



## Interpretive Grant Program

Freedom's Frontier National Heritage Area (FFNHA) invites its partner organizations to apply for Interpretive Grants.

FFNHA will award small grants (\$500-\$1,500) and large grants (\$1,501-\$5,000) for projects that interpret your site's story and connect it to the heritage area's rich history. Grants will be awarded for projects aligned with the goals of Freedom's Frontier, and one or more of these significant themes: Shaping the Frontier, Missouri Kansas Border War, Enduring Struggles for Freedom. Successful grants will be rooted in a context involving historic events in the heritage area that have broad regional or national impact.

The FFNHA staff is available to assist you as you prepare your application, starting with discussing your project ideas.

### Who can apply?

Only organizations located within Freedom's Frontier and with a partnership pledge on file with FFNHA are eligible to apply for these grants.

Other non-profits, 501(c)3 organizations, local and state government agencies located within the 41-counties in western Missouri and eastern Kansas which comprise the heritage can find information on becoming FFNHA partners at: [www.freedomsfrontier.org/partners](http://www.freedomsfrontier.org/partners). If you have questions about your organization's eligibility, contact FFNHA staff, or refer to the FFNHA 2009 Management Plan [www.freedomsfrontier.org/pages/Planning-Documents](http://www.freedomsfrontier.org/pages/Planning-Documents) (section 4, The Power of Partnership).

### Deadlines

Applications for the FFNHA Interpretive Grant program will be accepted on an on-going basis, with grant deadlines on **February 15**, **May 15**, **August 15** and **November 15**. Grants will be awarded as funding allows.

Your Interpretive Grant application must be received in the FFNHA office by 5 p.m. on the due date. The deadline cannot be extended. No special forms are required, but the application must be either e-mailed or printed, not handwritten.



## **Submission**

**Please e-mail your Interpretive Grant application to:**

**Liz Hobson, Education & Interpretation Manager**

ehobson@freedomfrontier.org (785) 856-2333

Though FFNHA *prefers* to receive Interpretive Grant applications via e-mail, the mailing and physical addresses for FFNHA are also included below for your convenience.

Mailing address:

Freedom's Frontier National Heritage Area  
PO Box 526  
Lawrence, KS 66044

Physical address:

Carnegie Building  
200 W. 9th St  
Lawrence, KS

## **Application Review**

Grant applications will be reviewed and awardees will be notified a month after the deadline.

## **Funded projects and reporting requirements**

Projects being funded by FFNHA interpretive grants may not start until the award announcement and should be completed within a year of the award date.

Grant recipients should submit quarterly progress reports for their funded projects, including detailed budget reports and cost share and receipts, in order for the organization to be reimbursed for expenses.

A final report must be submitted when the funded project is complete to close the grant.

Organizations with an open interpretive grant may apply for additional FFNHA Interpretive Grant funding after closing a grant.

## Your grant proposal must include:

### A Consultation

**Contact Freedom's Frontier National Heritage Area staff** no later than the first day of the month in which your application will be submitted (by Feb. 1, for the Feb. 15 deadline, etc.). You will discuss ideas for your project and how it fits with FFNHA goals.

### Cover Sheet

**Project Abstract.** Include the name of the project (100 words or fewer).

**Official Contact information.** Names, addresses, phone numbers, e-mail and Web addresses for the sponsoring organization and any co-sponsors, the authorizing official (director, president, etc. of sponsoring organization) and project director.

**Nine digit DUNS** (data universal numbering system). This number is issued by Dun and Bradstreet to track dispersal of federal grant money. Receive one free of charge at (866) 705-5711 or <http://fedgov.dnb.com/webform>. (Required for an FFNHA grant.)

**Total amount of grant request.** Include the amount of cost share you'll provide if you are requesting \$1,501-\$5,000 (not required for grant requests of \$500-\$1,500).

### Detailed project description

1. **Brief organizational history.** Describe what your organization does, the mission statement, and how many employees and volunteers there are.

2. **Project description and work plan.** The project description and work plan should include the following:

- Detailed project description
- Description explaining how the project fits into FFNHA management plan goals and Statement of National Significance themes.
- Describe how the project relates to and interprets the issue of freedom, and the enduring struggle for it, within the project's parameters.
- Describe how this project relates to regionally/nationally significant historic events and/or describe the site/s to which this project is connected.
- Explain how this project will provide an opportunity for greater understanding of multiple perspectives and/or how conflicts around those perspectives were resolved.

- Describe how this project will have a lasting impact on the community and FFNHA.
- Provide a tentative work plan. Include major tasks or deliverables and the month they are expected to be completed.

**3. Staff, volunteers and any other speakers or presenters.** List their qualifications and how they'll contribute to the success of the project. Include a resume or CV for each contributor (2 pages maximum).

**4. Other funding sources.** List other organizations approached for project funding, including amounts requested. Include admission or registration fees you will charge.

**5. Letters of support.** Attach letters from cosponsoring organizations. (Only necessary if the grant request is \$1,501-\$5,000.)

### **Budget**

Show all anticipated expenses, and whether you're requesting grant funds or providing cost share (if requesting \$1,501-\$5,000) to cover them. Use the attached budget form or create your own spreadsheet.

Requests must include a 10% contingency (of the total requested) to plan for unforeseen circumstances. If the final budget submitted after the project is completed is higher than the original request (with the 10% contingency) then the request will go to the Board of Trustees for review.

### **Official signature**

Your application must be signed by the authorizing official.

## Tips and Tools for Planning Your Project

These lists and checklists are provided to assist you as you think about and plan your project. The checklists are not part of your application, and need not be included when you submit it.

### Getting Started

- Eligibility.** To apply for a grant, your 501(c)3; local, state or tribal government must be located within the boundaries of FFNHA, and have a signed partnership pledge with FFNHA. (However, FFNHA does not prevent any site or event from forging partnerships or relationships across the boundaries of the National Heritage Area.) Consult the FFNHA 2009 Management Plan for more information and criteria for partnership eligibility.
- Communicate.** Contact FFNHA to discuss your project by no later than the first of the month in which you are submitting your application and confirm that it is appropriate for our funding sources.
- Know what makes a successful project.** Projects funded will: involve multiple perspectives; connect to the Freedom's Frontier National Heritage Area themes; have lasting value; and focus on history.
- Be strategic.** Make sure goals, objectives and funds requested match our criteria. Tailor your application to meet the specifications. Make sure your project is meaningful to the community and has an audience. Projects that will have a lasting impact will be given funding priority.
- Follow directions.** Write clearly. Follow the application format outlined in pages 3-4 of this packet. Don't skip questions.
- Avoid repetition.** Less is more!
- Create a work plan with a detailed timeline.** Include tasks, programs and events on the timeline. Have an action plan to complete your project within a year. Include who'll help you accomplish the items on the timeline, and how you will publicize and promote the project.
- Involve co-sponsors or multiple sites.** Show how partnering with other organizations and individuals will enhance the project.
- Create a budget.** Include what the grant will cover, and your cost share. FFNHA grants are reimbursable. For large grants (\$1,501-\$5,000) applicants must be able to show a cost share of at least half of the amount requested (this can include: in-kind, donated goods and services; staff and volunteer time devoted to the project; supplies, mailing and duplicating; public service announcements and other free publicity; the value of facilities and equipment used in the project; and refreshments).

### **What can FFNHA interpretive grant funds be used for?**

- Interpretive projects such as: indoor or outdoor exhibits; audio; podcasts; tour brochures; cell phone tours; video; creative or performing arts programs, including plays, storytelling sessions, readings by authors, or the creation of a public mural
- Salary, honorariums and/or travel reimbursements directly related to the project for staff, consultants or others hired to carry out project activities
- Publicity and promotional efforts related to the project
- Supplies that will be consumed during the project
- Rental of equipment such as camcorders, audio equipment, and computers

### **Grant funds can't be requested for:**

- Individual scholarships, fellowships, research, or travel
- Academic conferences, professional or annual meetings, or programs directed primarily to a single profession or organization; or books and publications, unless directly related to a public program
- Bus rental for heritage tours
- Programs which advocate social or political action
- Social service programs
- Building construction, restoration, or preservation
- Plaques, memorials
- Durable goods and equipment purchases, including computers, computer software, Web site hosting, domain name, and insurance
- Courses for academic credit
- A project that is to be used primarily as a fundraiser
- Any expenses incurred prior to the grant award
- Projects that discriminate on the basis of race, color, national origin, gender, age, or physical abilities

(If you think that something on the list above is essential to your project, discuss it with FFNHA staff during your project consultation. We may be able to assist you with other options.)

## Some things to consider when creating a budget:

- Project staff.** You may request FFNHA grant funds to cover partial salary for the project director and other key staff (generally, 25% or less of total request). Grant writing or other activities prior to the grant award can't be included. Volunteer time may be valued at \$21.64/hour in Kansas and \$21.30/hour in Missouri. It should be listed as Cost Share. Fringe benefits may be shown as cost share.
- Honoraria.** Payments to speakers, panelists, resource personnel, consultants or other project participants. Be sure the relationship between the amount of money, work to be done, and the person's qualifications is clear. A major talk by a recognized expert involving research demands a higher payment than simple participation on a panel, requiring little preparation.
- Travel.** Includes mileage, transportation, lodging, and meal expenses for project staff and speakers. Out-of-town travel can be covered by grant funds; in-town travel expenses are cost share. Find current per diem rates at <http://www.gsa.gov/portal/category/100120>.
- Promotional expenses.** Includes printing and mailing brochures, invitations, flyers, posters, and other items advertising your project. Use nonprofit bulk mailing rates if possible.
- Media advertising.** Includes paid ads.
- Supplies, postage and telephone.** Anticipates expenses for office supplies, correspondence, and long distance telephone calls.
- Equipment and facilities.** Documents the value of rented or donated space and equipment. FFNHA grant funds can't be used to purchase equipment except under special circumstances. Place a fair market value on its use, based on the cost of renting or leasing it.
- Printing and program materials.** Includes program agendas, study guides, books, or interpretive pamphlets. In-house photocopying may be included as cost share.
- Other.** Expenses not covered in the previous line items. Clearly identify these expenses or they may not be funded. Institutions with a standard rate for indirect costs may include those here after prior consultation with FFNHA staff.
- Project total.** Includes grant funds and cost share.

## Does your project...?

**Comply with the FFNHA Management Plan** (It's available online at <http://www.freedomfrontier.org/pages/Planning-Documents>.)

**Complement the FFNHA Mission Statement**

*Freedom's Frontier National Heritage Area is dedicated to building awareness of the struggles for freedom in western Missouri and Eastern Kansas. These diverse, interwoven, and nationally important stories grew from a unique physical and cultural landscape. FFNHA inspires respect for multiple perspectives and empowers residents to preserve and share these stories. We achieve our goals through interpretation, preservation and education for all residents and visitors. (2009 Management Plan, page vi)*

**Complement the FFNHA Goals** (see the 2009 Management Plan for complete wording)

1. Build awareness of the struggles for freedom that took place within the boundaries of Freedom's Frontier for current and future generations.

2. Enhance, sustain, and preserve the unique cultural and historic areas within our nationally important physical and cultural landscapes that fostered these stories.

3. Inspire tolerance and respect for multiple perspectives.

4. Empower residents to preserve and share our nationally important authentic stories in an engaging way.

**Connect with FFNHA Interpretive Themes** (2009 Management Plan, page xii)

Shaping the Frontier

Missouri Kansas Border Wars

Enduring Struggles for Freedom

## **Proposal Checklist – Have you completed the...?**

- Consultation
- Cover sheet
- Project abstract
- Official contact information
- Nine-Digit DUNS
- Total grant request, and cost share
- Detailed project description
- Project description
- Brief organizational history
- Work plan with project timeline
- Personnel, speakers and presenters
- Other funding sources and fees
- Letters of support (if needed)
- Budget listing income and expenses
- Completed application with signature

## Criteria used in reviewing your grant application

Any project not receiving funding during an application review cycle may consult with FFNHA staff, peers and colleagues, re-focus the project and application to better meet the criteria, and resubmit the application for a later review cycle.

1. **Significance of project** (Up to 30 points) Rates project's adherence to FFNHA goals and themes. Will it accurately interpret a story unique to the site and connected to the FFNHA story? Does the project explore multiple perspectives? Is the project innovative? Will the audience be actively engaged? What will participants gain by attending? What is the project's lasting significance to the community and FFNHA?
2. **Level of Need** (Up to 20 points) Rates the level of need for the project to the particular site(s). Will the project contribute to helping organization better meet FFNHA criteria for Registered, Recognized or Star status?
3. **Budget** (Up to 15 points) Rates the project budget as described by the applicant. Is the budget reasonable?
4. **Support and participation** (Up to 15 points) a. Rates the applicant's ability to build capacity with other, outside and/or interested organizations for the project. b. Rates the applicant's ability to raise matching funds or in-kind goods and services to help finance the project (b. is only applicable if grant request is \$1,501-\$5,000).
5. **Objectives, tasks and time schedule** (Up to 10 points) Rates how thoroughly the applicant has planned and organized the project. Can the project reasonably be completed according to the work plan?
6. **Qualifications** (Up to 10 points) Rates the ability of the applicant's key personnel, speakers and presenters to carry out the proposed project.