



SANGRE • DE • CRISTO  
NATIONAL HERITAGE AREA

# Grant Funding Application 2019

## APPLICANT INFORMATION

Agency/Organization:	Grant Lead Contact/Title:
Agency/Organization Mailing Address:	Grant Lead Mailing Address:
Agency/Organization Email Address:	Grant Lead Email Address:
Agency/Organization Phone:	Grant Lead Phone:
Agency/Organization Website:	FAX Number:
Federal EIN:	Federal DUNS Number

1. The applicant is:  Non-Profit  Governmental/Public Agency or Affiliate

If the applicant is a non-profit, has the organization been classified as a tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code?

Yes  No If No, what is the organization's current tax status?

2. Agency/Organization's mission statement.

## **PROJECT DESCRIPTION**

3. **Project** refers to the specific activity for which SdCNHA funding is being requested, e.g., renovation project, cultural/heritage education project, preservation, etc.

Project Type (choose one):

**Development:** Those projects that involve excavation, preservation, stabilization, restoration, rehabilitation, or reconstruction of a designated property or site. Section 106 compliance/consultation of the National Historic Preservation Act **will** be required and should be part of your planning efforts.

**Archaeology:** Those projects that involve the identification, recordation, preservation, and interpretation of archaeological resources. This includes prehistoric and historic sites as well as artifact collections. Section 106 compliance/consultation of the National Historic Preservation Act **will** be required and should be part of your planning efforts.

**Survey & Planning Activities Related to Conservation Efforts:** Those projects that involve identification, recording, evaluation, designation, and planning for the protection of significant historic buildings, structures, sites, and districts. This is not for the acquisition of property. Section 106 compliance/consultation of the National Historic Preservation Act may be required for this project type and should be considered for your planning efforts.

**Education:** Those projects that provide historic preservation information or information about historic sites to the public. These projects can include, curriculum development, youth training, lectures, interviews, archiving and preservation of cultural information, etc.

4. Project Title:

5. Date(s) Project Will Occur:

6. Project Location (must be in SdCNHA as defined in Federal legislation):

- Alamosa County  Conejos Count  Costilla Count  Alamosa NWR
- Baca NWR  Monte Vista NWR  Great Sand Dunes National Park & Preserve
- Rio Grande National Forest (within Alamosa, Conejos and Costilla Counties)

Detail Location (City, Street Address, etc.)

7. In conjunction with our Management Plan ( <http://sdcnha.org/wp/management-plan/> ), what Primary Interpretive Theme does your project coincide with:

- Theme 1: A High Desert Valley's Wind, Water, and Sand Dunes *Theme Statement:*** The delicate interplay of wind, water, and sand have shaped the San Luis Valley's unique landforms and contributed to its biological diversity. Though receiving little rainfall, the Valley's hidden aquifers support extensive wetlands that are home to globally unique plant and animal species and are a migration stopover for many birds.
- Theme 2: Land of the Blue Sky People *Theme Statement:*** Interwoven with the Valley's natural history is a very long and rich human history. The San Luis Valley served prehistoric and Native American cultures as a seasonal hunting ground where fowl, game, and edible and medicinal plants were bountiful. Select landscape features within the Valley have long been revered as sacred.
- Theme 3: Interwoven Peoples and Traditions *Theme Statement:*** The San Luis Valley is a place where different peoples have converged for thousands of years. The Valley's profound historical, religious, and cultural convergence remains visible in the landscape and can be experienced in its communities, art, food, lodging, and events.
- Theme 4: Hispano Culture: Folklore, Religion and Language *Theme Statement:*** The lower San Luis Valley lies at the intersection of the Hispano Southwest and Anglo Rocky Mountain West where the flavor of Hispano culture thrives. The Valley's relative isolation has preserved a living cultural tradition where art, language, architecture, folklore, and religious traditions remain evocative of the region's early Spanish and Mexican settlers.

Please adequately address and justify why your project relates to this theme:

8. Project summary (100 words or fewer), may be used for press release purposes.

**Historic Resources only** (if your project does not pertain to a historic and/or archaeological resource skip to item #11; skip to #9 if a physical site, such as a natural resource is involved)

9. If the project involves a historic resource (site, building, etc.), please complete the following. (*If the building is not listed on the National Register but is 50 years or older, we **will** treat it as an eligible property for Section 106 purposes.*)

Name of Site/Historic District: \_\_\_\_\_

Street Address(es) of Site(s): \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Date of Construction: \_\_\_\_\_

- A. Property Legal Description:

B. Is the project site recognized for its architectural/cultural/historical significance by any of the designations programs listed below? Check “eligible” if the site has not been designated, but has been determined eligible for designation by the Colorado State Historic Preservation Office (SHPO). Please attach a copy of designation documents. (certificate, license, etc.)

	Yes	No	Eligible	Year Listed
National Historic Landmark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Individually Listed in National Register of Historic Places	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Contributing Property to National Register Historic District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
State Historic Designation Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Local Historic Designation Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Section 106:** Section 106 of the [National Historic Preservation Act \(NHPA\)](#) requires Federal agencies to consider the effects of federally funded projects on historic properties and to afford the Advisory Council on Historic Preservation (ACHP) an opportunity to comment on such projects. As this project is receiving funding from a federal source, any undertakings involving a historic resource will require the applicant to complete Section 106 consultation of the National Historic Preservation Act with SdCNHA and the project must meet the Secretary of Interior’s Standards for the Treatment of Historic Properties. Consultation efforts related to Section 106 must be factored into your project’s planning efforts (i.e. project timeline and resources devoted to consultation). Adequate before, during, and after pictures must be submitted with each report, ALL work must be completed per approved plans and specifications and reported in project reports. ***If you are unfamiliar with Section 106 guidelines, please contact Sangre de Cristo National Heritage Area for assistance.***

10. What is the project type for the historic property?:

- Preservation
- Restoration
- Reconstruction
- Onsite interpretation/waysides
- Rehabilitation
- Archaeology

11. If applicant does not own the property or artifacts, describe the owner’s involvement with the project and include a letter of consent from the owner and proof of ownership (deed, certificate of title, property tax bill)

12. Describe the project site, the proposed undertaking at the site, and explain its significance within the Heritage Area (architectural/cultural/historical/natural resource). (250 words or fewer)

13. Describe the site's current use. (250 words or fewer)

14. Does this project involve planning activities associated with a Conservation Easement?

Yes  No

**Planning Activities Related to Conservation Easements.** Funds are only dispersed to planning costs associated with a conservation easement (resource inventories, surveys/reports, appraisals, activities to protect/preserve historic properties) located within the heritage area. The project should support the development of a vibrant heritage tourism sector that stimulates preservation, economic development, and community revitalization, as outlined in the SdCNHA management plan. In particular, protect and preserve the historic resources, agriculture, and natural resources of the region, as a vital aspect of the way that all experience this cultural and scenic landscape and as a critical contributor to regional economic health, as well as, sustain, enhance, and promote outdoor recreation opportunities as a means of stimulating heritage tourism and as a significant element of our heritage. **Funding is NOT meant to be used for the acquisition of property. Funding and match cannot be used for the actual purchase of the conservation easement.**

15. Detailed Project Description. Describe the project's purpose, schedule, and anticipated outcomes. (1000 words or fewer) Attach a Scope of Work (Exhibit A) in outline form on a separate page. See example online (<http://sdcnha.org/wp/wp-content/uploads/pdf/SdCNHA-Exhibit-A-Scope-of-Work.pdf> )

**PLEASE NOTE:** Any documents or plans for the preservation, restoration, reconstruction, or rehabilitation of a historic property that result from this project must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties. If a project is for archeological work at a historic site, the project must meet the Secretary of Interior's Standards for Archaeological Documentation. Please describe how the project will successfully meet the Secretary of Interior's Standards and detail the qualifications of key personnel to assist in addressing these standards.

16. If funding request is for an **event, interpretive/educational, or other (non-construction) project**, describe its purpose, significance to and involvement of the local community, proposed curriculum and the targeted audience (and estimated attendance, if applicable). (500 words or fewer)
  
17. Describe future plans and projected impact for the project beyond the scope of this grant proposal (e.g., how consultant recommendations will be implemented, how education programs will be institutionalized, how publications will be distributed, building/site use, etc.). Please list material products to be used. (250 words or fewer)
  
18. Please identify any partners/collaborators that have been involved in this project, e.g., SHPO, statewide or local preservation organization, National Trust Regional Office, NPS, USFS, BLM, other co-sponsors or cooperating organizations, local governments, etc. Also identify the contact person with whom you have worked on the project and describe the partner's or partners' involvement. Please attach copies of any current contracts and/or memorandums of agreements/understandings. (200 words or fewer)

19. Describe the services and skills needed to carry out this project, including any consultants or specialists, if applicable. (200 words or fewer)
20. If consultant services are part of the proposal, please provide the consultant's name and contact information below, and attach his or her résumé or qualifications (licenses, certificates, etc). **Consultant services exceeding \$10,000, a competitive bid process is required.**
21. Has the applicant received prior SdCNHA financial assistance?  Yes  No  
If Yes, provide the name of the project, SdCNHA grant and project budget amounts, the year the grant was awarded and list any equipment purchased.
22. How will the SdCNHA support for the project be acknowledged? Please provide copies of support. (100 words or fewer)
23. Will equipment be purchased with these funds?
24. Should applicant be awarded funds, applicant must be willing to consent to the following: (Please initial)
- \_\_\_\_\_ Attend a mandatory grant orientation prior to signing grant agreement
- \_\_\_\_\_ Submit timely quarterly reports as will be specified in the Grant Agreement
- \_\_\_\_\_ Submit a final report as will be specified in the Grant Agreement



- \_\_\_\_\_ Submit detailed financial information for reimbursable and match expenses.
- \_\_\_\_\_ Acknowledge the Sangre de Cristo National Heritage Area in any publications
- \_\_\_\_\_ Provide photographic details of the project as it progresses
- \_\_\_\_\_ Provide copies of documents, videos and other educational materials produced as a result of the project

25. Grant funds will ONLY be disbursed after SdCNHA has reviewed and approved incurred expenses; on a spenddown basis. SdCNHA grants cannot be used to pay staff salaries. Board members of the applicant organization cannot serve as consultants unless appropriate conflict of interest procedures are followed and documented.

## **PROJECT BUDGET**

The project budget pertains to the overall project for which SdCNHA funding is being requested. Partnership and collaboration is one way in which both the applicant and the SdCNHA can be successful. One of the selection criteria is the applicant's proven ability to secure a match. Please be sure that the budget balances—the total cash match and in-kind funding amounts (column D) equal the amounts of the grant request and matching funds combined.

As noted in the grant guidelines, in general the SdCNHA will fund up to 20% of the total project budget, an amount no greater than \$25,000.00. An applicant match of at least 50% non-federal cash is required. The match may consist of no more than 25% in in-kind non-federal services or contributions. Please attach evidence of anticipated or confirmed sources of funding and other support.

### **Ineligible Expenses**

- General operating expenses, including staff salaries outside of project scope.
- Fundraising costs and lobbying costs.
- Catering, food and beverage, entertainment costs.
- Expenses incurred prior to the award date.
- Gifts, memorabilia, or promotional items.
- Any expenses outside the specific Scope of Work (Exhibit A) identified in this grant agreement
- Acquisition or any interest in property.

- Any expenses deemed unallowable per 2 CFR 200
- [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

**Use of Funds:**

Designate the use of SdCNHA funds awarded within the total project amount. All expenses must directly relate to the proposed project and be reasonable, necessary and categorized in Budget Summary below. All contributions including in-kind shall reference one of the seven categories (A-G) below. Administrative/project personnel expenses may not exceed more than 50% of SdCNHA grant request.

<b>BUDGET SUMMARY</b>	<b>A. SdCNHA Funds</b>	<b>B. Non-Federal Cash Match Sources</b>	<b>C. Applicant Non-Federal In-Kind Match</b>	<b>D. TOTAL</b>
<b>A) Project Personnel/ Grant Administration</b>	\$	\$	\$	\$
<b>B) Travel/Transportation</b>	\$	\$	\$	\$
<b>C) Supplies</b> (expendable, consumable, reusable)	\$	\$	\$	\$
<b>D) Equipment</b>	\$	\$	\$	\$
<b>E) Contractual/Consultant/ Surveying</b>	\$	\$	\$	\$
<b>F) Construction/Services</b>	\$	\$	\$	\$
<b>G) Other: (specify)</b>	\$	\$	\$	\$
<b>TOTAL:</b>	\$	\$	\$	\$

Other Funding Sources shall be listed below, and total shall match Column B Total above:

<b>Other Funding Sources by Name</b>	<b>Amount per Source</b>
1)	\$
2)	\$
3)	\$
<b>TOTAL OTHER SOURCES</b>	\$

Please also attach a **DETAILED** budget, quotes, estimates, or bids (Exhibit B) that relates to the Scope of Work (Exhibit A). See example templates online here (<http://sdcnha.org/wp/grants/> ).

**CERTIFICATION**

Acting as a duly authorized representative of the applicant, I am submitting this request for SdCNHA grant funds.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please Print or Type)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

## **CHECKLIST**

- Please read the application form carefully and contact the SdCNHA office for clarification.
- Requested information or “Not Applicable” should be entered in the space provided. Do not leave numbered items blank.
- Incomplete, faxed, or handwritten applications will not be considered.
- Applications and materials submitted will not be returned.
- Please do not use plastic covers or binders; assemble applications and attachments in a manila folder or clip.
- Submissions of videos and oversized documents are discouraged.
- Please keep attachments to a minimum.

### **The following materials must be submitted in order for your application to be considered:**

- A signed copy of the completed application.
- Applicant’s Articles of Incorporation (nonprofit organizations).
- A list of applicant’s current board of directors (nonprofit organizations).
- Applicant’s Internal Revenue Service determination letter of tax-exempt status. If tax-exempt status has not been fully approved by the IRS, please provide evidence of filing for certification and letter of opinion from an attorney concerning the applicant’s tax status (nonprofit organization).
- Documentation that the applicant is part of a federal, state, county, or local government (public agencies).
- Résumé(s) of consultant(s) being considered for this project.
- Résumé(s) of personnel administering the project.
- Evidence of secured or pending non-federal matching funds. Please submit Notice of Grant Award (NOGA) or similar type of written notification.
- Scope of Work (Exhibit A) and Budget (Exhibit B), one page each.
- Work Plan / Timeline for Project Completion (Exhibit C), one page each.
- Three letters of endorsement.

**For Building/Historic Site related projects only:**

- Four different digital images at a minimum of 300 dpi, submitted electronically, identified by project name, location and date. Photos must include at least one overall view of the property. Please include photo credit information.
- A signed MOA of consent between property owner and applicant stating who will own and maintain property after completion of project (if the applicant does not own the property).

Mail, email or deliver the completed application and attachments to the SdCNHA.

**Sangre de Cristo National Heritage Area – Grants**

**P.O. Box 844**

**623 4<sup>th</sup> Street**

**Alamosa, CO 81101**

**Attn: Tori Martinez**

**719-580-5016**

**[info@sdcnha.org](mailto:info@sdcnha.org)**

**<http://sdcnha.org/wp/>**