVE: Describe activities to be performed under Personal Services, Contractual Services, Supplies/Materials, Travel, and Other cost categories.

- a. Personal Services: describe work each position/person will perform for the proposed project.

b. Contractual: List contractor name(s), if known. Describe work each will perform.

c. Supplies/Materials: Describe types of materials and/or supplies required for this project, how they relate to the project, estimated quantities, etc.

d. Travel: Identify who will be traveling, how many trips are anticipated, trip purpose, and destination.

- e. Other: Identify other costs which do not fall into one of the above categories. Explain purpose and relevance to this proposed project.

CHECKLIST

Applicant, has your entity:

- maintained current certification under the Certified Local Government program?
- signed and notarized this application?
- signed the form titled: *Willingness to Comply with Grant Requirements?*
- provided the information requested on each page of the application package?
- included a public outreach component?
- attached maps showing location of project?
- attached photographs or clear photocopies showing overall character of properties for
survey, inventory, National Register nomination, predevelopment and development projects?
- attached letters of support from the community and, if needed, property owners?
- attached a resolution from the City or Borough's governing body (or indicate one has been
requested prior to the Alaska Historical Commission meeting to recommend awards.)
- explained historic preservation commission involvement in the project, and addressed its role in
the review process?
- checked your budget for accuracy?

Deadline: Applications are due by 12:00 pm on Wednesday, July 31, 2019.
Only complete, signed, dated, notarized applications will be considered.

Submit applications (and questions) to the following email: HPF.Grant.Applications@alaska.gov

