

## Interpretive Grant Program

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

FFNHA will award reimbursable **small grants (up to \$1,000)** and reimbursable **large grants (more than \$1,000, up to \$3,000)** 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 and Civil War, and the Enduring Struggle 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.

## Grant Guidelines

### 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 forty-one (41) counties in western Missouri and eastern Kansas that comprise the heritage area can find information on becoming FFNHA partners at: [Partner Packet](#). If you have questions about your organization's eligibility, contact FFNHA staff, or refer to the [FFNHA 2009 Management Plan](#) (section 4, ThePower of Partnership).

### Deadlines

Grants will be awarded as funding allows.

FFNHA will publish deadlines for consultation and final application submittal.

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, and not handwritten.

### Submission

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

Holly Zane, Associate Director (785-554-8269) at [hzane@freedomfrontier.org](mailto:hzane@freedomfrontier.org)

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

Mailing address:

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

Physical address:

Carnegie Building  
200 W. 9th Street  
Lawrence, KS

## 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 to be reimbursed for expenses.
- A final report must be submitted when the funded project is complete to close out the grant.
- Organizations can only have more than one open interpretive grant at a time.

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## Your grant proposal must include:

1. **A Consultation: Contact Freedom's Frontier National Heritage Area staff.** You will discuss ideas for your project and how it fits with FFNHA goals (prior to submittal of your grant proposal). Please contact Holly Zane, Associate Director at [hzane@freedomfrontier.org](mailto:hzane@freedomfrontier.org) to request a consultation.
2. **Cover Sheet**
3. **Project Abstract.** Include the name of the project (100 words or fewer).
4. **Official Contact information.** Names, addresses, phone numbers, e-mail and Web address for the sponsoring organization and any co-sponsors, the authorizing official (director, president, etc. of sponsoring organization) and project director.
5. **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.)
6. **Total amount of grant request.** Include the amount of cost share you will provide if you are requesting more than \$1,000 (**see #8 below**).
7. **Detailed project description**
  - a. **Brief organizational history.** Describe what your organization does, the mission statement, and how many employees and volunteers there are.

- b. **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’s themes.
  - Describe how this project relates 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 these 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 and deliverables and the date they are expected to be completed.
- c. **Staff, volunteers and any other speakers or presenters.** List their qualifications and how they will contribute to the success of the project. Include a resume or CV for each contributor (2 pages maximum).
- d. **Other funding sources.** List other organizations approached for project funding, including amounts requested (and/or awarded). Include admission or registration fees you will charge.
- e. **Letters of support.** Attach letters from co-sponsoring organizations. (Only necessary if the grant request is more than a \$1,000.)
8. **Budget.** Create a budget. Show all anticipated expenses and cost share, i.e., the match that will be provided (if requesting more than \$1,000, up to \$3,000). **A 50 percent cost share, i.e., match, is required for grant requests over \$1,000, up to \$3,000, for example, a grant of \$3,000 would require a match of \$1,000 (i.e., 50% of \$2,000, the amount of the \$3,000 grant that requires a match, is \$1,000).**

*Note: A “match” is the non-FFNHA share of costs that the grantee is required to contribute to accomplish the purposes of the grant. A “match” may be in-kind, i.e., non-cash contributions, such the value of volunteer time, and donated goods and services, including direct and indirect costs.*

9. **Official signature.** Your application must be signed by the authorizing official.
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## **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.
  - Creation or upgrade of a partner’s website, website hosting and domain name for the partner’s website.
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## Grant funds cannot be requested for:

- Individual scholarships, fellowships, research, food, 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, 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 based on race, color, national origin, gender, age, or physical abilities.

*NOTE: 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.*

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## 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 (but no more than 25% of total request).

Grant writing or other activities prior to the grant award cannot be included.

Volunteer time may be valued at \$26.87/hour in Kansas and \$27.21/hour in Missouri (2021 rates per [Independent Sector](#)). It should be listed as Cost Share. Fringe benefits may be shown as cost share. If the project includes work done in both states, the volunteer time should be averaged between Kansas and Missouri at \$27.04/hour.

**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, and lodging for project staff and speakers. Out-of-town travel can be covered by grant funds; in-town travel expenses are costshare. Find current per diem rates at [US General Service Administration's \(GSA\) website](#). Use the current federal mileage rate: [7/1 through 12/31/2022, the federal mileage rate is 62.5 cents per mile](#).

**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 cannot 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.

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## Does your project . . . ?

- Comply with the [FFNHA Management Plan](#).
  - Complement the [FFNHA Mission Statement](#)  
We tell the stories of the struggles for freedom in our region and their lasting impact on our nation.
  - 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 War and the Civil War.
    - Enduring Struggles for Freedom.
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## 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 (and match if grant more than \$1,000 to \$3,000)
  - Completed application with signature
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## 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.

- **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?
  - **Level of Need** (Up to 20 points) Rates the level of need for the project to the particular site(s).
  - **Budget** (Up to 15 points) Rates the project budget as described by the applicant. Is the budget reasonable?
  - **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 more than \$1,000 to \$3,000).
  - **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?
  - **Qualifications** (Up to 10 points) Rates the ability of the applicant's key personnel, speakers, and presenters to carry out the proposed project.
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## Any Questions???

Please direct inquiries to:

Holly Zane, Associate Director (785-554-8269) at [hzane@freedomfrontier.org](mailto:hzane@freedomfrontier.org).