



Champlain Valley National Heritage Partnership



2014 CVNHP Commemoration Grants **APPLICATION FORM**

Applications must comply with the terms of the Request for Proposals, use the format below and provide all of the information requested to be considered for review.

A. Summary Page

On a single page, please provide the following information in the order shown:

Project Name/Title:

Project Category: 2014 CVNHP Commemoration Grants

Contact Information:

Name of Contact Person:

Authorized Signatory and Title (if different from Contact Person):

Organization:

Mailing Address:

Telephone Number:

E-mail Address:

Eligibility: Please list all of your organization's current Champlain Valley National Heritage Partnership (CVNHP) and Lake Champlain Basin Program (LCBP) grants. Any organization with an existing award that has overdue workplans, reports or other deliverables is ineligible and should not apply.

All new projects will be required to submit a workplan within 60 days after award notifications are made and projects must be initiated no more than six months after award notification. If these deadline specifications are not met then awards will be forfeit.

Amount of LCBP Request: (\$5,000 maximum request)

Organization Mission Statement:

Brief Project Summary: Please describe your project in 3-5 sentences

Project Outcome/Deliverable: Please briefly describe measurable project outcomes (3-5 sentences).

B. Application Questions

Please answer the following questions in order, using no more than 3 pages combined (12-point (or larger) Times New Roman font (or equivalent), minimum 1 inch margin on all sides). Complete applications should be no longer than 5 pages in length (1 summary page, 3 pages for application questions/answers, 1 budget page). **Additional pages (except letters of support) will not be reviewed.**

Include both the questions and your answers in the narrative, which should describe your project as directly and concisely as possible. The review committee will evaluate your application based on your answers to these questions, according to the criteria listed in the *Request for Proposals*.

1. Describe the extent to which the proposed project marks the anniversaries of the War of 1812 and/or the American Civil War and develops new research and interpretation on the conflicts. If part of a larger project, please describe the portion of the project for which you are seeking CVNHP funding.
2. List the individuals (volunteers, board member, and/or staff) and partners (organizations, state agencies, and municipalities) that will be involved in the proposed project. Briefly describe their background and qualifications. Explain how your work with other partners will enhance the effectiveness of CVNHP funding.
3. List the associated actions and tasks described in [the Cultural Heritage and Recreation chapter of Opportunities for Action](#) that the project addresses.

EXAMPLE of how actions and tasks should be listed on application:

Supports OFA Action 9.15: Support and encourage cooperation to commemorate the bicentennial of the War of 1812 and the sesquicentennial of the American Civil War.

- **Task 9.15.3:** Support research, interpretation, and other individual efforts to mark the anniversaries.
- **Task 9.15.4:** Support the efforts of historic sites and associated with the Underground Railroad, manufacturing for the war effort, the “home front,” the St. Albans Raid and other events and places that are associated with the American Civil War.

4. List the specific benchmarks for your project. Identify target dates for each benchmark leading towards your project completion deadline. If the project ends after the suggested completion date, please explain the rationale. (Projects should be complete by December 31, 2014.)

C. Budget Table and Justification

Please use the format below for your budget table.

- If the CVNHP/LCBP request is part of a larger project, please indicate the estimated total project value and the funding sources.

- All expenses should be placed into one of the following major categories:
 - Direct Costs – subcategories include: Personnel (including fringe benefits), Supplies, Contracts, Equipment, and Travel.
 - Indirect Costs – include general office and operating expenses, insurance, bookkeeping, etc. Please refer to the *Request for Proposals* for more information about indirect costs and eligible expenses.
 - Non-federal match – While matching funds and in-kind support are not required, proposals that include a non-federal match may be considered more competitive in the grant review process. Applicants should be aware, however, that because optimal matching support may make your proposal more competitive, any match proposed will be embedded in the contact as a requirement.

- If your project includes several tasks, it is helpful for each task's budget to be broken out separately from the other tasks.

- List additional specific expense categories where appropriate, as indicated.

- If there is more than one source of funds to be used in supporting this task, budget items should be divided by funding sources as shown in the budget table. At a minimum, show which items will be covered by the CVNHP/LCBP grant and which items will be part of your matching contribution (if any). List other sources of funding (if any) that are not being used as match (such as other federal funds) following your budget table as shown.

- In addition to the budget table, please include a brief justification for each line in your budget, as in the following examples:
 - Project Coordinator: supports staffing for oversight of project activities, 50 hours @ \$18/hr.
 - Volunteers: museum docent, 25 hours @ \$10/hr.

EXAMPLE Project Budget Table Format (Dollar values for illustration only.)

Expense	CVNHP/LCBP Grant Request	Non-Federal Matching Contribution	Totals
DIRECT Costs:			
Personnel			
Project Coordinator	\$800	\$100	\$900
Volunteers		\$250	\$250
<i>(Add specific lines as needed)</i>			
Travel	\$100	\$100	\$200
<i>(Add specific lines as needed)</i>			
Supplies/Materials			
Printing	\$250		\$250
Mailing	\$75		\$75
<i>(Add specific lines as needed)</i>			
Contracts			
<i>(Add specific lines as needed)</i>			
Equipment			
<i>(Add specific lines as needed)</i>			
Other (please specify)			
INDIRECT Costs:	\$100	\$100	\$200
Totals	\$1,325	\$550	\$1,875

D. Letters of Support

Attach any letters of participation and support to your application e-mail. Up to three letters of support may be included in your application. Please be sure that the letters are signed by the appropriate authors. **Letters of support received separately from the application will not be included in the application review.** See the *Request for Proposals* for more information.

E. Submission Process

- Please submit one copy of your application with attached letters of support to the CVNHP address listed below via e-mail to grants@lcbp.org AND jbrangan@lcbp.org.
- All applications must be submitted by **4:30 p.m. on Thursday, November 14, 2013.**
NOTE: The application and budget should be submitted in Microsoft (Word, Publisher, Excel, etc.), or in a comparable format. Original applications formatted as a PDF will not be accepted, however, copies of letters of support may be submitted as PDF documents. Paper copies of applications will not be accepted.

Direct all questions to Jim Brangan via telephone: **802-372-3213**, or e-mail: jbrangan@lcbp.org.