Please note: This copy is for review and planning only. Grant applications must be submitted via the online grant portal. Applications will not be accepted by mail or email. Visit www.indianahistory.org/grants for more information.

Indiana Historical Society
Heritage Support Grant
Mini Grant Application
($500 - $4,999)

Summary of Proposal

1. Organization mission:

PROJECT OVERVIEW

2. Project title:

3. Total amount requested:

4. Project start date:

5. Project end date:

PROJECT TEAM

6. Project manager name and title (person responsible for overseeing and reporting on the project):

7. Project manager contact info:

8. Name and title of person completing grant application (if different from project manager):

9. Project team members (staff and/or volunteers) and their qualifications:

PROJECT NARRATIVE

10. **Project summary** - Provide an abstract or executive summary of your project. Include a brief statement about the need your organization has identified. Describe your proposed

solution and how your project will address the need you have identified. Explain the intended results of the project, who will benefit from these results and why.

11. **Institutional Readiness** - Describe how the history, purpose, and activities of your organization will affect its capacity to successfully complete this project. Include any assessment, training programs or professional standards employed by your organization. (MAP, CAP, StEPs, Local History Services workshops, etc.)

12. **Next steps** - Explain how this project fits with your organization's long-term goals and its ability to attract support. Describe next steps and follow-up projects.

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

14. Does the organization own the building(s) or site(s) for which you are requesting funding? If no, please explain.

FUNDRAISING CAPACITY

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

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

16. How much money has your organization received as a result of grant funding in the last fiscal year?

17. How much money has your organization raised from non-grant sources in the last fiscal year?

18. Did you receive money from other funding sources in the last fiscal year? Mark all that apply:

Membership
Annual giving
Special events
Major gifts
Planned giving
Local/state government support
Other (please specify

ATTACHMENTS (all must be in pdf format, each file size not to exceed...)

- 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)
- Additional supporting documents such as contractor estimates, before photos, historic structure reports, etc.
- Up to 2 letters of support (optional)