200 W. 9th Street
PO Box 526
Lawrence, KS 66044
785-856-5300

http://freedomsfrontier.org (website)
ksutter@freedomsfrontier.org (email)
http://ffnha.oncell.org (phone/tablet app)

Freedom's Frontier NHA Project Grant Program

Freedom's Frontier National Heritage Area (FFNHA) invites its partner organizations to apply for Project Grants at various times throughout the year. aims

FFNHA will award reimbursable grants up to $3000 for projects that interpret the partner's story and connect it to the heritage area's rich history. Half the funds will be awarded upon a signed agreement accepting the funds and the remainder upon completion of the project and close-out report.

Grants will be awarded for projects aligned with the goals of Freedom's Frontier, and one or more of our 3 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 events or people in the heritage area which have broader regional or national impact and especially those supporting heritage tourism, content access, and visitation.

Please ensure you meet the requirements as a partner and determine the project's eligibility before applying. Ineligible, vague, or incomplete applications may not be considered. Use the following information to guide your application process. FFNHA staff is available to assist you if you have further questions.

Grant Instructions

Who can apply and when?
Only organizations with an accepted partnership pledge on file with FFNHA and located within Freedom's Frontier National Heritage Area's designated 41 counties are eligible to be awarded grant funds.

A completed application must be received by the end of that deadline date for that cycle to be considered.

To find out how to *become* a partner, please read more about the Partner Pledge at the bottom of our Partner webpage or contact our office through Kate Sutter at ksutter@freedomsfrontier.org. Partnership is open to museums/archives, organizations, non-profit 501c3's, and historically significant sites with connection to one or more of our assigned themes and also located within the forty-one (41) counties of western Missouri and eastern Kansas which comprise the heritage area.

How to apply:
Your application will be completed online (the link is provided below).
>Reach out to Kate Sutter, Community Engagement and Partnership Coordinator at ksutter@freedomsfrontier.org if you have questions or technical difficulties.

Specific requirements for funded projects and reporting:
- NO components in the specific application/proposal can begin until *after* an award is granted. This is a non-negotiable federal restriction. The entirety of the project and any receipts submitted, from beginning to end, *must* be post-award or it can be forfeited.
- Projects must be completed within a year of the award date or face refunding FFNHA for any fronted funds. If your project is larger or part of a long-term campaign, you may *only* apply for a *specific* component or item(s) that can be obtained or completed, and receipts provided, within 12 months.

Any need for extensions (unforeseen delays, etc) must be *approved* by FFNHA prior to the 12-month deadline.
- If the project lasts longer than 6 months, a Progress Report must be submitted at every 6-month point after the initial announcement.
- A completed Final Close Out Report, including detailed budget and applicable receipts or payment information, must be submitted and approved when the funded project is finalized to keep upfronted funds and secure the remainder of funding.
- Projects should provide greater accessibility to content related to one or more of FFNHA's 3 themes.
- Partners should have only one open grant from FFNHA at any time. No further funding may be granted until the first project is completed as communicated by the application.
- A UEI number attributed with the partner is required. DUNS are no longer accepted. See here for information or the UEI article on the News page of our website.

You will be asked to provide the following. The application can only be completed in one sitting. A more detailed outline, to prepare your draft, is provided at the end of this document.

1. **Abstract of the project** 100 words or less summarizing the project and its goal(s).

2. **Official Contact information** All names, addresses, phone numbers, emails, and/or website addresses for the partner, the Authorizing Official of the partner to receive funds (executive director, president, etc), the project director (if different) and any co-sponsoring organizations.

3. **UEI Number** Try this link to begin the process of obtaining a UEI or contact ksutter@freedomsfrontier.org if you need help meeting this requirement prior to the deadline. The DUNS number is no longer accepted.

4. **Project overview:**
   a. Project Title
   b. How many people do you anticipate reaching through this project? Estimate the likely breakdown of residents, visiting tourists, and/or web participants.
5. **FFNHA relationships:**
   a. When was the last time (month and year) this partner received funding from FFNHA and for how much? If you've received funding recently, include a brief statement of what the funds were used for, if the project was completed on time, and the lasting impact it has had.
   b. How will this project help advance FFNHA's goals of driving visitors to a FFNHA partner(s) and communicating content about one or more of our themes to locals, tourists, and/or the digital community?
   c. Wherever applicable, how will this project communicate various perspectives and/or viewpoints regarding its topic, particularly regarding the struggle for freedom by people within the heritage area?
6. **Financials:**
   a. What is the level of urgency for this project to be completed at this time? Are there any extenuating circumstances or deadlines for other funding that should be considered?
   b. What is the total project estimate being requested from FFHNA? Will that amount fully fund the project's total completion or will further funding or project phases be necessary? How much funding is available, anticipated, and/or applied for elsewhere?
   c. How much, if any, of the funding would be paid outside* of the heritage area? (Includes hired labor and contractors, speaker and presenters, materials and supplies, etc). Please explain these as they apply to this project. *This information will not exclude the applicant from consideration – but we strive to have the greatest economic impact inside the heritage area whenever possible. We realize this is not always possible for all projects.

d. Include the anticipated budget breakdown of *all* requested project components, using quotes, good faith estimates, and copies of or links to fees, products and/or services to be purchased, as much as possible.

e. If partial funding is granted, can the project be completed? Please note the most and least essential component(s) required to move the project forward, or highest priority item(s) to obtain.

7. **Project timeline and qualifications**
   a. What is the proposed timeline for any stages/phases of the project and the final anticipated completion date? Remember, this application must be for items, phases, or components which are able to be completed within 12 months. Please narrow the scope of your request accordingly.
   b. Briefly describe the qualifications of key personnel for the project. Please provide weblinks or resume/CV material particularly for goods or services being purchased.
   c. Additionally, if *specific* speakers, contractors, sellers, goods, or services are being requested, briefly explain how and why those selections were made.

8. **Support and recommendations from stakeholders**
   a. Please upload at least 2 letters from people who support this project and can verify its need, the overall plan for achievement, and/or the anticipated positive impact(s) for the audience of this FFNHA partner.

9. **Official signature.** Submitting the web form will be used as your signature acknowledging and accepting the requirements of the grant program. Submission is no guarantee of funding.

Please open this link to [apply online](#) at the Freedom's Frontier website!

What <u>can</u> FFNHA Grant funds be used for? Some examples *may* include:

- Interpretive projects such as indoor or outdoor exhibits; digital/video/audio/static media; brochures or signage; tour and tour media development; public programs or living history; creative or performing arts programs, etc.
- Publicity and promotional efforts related to the project or the supplies that will be consumed/distributed.
- Increasing accessibility to the partner's content, event, or site.
- Purchase or rental of equipment necessary to complete the project.
- Exhibit or archival supplies.
- Repair of or towards the preservation or restoration of applicable buildings, documents, exhibits, or artifacts.
- Reasonable salary, stipends, honorariums and/or travel reimbursements directly related to the project for staff, consultants, or others hired to carry out project activities that would not otherwise possible, excluding prohibited expenditures such as food or per diems.
- Professional development.

Grant funds *may not* be given for:

- Individual scholarships, fellowships, or personal research costs, including courses for academic credit, etc.
- Food or per diems. These components should be shown as removed from the request if included in the bids.
- Lobbying or political activism or persuasion.
- Projects, events, or supplies that are for-profit, to be used as a fundraiser, or primarily for raising funds.
- *Any* projects, components, or expenses started *prior* to the grant *award*. This may forfeit any awards.
- Projects that discriminate based on race, color, national origin, gender, age, religion, or physical abilities.
- Projects or programs for which the members of organizations with private memberships, political objectives, or religious congregations are the primary beneficiary.

- Anything that might jeopardize FFNHA's ability to obtain future funding or violate the federal guidelines and restrictions upon FFNHA.
- Partners who currently have FFNHA grant funding which has not been fully Closed-Out.

NOTE: If you think that something deemed ineligible, including items listed above, is essential to your project, contact FFNHA staff. We may be able to assist you with ideas to increase your eligibility or with ideas for other sources of funding.

Criteria used in reviewing your grant application.

Applications will be reviewed, and any funding approved, based on the following criteria:

- **Prior FFNHA funding** rates how recently or significantly the partner has received aid from FFNHA. Priority will be given to partners that have not received FFNHA support in recent grant cycle(s) or fiscal year(s). This does necessarily not exclude any applications. Partners who have not fully Closed-Out any previous grant funding from FFNHA are not eligible until a grant cycle deadline after the Close-Out is finalized.

- **Significance of project** rates the project's impact in the community, including the estimated number of visitors/tourists and visibility it may draw to the partner and heritage area, regarding the promotion of at least one of FFNHA's 3 assigned themes. We exist to promote and improve the experience of heritage-based tourists so projects reaching larger audiences, particularly in-person, may have priority in this category.

- **Level of Need** rates the urgency of the project for the applying partner(s) at this particular time, and/or if an opportunity would be lost without funding now.

- **Budget** rates the project's budget as described by the applicant. The budget should be reasonable and fiscally responsible with any essential vs nonessential costs clearly delineated. Heritage area-based resources should be utilized whenever possible to maximize the local economic impact. The ability to move forward with components of the project's goal if awarded partial funding should be noted. Components, particularly if requesting a specific contractor (person, business, group, etc), should be reasonably justified by brief explanation, the submission of bids or quotes, and/or other documentation. This may be required by FFNHA to complete the application if not provided.

- **Objectives, tasks, and time schedule** rates how thoroughly the applicant has planned and organized the project. The project's steps, stages, or phases should seem reasonably achievable within no more than 12 months according to the work plan. Delays or unforeseen hurdles can be discussed with FFNHA when/if they arise. Make sure what you are applying for can be completed in 12 months, or narrow the scope of your request to a more particular aspect, phase, or component of the project's completion.

- **Qualifications** rates the ability of the project's key personnel and hired or volunteer assistance to actually carry out the proposed project. Resumes, CVs, or website links for such information, especially for paid outside participants like speakers or service providers, should be provided when applicable.

- **Letter(s)** (2 for full points) rates the positive impact that stakeholders believe the project will have for the partner, heritage area, and/or number of visitors as a result of receipt of funding, as well as confidence in the applicant's overall plan for completion. Extra letters do not increase scoring.

Grant awards may vary and be limited by funding to which FFNHA has access at a particular time. Any project not receiving funding during an application review cycle may consult FFNHA staff, peers and/or colleagues, refocus the project or application to better meet the criteria, and resubmit an application during a later review cycle. General information regarding scoring decisions for a project may be requested by its applicant but decisions for the cycle are final. FFNHA stakeholders and any reviewing participants have the right of and/or responsibility to

maintain confidentiality surrounding partner(s)' submitted materials including finances, discussion regarding applications and awards, and any information that has not been made by public announcement. The applicant receives no guarantee of or to any funds by submitting a Project Grant application.

Any Questions???
Please direct inquiries through:

Kate Sutter, Community Engagement and Partnership Coordinator, at ksutter@freedomsfrontier.org

Next:
Please continue scrolling/reading to see an outline of the materials you will need to have prepared when applying. The website does not allow for saving incomplete applications to finish later.

What will this FFNHA Project Grant Application ask you to have ready?
Please be specific to the question, but short answers are perfectly acceptable. There is no need to add or be repetitive. You also do not have to request the maximum amount.

1. Overview:
   - FFNHA partner organization (grant recipient)
   - Project title
   - Project Summary - statement of what is desired, goals, and expected audience
   - Grant amount requested - does not have to be the maximum
   - UEI number (*required)* A DUNs cannot be accepted. Click this link for advice.
   - To support tourism, how many people are projected to be reached through this project?
   - Estimated breakdown of participants (equals 100%)
     - % Local/regional
     - % Visitors/tourism
     - % Web participants

2. Contact:
   - Name of Applicant
   - Title/Role
   - Mailing address to receive grant contracts and/or funds
   - Email address
   - Phone
   - Website
   - Are you the *project* director?
   - Is the organization's *authorizing official* (director, president, etc.) submitting this form?

3. Cosponsors (if any):
   - Organization
   - Mailing Address
   - Contact name
   - Contact Email
   - Title:
   - Other cosponsoring organization(s) & contact information (if applicable)

4. History:
   - Has your organization ever received a grant from FFNHA?
     - (if yes): When was the last time (month and year) your organization received grant funding from FFNHA and for how much? Include a brief statement of what the funds were used for, if the project was completed on time, and the lasting impact it has had.
     - (if no): Provide a brief organizational history including your mission statement and current number of employees and volunteers.

5. Financials:
   - What is the level of urgency for this project to be completed at this time? Are there any extenuating circumstances or deadlines for other funding that should be considered?
   - What is the total budget estimate being requested from FFHNA?
   - How much, if any, of the funding would be paid outside of the heritage area? (Includes hired labor and contractors, speaker and presenters, materials and supplies, etc.) Please explain as they apply to this project. This will not exclude applications, but our mission is to support our Heritage Area economically.
   - Include a budget breakdown of all anticipated project components that receipts would be submitted for, using quotes, good faith estimates, and copies of or links to fees, products and/or services to be purchased, as much as possible. Please remove any prohibited items from your requested amount.
   - If partial funding is granted, can the project or particular aspects be completed? Please prioritize the most and least essential component(s) required to move the project forward.
   - Other funding sources (including available or anticipated funding)

6. Workplan:
   - Detailed project description: How will this project help advance FFNHA's mission of communicating content about one or more of our themes to locals, tourists, and/or the digital community?
   - Wherever applicable, how will this project communicate various perspectives and/or viewpoints regarding its topic, particularly regarding the struggle for freedom by people within the heritage area?
   - What is the proposed timeline for completing this project (or phase thereof) and the anticipated completion date?
   - Briefly describe or provide links speaking to the qualifications of key personnel for the project.
     - This may be resume/background information, particularly for services being purchased. Links to websites can be entered in the box as well.
   - If *specific* speakers, contractors, sellers, goods, or services are being requested, briefly explain how and why those selections were made.

7. Support
   - The "choose files" button allows you to select more than one document at a time, so you can 'ctrl + click" to highlight more than one file. The number of files you've attached will then be stated next to the button.
     - Please upload at least 2 letters from people who support this project and can verify its need, the overall plan for achievement, and/or projected positive impact(s) on the audience of this FFNHA partner. Extra letters do not increase scoring.
     - Load any supporting documents (including quotes, estimates, etc.).