WE DO
HISTORY.
INDIANA HISTORICAL SOCIETY

Heritage Support Grant - Project Grant Application

Sample Application

SUMMARY OF PROPOSAL

Organization Mission:

Project Overview

Project Title:

Total Amount Requested: $

The total requested amount should be no less than $5,000 and must not exceed $50,000.

Project Start Date:

PLEASE NOTE: Maximum project length is 1 year. All projects must start on or after the first day of the grant period. Grants awarded in this cycle must be completed and fully expensed by the last day of the grant period. Projects may be completed prior to the deadline.

Project End Date:

Project Team

Project Manager Name/Title:

Project Manager Contact Information:

Name/Title of Grant Applicant (if different from Project Manager):

Other Project Team Members:

Project Narrative

Project Summary:

Provide a summary of your project including a brief statement about the need your organization has identified, your proposed solution, and how this project will address the need. (max. 2,500 characters)

List project co-sponsors and partners outside your organization, if applicable:

How will you manage the funds if awarded?

Does the organization own the building(s) or site(s) for which you are requesting funding?	Yes/No

If no, please explain:

The following questions are for IHS data collection purposes so that we can better understand the fundraising capacity of the organizations we serve.

How many grants has your organization applied for in the last fiscal year? (excluding this Heritage Support Grant application):

How much money has your organization received as a result of grant funding in the last fiscal year?	$
How much money has your organization raised from non-grant sources in the last fiscal year?	$
Do you receive money from other fundraising sources? Mark all that apply.	Membership, Annual Giving, Special Events, Major Gifts, Planned Giving, Local/State Government Support, Other

If Other, please specify.

The Full Proposal is due:	2.0 Project, Cycle _: DATE

FULL PROPOSAL

Institutional Readiness:

Describe how the history, purpose, and activities of your organization will affect its capacity to successfully complete this project. Include any assessments, training programs or professional standards employed by your organization. (MAP, CAP, STEPS, Local History Services workshops, etc.) (max. 3,000 characters)

I confirm that I have watched the Ethics Webinar, and affirm that the institution is following ethical standards.	Yes/No

Evidence of Need for this Project:

Expand on the statement of need provided in your project summary. Consider the following questions: How was the need determined? What is the importance of this project to your organization and community? What might the consequences be if this need is not met? Include facts and evidence that support your assessment. (max. 5,000 characters)

Project Logic:

Provide a detailed project narrative to further explain how your proposed solution will address the identified need. Explain your planned work and your intended results. Although not required, it is recommended that you refer to the HSG Logic Model Template and Project Logic Slides found on the Grantee Portal Guidelines page under the "information" tab at the top of the navigation bar on the left side of the screen. (max. 5,000 characters)

Implementation:

Provide the timeline for implementation of your project. Include major milestones and who is responsible for completion of each task. (max. 5,000 characters)

Evaluation:

Discuss how you will evaluate the success of your project. Explain the measurements you will track, evaluate, and report to demonstrate your results. (max. 5,000 characters)

Sustainability:

Describe how this project will contribute to the sustainability of your organization. Consider next steps and follow-up projects, your organization's long term goals, and its ability to attract additional funders. (max. 5,000 characters)

Budget Justification:

Explain each line item in your attached project budget and how the expense was calculated. (Please note that Heritage Support Grants will not fund general operating support including: rent or mortgage; utilities; insurance; and salaries, wages and/or benefits for permanent staff.) (max. 3,000 characters)

How will you modify the project and/or implementation plan if partial funding is awarded? Will the project move forward if no funding is awarded? How?

A 15% cash match is required for grants of $5,000 and greater. Please list potential, requested, and/or committed funds.

Please note: funds secured more than four months before the grant application deadline, in-kind donations, and cost-sharing do not qualify for the match.

Organizations receiving Heritage Support Grants of $5,000 or greater are required to have 100% board support. Board support can be financial contributions, volunteer time or a combination of the two.

Heritage Support Grant recipients will initially receive 90% of their grant funding. The remaining 10% will be disbursed upon approval of the final grant report.

ADDITIONAL DOCUMENTS

The following attachments are Required for all applications:
- Annual operating budget (current fiscal year)
- Project budget (using the provided Budget Template)
- Board list with affiliations
- Confirmation of 501(c)(3) status (tax exempt determination letter)
- Any project-specific documents requested by IHS

Additional supporting documents such as contractor estimates, before photos, resumes or job descriptions, historic structures reports, etc., are highly recommended.

Organizations may provide up to 2 letters of support.

Friends group applications are required to supply a letter from their parent organization confirming the following:

- The parent organization supports the project and application for grant funding.

- A representative of the friends group is on the grant project team.

- HSG funds will be held and disbursed by the friends group.