



PHASE 2 GRANT APPLICATION PACKET

You are invited to complete this Phase 2 Grant Application for cultural and historic preservation projects. Funding decisions will be made by the CRF Advisory Board.

Phase 2 grants are competitive. A minimum of 50 grants are expected to be awarded. The deadline for submission is February 15, 2016. Funds are expected to be available in May, 2016. Funds must be expended by July 31, 2017.

Please visit the CRF website at www.culturalresourcefund.org for detailed proposal guidance and a sample grant application, and for information and further details about the Cultural Resource Fund. **When you submit your application, please be sure to provide the name and contact information (email, work and cell numbers) for a person who will be available to answer clarifying questions that may arise during application review in February and early March, 2016.**

This application packet has several pages and two attachments:
Page 2 describes the Types of Projects that can be funded
Page 3 provides general Application Instructions
Page 4 is the Phase 2 Grant Application Form

REQUIRED ATTACHMENTS:

Attachment A—Budget Form and Budget Narrative document in Microsoft Word.

Attachment B—Certification document in Microsoft Word.

For Tribes:

Tribal Resolution in support of the grant application is required. Please provide as an attachment.

For SHPOs:

For SHPOs with Tribal Partnerships, a letter of partnership from the Tribe, THPO, or Tribal government program, is required.

All Application Sections (I-IX) and Attachments are required.

MICA Washington D.C. Area Office

5301 Springlake Way
Baltimore, MD 21212
www.themicagroup.org
www.culturalresourcefund.org

Tides Office

The Presidio
PO Box 29198
San Francisco, CA 94129
www.tides.org

Types of Projects That Can Be Funded by the CRF for Phase 2 Grants

Projects supported by the CRF may include, but are not limited to:

- preservation of cultural and historic sites including conducting or commissioning field surveys, ethnographic studies and cultural resource reports
- purchasing or enhancing hardware and/or software for processing historic preservation review requests
- cultural resource or historic preservation staff training
- language revitalization
- cultural or historic conservation
- protection of sacred, cultural, or historic sites
- core cultural value systems, beliefs and practices
- cultural or historic preservation education, including youth education
- traditional knowledge
- cultural sovereignty
- Tribal/SHPO partnerships

Both new and existing projects are eligible.

Funding requests may include, but will not be limited to: salaries, consultants, planning, travel, training, equipment, technology, construction of new facilities, and repair of existing facilities.

CRF funding is non-governmental and may be used as matching funds.

SHPO applicants are strongly encouraged to have Tribal partners for Phase 2 grants.

All funding decisions will be made by the CRF Advisory Board.

Application Instructions

- Please answer all questions. Each section has a point total. Applications will be scored according to the point values assigned to each section.
- Please type your responses in a separate document (not on this application form). Please be sure to use the headings provided (see Sample Grant Application at www.culturalresourcefund.org).
- Please adhere strictly to the maximum page totals for the application and budget. Pages exceeding the limit will not be reviewed.
- Please use the Budget Form provided as Attachment A. Include a separate page to justify or explain the budget. Return the completed Budget Form and Justification with your application.
- Please use the Certification document provided as Attachment B (do not re-type it). The document is provided for your convenience in Microsoft Word. You can type the information directly into the document or fill it out by hand. Please return the signed and scanned Certification document with your application.
- Tribal applicants are required to attach a Tribal Council Resolution in support of the grant application. Please include this as a scanned attachment.
- Phase 2 grants are competitive. Not every applicant will be awarded a grant. A minimum of 50 grants are expected to be awarded.
- The maximum Phase 2 grant award is \$50,000. Please apply for less if your project merits it.
- Your CRF Liaison will be available to answer questions and offer technical assistance. **Please contact your Liaison early in the process.** If you need Liaison contact information, refer to the list provided on the CRF website www.culturalresourcefund.org. Frequently Asked Questions will also be posted on the website.
- Regional projects involving more than one Tribe or SHPO are welcomed.
- SHPOs are strongly encouraged to have a Tribal partner or partners. SHPOs with Tribal partners must attach a letter of partnership from the Tribe. CRF Liaisons will be happy to assist in facilitating partnerships. Please contact your Liaison early in the process, as partnerships can take time.
- **SHPOs and Tribes have separate funding tracks and are NOT in competition for awards.**
- The deadline for submission is **FEBRUARY 15, 2016**. To be fair to all applicants, **EXTENSIONS WILL NOT BE GIVEN.**
- Please send your Phase 2 grant application and scanned attachments by email to peggy-mainor@verizon.net. In the subject line, please title your application CRF PHASE 2 APPLICATION – <NAME OF TRIBE or SHPO>.

Phase 2 Grant Application

FORMAT: maximum application length is 10 pages, 12-point type (no smaller), single or double-spaced. Budget pages do not count towards the 10-page total.

All sections of the application (I-IX) are required. Please see The CRF website for detailed guidance in filling out your application.

I. TITLE AND SUMMARY PAGE: Please provide the title and a summary of your project. Please provide a contact name, email address, work and cell phone numbers. (5 points; maximum 1 page)

II. STATEMENT OF NEED OR OPPORTUNITY: Please explain the need for the project. (15 points; guideline 1.5 pages). **If your project is impacted by historical land issues or removal issues, please discuss in this section.**

III. PLAN OF ACTION: Describe what your Tribe or SHPO plans to do to meet the need or address the opportunity (15 points; guideline 2 pages)

Please include:

- Key staff you will need for the project; please describe their roles and briefly describe their qualifications
- Timeline with key activities for the project
- Project Start and Completion dates

IV. EXPECTED OUTCOMES: Please describe the expected goals or outcomes that the project plan will achieve. (20 points; guideline 2 pages)

V. READINESS FACTORS: Please describe your Tribe's or SHPO's capacity and readiness to implement the project. SHPOs with Tribal partnerships should describe them here. (25 points; guideline 2 pages)

VI. PROJECT SUSTAINABILITY: Will this grant complete your project or will it be ongoing? If it is ongoing, please provide a sustainability plan. (10 points; guideline 1 page)

VII. BUDGET: Please use the Budget Form and Budget Narrative page in Attachment A for this section. Return this Attachment with your application. (10 points; maximum 2 pages – not included in total)

VIII. PHASE 1 GRANT UPDATE: If your Tribe or SHPO received a Phase 1 Grant, please give the Advisory Board a brief update. (guideline 1 page)

IX. REQUIRED ATTACHMENTS:

A. Budget Form and Budget Narrative

B. Certification document

For Tribes: Tribal Council Resolution

For SHPOs: Tribal letter of partnership (if applicable)