

# HISTORIC PRESERVATION SERIES



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## Applying for Historic Preservation Fund Grants: Writing a Successful Application

Historic preservation grants are available from the Alaska Office of History and Archaeology (OHA) for Certified Local Governments (CLGs). This handout highlights the information staff look for in a proposal. Refer to Appendix D of the grants manual for a sample of the evaluation form used by reviewers. You may submit more than one application. Each must have its own clearly stated focus.

- **Emphasize historic preservation.**

Projects must have a historic preservation focus. Explain how the project contributes to identifying, evaluation, protecting, interpreting, or saving historic properties in your community.

- **Explain how the project ties into the existing local and state historic preservation plans.**

Projects should contribute to the development and implementation of the local historic preservation plan and to the goals and objectives of the state historic preservation plan.

- **Describe the work to be accomplished. The proposed project should have a single focus with clear and attainable goals.**

The scope of the work should:

- describe work previously done in the project area.
- explain how previous work will be incorporated into this project.
- outline the methodology to be used.

- **For projects involving historic properties, describe the property types and number expected to be found.**

This provides the grant reviewers with a better sense of the scope of work, the importance of the resources, and the amount of funding needed to complete the project.

- **Identify the principal investigator and provide a copy of the person's resume. Identify other personnel who will work on the project and submit resumes. Include a list of volunteers.**

The principal investigator has the lead role in directing the project and producing the final product. The principal investigator, even if an employee of the local government, must meet the professional qualifications defined in appendix B – attachment 1 of the grants manual.

- **The project schedule must include a review of the draft product by OHA staff prior to finalization.**

Grantees must submit a draft to OHA 90 days before the project deadline. OHA staff will make comments and suggestions for revisions within 30 days after receiving the draft. The grantee must complete revisions and finalize the product within the remaining grant period.

▪ **The project budget must be outlined in sufficient detail to explain the purpose of the expenditures.**

The budget must provide complete information about how the grant funds will be spent. Personal Services, Contractual Services, Travel and Supplies must be described in detail. For example, Personal Services must list each position's hourly wage including fringe benefits. Under Travel, identify how many trips will be taken, who will be traveling and the purpose and destination of each trip.

▪ **Describe the final product in detail. The proposal must:**

- describe what the product will look like and provide an estimate of the number of pages and illustrations.
- identify the intended audience.
- indicate where copies of the product will be available to the public.

Sources for additional information:

Alaska Office of History & Archaeology.

Historic Preservation Fund Program, Grants for Historic Preservation in Alaska. Division of Parks & Outdoor Recreation. Department of Natural Resources. Anchorage, August 1993 revision.