



SANGRE • DE • CRISTO
NATIONAL HERITAGE AREA

Grant Guidelines & Eligibility

The mission of the Sangre de Cristo National Heritage Area (SdCNHA) is “to promote, preserve, protect, and interpret its profound historical, religious, environmental, geographic, geologic, cultural, and linguistic resources. These efforts will contribute to the overall national story, engender a spirit of pride and self-reliance, and create a legacy in the Colorado counties of Alamosa, Conejos and Costilla.”

Grants from the Sangre de Cristo National Heritage Area (SdCNHA) are intended to encourage local cultural and historic heritage preservation activities and educational programs. These may include projects dedicated to preservation, restoration, reconstruction, rehabilitation, archaeology, interpretation and wayfinding, conservation, or recreation with a heritage or cultural emphasis. Grants are funded by federal monies and are required to follow federal rules and regulations. 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. SdCNHA grants are awarded to help stimulate local discussion and participation and, at best, are the catalyst for community and partner collaborations. A small grant at the right time can go a long way toward inspiring a community or an organization to take action on a cultural or heritage project.

In general, SdCNHA grants will be limited to 20% of the total project budget, not to exceed \$25,000.00, provided resources are available. The selection process is very competitive, and applicants are encouraged to develop proposals carefully. The review process is completed within approximately six weeks of the application deadlines, and applicants are notified of their award status in writing. SdCNHA will no longer fund master/project plans and/or construction documents.

Please contact Tori Martinez, Executive Director, SdCNHA, (719) 580-4070, with questions.

APPLICATION SUBMISSION DEADLINE (Postmarked, emailed or delivered by hand):

June 1st 5:00 pm deadline – award announced by August 30th

Please note this grant cycle will be for the 2019 calendar year. Grant and project can only begin in 2019 pending Congressional funding and execution of a grant agreement.

GRANT AGREEMENT CONDITIONS

The SdCNHA will consider funding assistance only to 501(c)(3) nonprofit organizations or government (local, state or tribal) or public agencies meeting the criteria detailed below:

1.1 Eligibility Requirements

All nonprofits shall verify their nonprofit status by submitting appropriate documentation, i.e., IRS tax determination letter confirming status which should also be included in the application packet. Governmentally appointed boards, councils and committees must submit a letter by the legally authorized representative of the organization (chair or president) stating the authority of the board, council or committee to undertake grant projects and attach a letter of support for the application from the parent organization. Recipients must not be debarred or suspended or ineligible from receiving federal funds.

1.2 Accountability

Grantees shall adhere to accountability standards set by the Board of Directors of the SdCNHA and as required by law. Compliance with these standards is a criterion for funding. These standards include but are not limited to:

- Complying with all financial requirements including the submission of quarterly and final expenditure reports, or audits as specified by the contract.
- Complying with all terms and conditions of the contract including meeting all deadlines for reporting and project completion.
- Attend a grant orientation meeting.

1.3 Funding Eligibility

A nonprofit or public agency, governmentally appointed board, council or committee must have operated for at least two years by December 31st of the year preceding the application deadline.

- Applicants may use a fiscal agent, who shares a similar mission as the applicant, to meet the program requirements for eligibility. However, the fiscal agent must be able to meet the eligibility requirements, assume all reporting

and financial responsibilities and provide a letter stating support for the project and the acceptance of such responsibilities.

- SdCNHA funding must be dedicated to approved project expenses; the organization will not utilize the SdCNHA funding for general operating expenses or other expenses deemed non-allowable or ineligible. See page 6.
- In general, SdCNHA's participation in any project will be capped at 20% of the total project budget, and awards will not exceed \$25,000.00. The applicant must commit to making available the necessary funds to complete the project in advance in accordance with the Project Budget. 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.

1.4 **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.***

1.5 **Other Conditions**

- **Match Requirement:** Applicants shall provide a list of other sources and funding amounts available to the overall project. No greater than twenty-five percent (25%) of these non-federal matching funds may be in-kind contributions or services; at least fifty percent (50%) of funds expended to meet the SdCNHA matching funds requirement will be non-federal cash funds. In-kind contributions, services, or materials will be documented to show hours and rate, substantiated estimated values, etc. Please attach award letters or status of other funds pending.

Because project funds may be used as matching funds by SdCNHA for federal funding, the grant recipient must follow federal requirements for use of funds, which include Davis-Bacon wages for construction, procurement standards, etc.

- **Method of Payment:** If selected, the grant award shall be disbursed to the Grantee on a **reimbursement basis** upon receipt of an invoice and letter of request received by the SdCNHA after this agreement is signed and documentation of secured matching funds is provided (award letter, copy of the check and general ledger). Funds will only be disbursed for expenses authorized in the approved project budget and scope of work; all other expenses are deemed unallowable. **Expenses related to the project may only be incurred during the period of performance identified in the grant agreement.** Spend down basis: Grantees can request reimbursement as frequently as monthly with correct documentation (itemized invoice, purpose of expense, and copy of check written). These expenses should also be included in Quarterly Reports. Grantee will be required to document all expenditures and provide a final report upon completion of project. Payment requests should include:

- A. Submit invoice and letter requesting funds.
- B. Submit match documentation.
- C. Expense spreadsheet which will be made available.

As the SdCNHA is a recipient of federal funds through the U.S. Department of the Interior, grantees are subject to federal guidelines and restrictions such as the Davis-Bacon Act, National Historic Preservation Act, National Environmental Policy Act, and other OMB Circulars regarding procurement standards, construction wages, etc. (See list, Attachment A.) Recipients must not be debarred or suspended or ineligible from receiving federal funds.

- **Use of Funds:** Awarded SdCNHA funds shall be used for expenses outlined in the approved scope of work and within the Budget (exhibit B) attachment of the application. All expenses must directly relate to the proposed project and be reasonable, allocable, and necessary. The recipient may not, without written prior approval by SdCNHA, make changes to the approved scope of work or budget that would substantively alter the approved scope of work (see 2CFR 200). Administrative/project personnel expenses may not exceed more than 20% of SdCNHA grant request.

- SdCNHA reserves the right to withhold grant funds until adequate match is available to the overall project or to make the award contingent on the approval of additional grant funds.
- Grant recipients are required to sign a contract agreeing to the conditions of the SdCNHA grant program.
- **Grant recipients are required to attend a mandatory grant orientation which will be scheduled and stated in the award letter which will be mailed out September 1st.**
- Two weeks prior to the grant agreement end date (generally approximately a one year term), a final report and financial accounting of the expenditure of the grant must be submitted.
- **If the contract terms are not met, the grant funds must be returned.** SdCNHA Board of Directors may choose to extend the final report deadline due to extenuating circumstances, after a written request is submitted at least 30 days before the contract end date.
- Any amendment requests to the grant/project must be submitted in writing 30 days prior to anticipated approval date.
- Applicant agrees to abide by all federal and state laws, rules, regulations, and executive orders of the governor of the State of Colorado. The Grantee agrees to assure that no person in the United States shall be excluded from employment on the basis of sexual preference, age, handicap, race, religion, color, national origin, ancestry, sex or medical condition, or participation within, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If the Grantee is found to be not in compliance with these requirements during the life of the Agreement, the Grantee agrees to take appropriate steps to correct deficiencies. Should the Grantee fail to correct the deficiencies, the Grantee agrees to surrender any and all funds supplied by the SdCNHA.
- Grants or matching funds cannot be used directly or indirectly to influence a member of Congress, to favor or oppose any legislation or appropriation, or any other lobbying activity.
- Once awarded, grantee shall provide public acknowledgement of the funding support provided by the Sangre de Cristo National Heritage Area, and shall provide to the SdCNHA copies of documents, videos, and other educational materials produced by the Grantee, demonstrating the support and involvement of the SdCNHA. Press releases or other promotional materials for the project shall list the name of the Sangre de Cristo National Heritage Area as a supporter or sponsor and/or include the statement that the project is **“funded in part by the Sangre de Cristo National Heritage Area.”**

Copies of all acknowledgement materials must be submitted to SdCNHA as well. A copy of our logo will be made available.

ELIGIBLE ACTIVITIES

SdCNHA grants are awarded to projects for local cultural and heritage preservation activities, including projects with an educational, interpretive, conservation, or culturally based recreational focus. Copies of curriculum and deliverables must be submitted to SdCNHA. Some examples are as follows:

- Projects that require professional expertise in areas such as architecture, archaeology, engineering, natural resource conservation, or historic preservation planning, etc. For example, the services of a real estate development consultant may be required to produce an economic feasibility study for reuse of a threatened structure.
- Development of a curriculum for local history or ethnic heritage for school children.
- Sponsoring a workshop on the preservation of cultural landscapes, architecture, or local traditional arts.
- Restoration or rehabilitation projects that are directly related to local cultural and historic preservation efforts, with specific emphasis on collaboration and effective use of matching funds.
- Community, cultural and historical events that celebrate an aspect of the culture or heritage of the SdCNHA region.
- Interpretive signage and print materials related to the history and heritage of the SdCNHA region.

INELIGIBLE ACTIVITIES

- Projects located outside the current established boundaries of the SdCNHA.
- Projects for privately owned and operated historical resources and/ or attractions without a public benefit.
- Political lobbying.
- Acquisition of property.

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 online)
- Acquisition or any interest in property.
- Administrative and cost principles outlined in 2CFR 200 accessible online: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

CRITERIA

The SdCNHA will select grant recipients by considering, among other points, the following criteria:

- The significance of the project or resource.
- The need for funding and the urgency of the project.
- The project's budget, with supporting estimates, documentation of secured or solicited matching funds, and the ability of the SdCNHA to use an applicant's non-federal match in fulfillment of NPS requirements to secure federal funds. SdCNHA grant requests must not exceed \$25,000 (in general 20% of the proposed total project budget). At least 50% of the applicant match must be non-federal cash funds.
- Evidence of community support for the project.
- The project's timeline, with completion preferably within one year.
- The long-term objectives or impact of the project.
- The qualifications of the key personnel, including consultants.
- The demonstrated ability of the applicant to complete projects.
- The project's ability to advance the SdCNHA's mission and management plan.

HOW TO APPLY

All applicants must complete the SdCNHA's application form. Completed applications and attachments should be mailed, emailed or hand delivered to the SdCNHA by the stipulated deadline at the address noted below:

Sangre de Cristo National Heritage Area – Grants
P.O. Box 844
623 4th Street
Alamosa, CO 81101

Contacts:
Tori Martinez, Executive Director
Sangre de Cristo National Heritage Area
(719) 580-4070
info@sdcnha.org
<http://sdcnha.org/wp/>