



2016 GRANT PROGRAM CRITERIA

Applications are due by COB 5:00 PM CST on September 1st, 2016

Staff is available to assist you with your questions or to discuss your application in advance of its submission. You are encouraged to call early in your proposal development to produce a thorough application.

BACKGROUND AND PROGRAM GOALS

Our Vision

“CRNHA seeks to implement programs that engage community partnerships and provide leadership in cultural resource management, heritage tourism, and planning.”

Our Mission

“CRNHA’s mission is to preserve and promote the cultural and natural resources of Cane River and encourage economic development by strengthening heritage tourism in the region.”

GOAL OF THE GRANT PROGRAM

Cane River National Heritage Area is a place where American Indian, French, Spanish, African and Anglo-American cultures combined together to create a way of life dependent on the land, river and each other. Today the colonial forts, Creole plantations, churches, cemeteries, historic transport routes and commercial center provide a special view into the past. The people of Cane River carry on traditions and rituals handed down through generations that help keep the unique culture of this region alive.

The Grants Program is an integral component to Cane River National Heritage Area’s operation. The grant program helps this organization realize its vision to engage community partnerships and

provide resources to partners in an effort to advance heritage preservation within our region. The goal is that the grant program will provide individuals, communities, and organizations a resource to support, cultivate or facilitate projects that align with our mission and commitment to the cultural legacy of the Cane River Area.

Projects receiving funding through this program become a link in a partnership chain that starts at the federal level with Congress and ends at the grassroots level with local organizations and communities.

We thank you for considering support from this organization and welcome any questions or concerns relating to the application process.

ELIGIBLE APPLICANTS

Eligible grant applicants are individuals or organizations requesting funding for projects that will be implemented within the boundaries of Cane River National Heritage Area (CRNHA).

Eligible applicants include: private citizens and property owners, educational institutions, federally recognized tribes, local business, community development organizations, religious organizations, non-profit organizations, and government entities (federal, state, and local).

ELIGIBLE PROJECTS

Projects deemed eligible are those that are located within the boundaries of the heritage area, closely align to the mission of CRNHA and provide long-term outcomes that directly or indirectly benefit the local community. Eligible projects should fall under the following project categories:

Historic Preservation & Enhancement: the restoration of historic structures and sites (i.e. buildings, battlefields, ethnographic sites); preservation of exterior façade and structural supports of historic properties.

Private owners of historic property may seek funds for preservation work on the exterior façade and/or structural elements (roof, load bearing wall, foundation) of historic property. **Funding will not be granted for interior work.

Property owners applying for funding must include a copy of the bid/agreement with price estimate from the contractor with their application.

Conservation & Collections: the conservation, and protection of tangible (i.e. archeological and cultural artifacts, artwork) and intangible (i.e. language, practices) cultural heritage resources; the documentation and archiving of historic records and accounts (i.e. photographic documentation, oral histories, video dairies, historic recordings and mapping).

Land & Water Conservation: the protection of natural resources (i.e. native plant species, waterways, historic transportation routes, earthen works and historic landscapes).

Recreation: the development and enhancement of public spaces; assistance for community center programs; development of programs that seek to improve the quality of life through health and leisure activities; trail development and enhancement; interpretive signage; park development and enhancement; lighting and security for public spaces; development of local tourism activities.

Education & Interpretation: public learning; historical research and survey.

Promotion & Marketing: public outreach and marketing efforts for events directly related to promoting cultural heritage and tourism in the Cane River Area. This does not include routine social events such as fundraisers, picnics, parties or parades.

All applicants must be able to meet matching requirements outlined below. Applicants cannot have an open CRNHA grant/cooperative agreement at time of application, specifically any previous project funding through CRNHA must be complete with a final report and invoice

submitted before the applicant can submit a new application.

SECTION 106 REVIEW

For all projects involving National Register eligible or listed properties including landscapes, structures, and buildings CRNHA must submit a Section 106 Review to the State of Louisiana Historic Preservation Office (SHPO) for review and approval. This process takes approximately 30-days. CRNHA will notify awardees at the time of award announcement that are subject to this review process. The Section 106 approval letter must be received from the SHPO prior to the projects commencement.

GRANTS & APPLICATIONS

General Competitive Grants

This is the main granting program for CRNHA. The award range for competitive grants is below \$10,000 with a minimum of \$1,500.

Small Request Grants

Requests may be submitted for funding for minor projects. The award limit for small request grants is \$1,500. Small Request will be submitted by sending a letter of request detailing your project and a budget match breakdown to the Programming Director.

All Competitive and Small Request Grant projects must be undertaken and completed within fiscal year 2016 which ends September 30th 2016.

Special Project Grants

CRNHA may fund 1 or 2 awards for Special Projects per fiscal year. These are high-level preservation, construction or development projects with an award range at or above \$10,000. **Special Project Grant applicants must arrange for consultation with the heritage area office prior to submitting an application (applicants must have copies of contractor bids or estimates present at time of consultation)** Special Project Grants applicants will use the same application form and guidelines as the Competitive Grant Program.

FUNDING

**Funds are allocated on a reimbursable basis upon receipt of invoicing and final report. *What does this mean?* This means to receive payment you must present all receipt(s), or invoicing to a third party totaling the amount of your requested funding (or less) to receive the money awarded to your project after its completion. You must also complete and submit a copy of the final report and final invoicing forms before receiving reimbursement.

All projects must be completed in a timely manner with invoicing and final report submitted by September 17, 2017.

Under no circumstances should the recipient begin work on the grant project until the agreement has been signed by both a CRNHA representative and the grant recipient. Failure to follow this guideline will result in the revocation of your grant.

MATCHING FUNDS

A 50/50 match is required for all eligible projects. Projects funded through the CRNHA Grant Program must provide matching funds at the time of application.

Matching funds may be a combination of cash and in-kind products or services. In-kind matches must be directly attributable to the project. Unpaid personnel time for employees, volunteers, and consultants as well as contributions of services, materials and supplies are considered in-kind match and must be documented.

Unacceptable matches include operating costs of sites/organizations and routine repair, utility and maintenance costs for office sites.

SCHEDULE FOR 2016 CRNHA GRANT PROGRAM

Applications will be made available on-line at www.canerivernha.org or for pick-up at CRNHA main office located at 1115 Washington Street Natchitoches, LA beginning June 27th, 2016.

Applications will be accepted through September 1, 2017.

September 1, 2016 – deadline for submitting applications.

September 15, 2016 – Award announcements will be made via email and on-line at www.canerivernha.org

November 18, 2016 – deadline for all grant recipients to return a copy of their signed agreements to CRNHA.

September 17, 2017 – Deadline for all awarded projects to be completed and final reports and invoicing submitted. All grant work completed.

GRANTEE RESPONSIBILITIES

Before any work is done in developing a proposal, the authorizing official of the applicant organization should review the following section on the grantee responsibilities to determine if his/her organization is able to comply with federal requirements as laid out in OMB Circulars A-87, 102, 110, & 133. For more information please contact our offices or visit www.whitehouse.gov/OMB/circulars.

PROJECT APPLICATION REQUIREMENTS

All applicants must answer and provide information for all the questions and fields in the application. The application is a three-page document that includes a proposal form and budget summary.

The signature of the project manager or authorizing official of the applicant organization, or individual, is required. By signing the application, the applicant certifies: that to the best of their knowledge and belief, data in the application is true and correct, including commitment of local resources; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all applicable federal and state requirements, including the above if funding is approved.

II. Budget Form

The budget must include the project costs that will be charged to the grant funds as well as those supported by applicant or third party cash and in-kind contributions. A sample budget summary is included in the application packet.

APPLICATION REVIEW & SCORING /CONFLICT OF INTEREST

All Competitive and Small Request Grant applications will be reviewed and scored by the staff of CRNHA. Projects will be scored based on the following criteria:

1. Alignment with the mission of CRNHA
2. Adherence to historic preservation standards and a commitment to accuracy in historic and cultural interpretation. The project's ability to provide research or information that will enhance and promote the history of the Cane River Area.
3. The projects ability to reach or serve diverse and underserved populations
4. Project's ability to provide protection to a resource (tangible/intangible) that is under threat
5. Budget and organizational capacity necessary to implement and complete the project.

Projects will be scored on a scale of 1 to 5 for each of these criteria. Projects with a combined score above 11 pts. (12 or greater) will be considered eligible for funding. All applicants will receive their scores on the award announcement date (September 17, 2016). Scores will not be announced or given out before this date.

Special Project Grant applications will undergo an external review by a committee of experts in the fields of preservation, budgeting and planning. Project will be selected for funding based on the scope, work plan, and total project budget.

Cane River NHA is subject and compliant to the State of Louisiana Code of Ethics Policy. In order to maintain the highest standards of fairness in the competition for grants, any member of the staff or Board of Directors will abstain from deliberating or voting on any proposal in which he/she is connected through employment, through service as an unpaid consultant to the project, or as an officer or other representative. **Staff members are available for question and information only, the responsibility of preparing the application is solely that of the requesting entity.**

SOLICITATION

CRNHA does not permit solicitation for charitable donations at its offices or among staff members.

For more information or questions regarding the grant program contact:

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We are proud to be in partnership with the National Park Service and members of the Alliance of National Heritage Areas.

