PHASE 3 PROTECTING OUR PLACES GRANT APPLICATION PACKET

You are invited to complete this Phase 3 Grant Application for cultural places (site related) projects. Funding decisions will be made by the CRF Advisory Board.

Phase 3 grants are competitive. The deadline for submission is March 31, 2018. Funds are expected to be available in May, or June 2018. Funds must be expended by May 31, 2019.

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 April, 2018.

This application packet has four 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 3 Grant Application Form.

REQUIRED ATTACHMENTS:
Attachment A–Budget Form and Budget Narrative in Microsoft Word.
Attachment B–Certification document in Microsoft Word.
Attachment C - Tribal Resolution in support of the grant application is required.
Please provide as an attachment.

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

MICA Washington D.C. Area Office
5301 Springlake Way
Baltimore, MD 21212
www.themicagroup.org
www.culturalresourcefund.org

Types of projects eligible for this Phase 3 Cultural Places Track

Projects related to the protection of sacred, cultural, and historic places are eligible for funding under this track.

Both new and existing projects are eligible.

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.

This Phase 3 grant requires completion of Phase 1. The CRF will consider Phase 1 completed when the final Phase 1 Closeout Report is received.

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.

- Please adhere to the maximum page totals for the application and budget. Pages exceeding the limit may 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.

- A Tribal Council Resolution in support of the grant application is required. Please include this as a scanned attachment.

- Phase 3 grants are competitive. Not every applicant will be awarded a grant.

- The maximum Phase 3 grant award is $35,000. Please ask for only what you need for your project.

- Frequently Asked Questions will be posted on the website. Peggy Mainor will be available early in the process to answer questions. If you wait until just before the grant is due, your question may not be answered.

- Regional projects involving more than one Tribe are welcomed.

- The deadline for submission is **MARCH 31, 2018**. To be fair to all applicants, **EXTENSIONS WILL NOT BE GIVEN**.

- Please send your Phase 3 grant application and scanned attachments by email to **culture@micagroup.org**. In the subject line, please title your application CRF PHASE 3 PROTECTING OUR PLACES APPLICATION – <NAME OF TRIBE>.

- Tribes can apply for both site and language tracks.

Phase 3 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-VIII) are required. 100 points possible.

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 2 pages)

III. PLAN OF ACTION: Describe what your Tribe 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 the qualifications they will need. If staff is already on board, please 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 capacity and readiness to implement the project. (25 points; guideline 2 pages)

For technical projects please address the following:

1. Organizational & technical capacity

2. Current computer systems (servers, desktops, etc.)

3. Security software, firewalls, etc.

4. Existing Tribal policy to ensure data protection

5. Adequate Internet connectivity/bandwidth

6. What do you currently have or have deployed for geospatial data management?

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 10-page limit)

VIII. REQUIRED ATTACHMENTS:

A. Budget Form and Budget Narrative
B. Certification document
C. Tribal Council Resolution