Competitive Grant Narrative Questions & Instructions
Archaeology

The SHF online competitive application consists of two parts. The first part is four brief sections of fill-in-the-blank questions about the applicant organization, grant recipient contact, project and property. The second part of the application consists of eight narrative questions and supporting attachments, which are outlined below.

SUBMITTING DRAFTS is highly encouraged. You may email drafts of your narrative questions and supporting attachments at any time to our Archaeological Specialist, Katie Arntzen at katherine.arntzen@state.co.us. If you have any questions about draft submittal before or after the online application is accessible, please contact Katie at 303-866-3498 (office), 303-241-0332 (cell).

Potential Archaeological Projects

Acquisition--Purchase of Property (Must be designated)
In the Project Description, make certain you discuss all of the steps needed to purchase the property from the appraisal (recent fair market value) you already have in hand to closing costs, filing paperwork, and proof of purchase. Also explain that you accept the easement property protection that accompanies all acquisitions.

Archival Research
Archival research is defined as the locating, evaluating, and systematic interpretation and analysis of original sources found in archives.

Artifact Analysis
Artifacts recovered from any archaeological activity are often analyzed by specialists who can extract diagnostic data that contribute to our understanding of past behavior. Examples include chronometric dating methods such as radiocarbon dating, examination of artifact types such as chipped stone, ground stone, ceramics, wood and bone tools, woven materials, faunal and plant remains, and a variety of other procedures.

Cultural Resource Protection (Must be designated)
Cultural Resource Protection includes planning and implementation for protection, fencing, shelters, and signage.
Curation
Artifacts recovered from any archaeological activity are also required by law to be properly housed and protected for future research and interpretation. Curation activities can include cataloguing, data creation, storage, climate control, evaluation, planning, and access/dissemination. Only archaeological collections are eligible for funding under HC-SHF guidelines due to both federal and state laws. Curation agreements must be in place prior to funding, as per Colorado State Archaeological Permit regulations.

Education
Includes internship programs, public programs, educational materials, curriculum creation/dissemination, and interpretive signage. What don’t we fund? Reprints of books (unless they were originally created through SHF or will have a great deal of new content reviewed by SHF); digitization of materials unrelated to archaeology; oral histories that do not have archaeology content; ANYTHING that doesn’t have archaeology content.

Excavation & Data Recovery--Limited Test and Large Scale Excavations (Must be designated)
Data recovery is a type of mitigation strategy that includes active excavation of an archaeological site. Large scale excavation can include, but is not limited to, excavations utilizing standard one meter by one meter or larger excavation units to recover a statistically significant sample of artifacts, soils, etc. for analysis. Test excavations are the use of a small number (proportional to the overall size of the site) of typically one meter by one meter to determine the general character of the subsurface at an archaeological site. The units are usually not contiguous.

Exhibits
Archaeological exhibits may interpret anything concerning Colorado archaeology. Archaeological interpretation may include museum or archival collections including documents, photographs, and artifacts.

Field School (Survey area must be designated)
Per the Guidelines and Standards for Archaeological Field Schools by The Register of Professional Archaeologists:

**Purposes**
The primary objective of an academic field school must be the training of students. Other goals must be secondary. The field program and recovered data must be part of an explicitly designed research or cultural resource management program, which includes evidence of conservation of resources, curation, and publication of results.
Personnel
The Director of the field program should meet RPA qualifications and have dominant responsibility for direct supervision in the field and in the laboratory. Field schools should conform to the standards of the discipline.

Planning and Management of Archaeological Sites
Management plans of archaeological sites can define stakeholders, evaluation, recordation, future steps, protection, educational opportunities, and a host of information that will contribute to the proper oversight of these important resources.

Surveys, which may include:
Documents and interviews
Aerial/satellite reconnaissance
Topographic mapping
Surface survey
Remote reconnaissance
Sub-surface shovel testing
Environmental resource targeting

Narrative Questions
A. Applicant Capacity (0-10 points)
Write a brief history of the applicant organization in 1000 words or less.
- Provide applicant organization mission statement.
- Briefly describe applicant organization’s experience with complex projects.
- List past SHF grants and share successes
- Provide a list of the team members and their roles, along with justifications for their specific involvement including their qualifications.
- If you are working with other funders/partners, list who they are and what role they will play in the project. How are you leveraging expertise and funding?
- If your project was previously denied SHF funding, discuss how you have addressed the concerns of prior reviewers

B. Property or Project History (0-10 points)
Write a brief history of the property or project and its relationship to historic preservation in 1000 words or less, addressing the following topics.

Property History
- Provide a clear justification for the significance or potential significance of the resource being studied. That is, explain the archaeological significance of the resource. Mention the level of designation, if applicable.
- How has the use of this resource evolved over time?
- Explain how this project will provide information about archaeological sites that have historic significance.

Project History
- How does this project build on previous work/research?
- Is the project part of a larger, ongoing project? How does the current phase fit into the larger project? What are the past and future phases of the project?
- Provide a brief history of the evolution of the project including milestones, strategies, goals and successes that have led you to the next logical step (i.e., the proposed project).

C. Project Description (0-20 points)
Provide a detailed description of the project in 1500 words or less. This section indicates your knowledge of historic preservation approaches and techniques as applied to your project.

All Project Types
- Describe the proposed methods for accomplishing the project and how those methods relate to SHF program standards. Discuss why you chose this method over other methods.
- Explain the products that will be created as a result of the project. Explain who will be creating the products, when, where, how, and why as well.
- Discuss how this project will increase archaeological knowledge.

Acquisition (Must be designated)
- It helps reviewers understand the value of the property if you can provide a professional appraisal to establish a fair market value.
- Describe all of the steps necessary to purchase the land.
- Recommendation: create the budget and scope of work--then write the project description. The Project Description and the Scope of Work/Budget should align with each other.

Cultural Resource Protection (Must be designated)
- Cultural Resource Protection can include planning and implementation for protection, fencing, shelters, and signage.

Curation
Competitive Grant Narrative Questions & Instructions
Archaeology

- Describe where and how the artifacts will be cataloged and stored, as well as the method of collections analyses, rehabilitation and dissemination.

Education
- Always answer, “So what?” Why is this important, to whom, and how? Also, who will be doing what to achieve what end?
- Don’t forget your intended audience, methodology, coordination of partners and outcomes, community outreach, project process, dissemination of results, and a measurement of outcomes.
- Do you have a plan outlining the selection of students/participants and an explanation of how/why those selected will benefit?
- Have you planned for an evaluation of the educational activities?
- Can you explain how the education program content will evolve over time?

Excavation & Data Recovery--Limited Test and Large Scale Excavations (Must be designated)
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- Test excavations are the use of a small number (proportional to the overall size of the site) of typically one meter by one meter to determine the general character of the subsurface at an archaeological site. The units are usually not contiguous.

Exhibits
- Archaeological exhibits may interpret anything concerning Colorado archaeology.
- Archaeological interpretation may include museum or archival collections including documents, photographs, and artifacts.

Field School (Must be designated)
- Do you have your field infrastructure in place? Describe how it will work from the objectives, curriculum development, student selection and benefit, field work, lab work, to the final reporting

Planning and Management of Archaeological Sites
- Management plans of archaeological sites can define stakeholders, evaluation, recordation, future steps, protection, educational opportunities, and a host of information that will contribute to the proper oversight of these important resources.

Survey (may include)
- Documents and interviews
- Aerial/satellite reconnaissance
- Topographic mapping
- Surface survey
- Remote reconnaissance
Competitive Grant Narrative Questions & Instructions
Archaeology

- Sub-surface shovel testing
- Environmental resource targeting

D. Urgency (0-15 points)

**Explain why it is urgent to complete the work in your application now, in 1000 words or less.**
- Is this information that is new? Is it covered in curriculum, tours, literature, exhibits? What do we have to lose if we don’t share/learn? Does this project fill a void in education and interpretation? Does it protect these resources? Why do we need to document and preserve?
- Are there current threats to the site’s safety and/or integrity? Are buildings encroaching on the site? Are there site management needs?
- Is there an upcoming event tied to the project?
- Does your cash match need to be spent during a specific amount of time?
- Is this the natural first phase or conclusion of a multi-phased project?
- Why does this project need to be completed NOW?
- Does this project lay the groundwork to meet goals in the future?
- Address how the resource/site will be protected in the future.

E. Timeline (0-5 points)

**Create a list of key project milestones and corresponding month/year, showing how your project will be carried out in 600 words or less. This category shows you have adequately considered how to complete your project within the 24-month contract period.**
- Note milestones in your project such as drafts, meetings, field school start and finish dates; and products.
- Don’t forget to include HC-SHF contract negotiation time (45-75 days) as well as the 30-day review period for each deliverable/submittal.
- Be realistic about how much can be accomplished during the 2 year contract period.

F. Public Benefit (0-15 points)

**Tell us how and why the community supports and benefits from this project in 1000 words or less, addressing the following topics where applicable.**
- Mention how you will include HC-SHF and the grant you have received for this project in your publicity. THIS IS REQUIRED.
Competitive Grant Narrative Questions & Instructions
Archaeology

- Have a game plan for professional or public outreach that can include press releases, professional talks and papers, public presentations, site visits, posting on www.preservecolorado.org, and a variety of other options.
- Talk about in-kind contributions even though they can’t be counted as cash match. They do show community support and partnerships.
- Discuss the impact of your project on the local, regional, and state economy. Was the match raised locally?
- Be creative in describing your public benefit. Write about how this project will advance information used by teachers, museums, and/or interpreters. What partnerships are being created or enhanced?
- Include letters (no more than 2 months old) from supporters other than the applicant that are current and unique to themselves, especially those who will benefit from the results of this scope of work.
- What are the past and future investments in the project?
- What are the benefits of this project to minorities or underrepresented communities or cultures?
- What is the reach and scope of participants in the project program, such as a field school or educational program?
- Remember Standard 4 of the Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation:
  (Archaeological) results must be accessible to a broad range of users including appropriate agencies, the professional community and the general public. Results should be communicated in reports that summarize the objectives, methods, techniques and results of the documentation activity, and identify the repository of the materials and information so that additional detailed information can be obtained, if necessary. The public may also benefit from the knowledge obtained from archeological documentation through pamphlets, brochures, leaflets, displays and exhibits, or by slide, film or multimedia productions. The goal of disseminating information must be balanced, however, with the need to protect sensitive information whose disclosure might result in damage to properties. Curation arrangements sufficient to preserve artifacts, specimens and records generated by the investigation must be provided for to assure the availability of these materials for future use.

G. State Preservation Plan (0-5 points)
Describe how this Scope of Work relates to one or more of the six overarching goals of the 2020 State Preservation Plan in 600 words or less.
Competitive Grant Narrative Questions & Instructions
Archaeology

● Choose 2-5 of the applicable goals for your project (i.e this scope of work), not your entire program. Quality discussion of a few goals is better than a superficial discussion of all of the goals.
  ○ Preserving the Places that Matter: identify, document, evaluate, protect, and interpret Colorado’s historic and cultural resources
  ○ Strengthening and Connecting the Colorado Preservation Network: building capacity of preservation partners and networks, nurturing local leaders, and leveraging assets
  ○ Shaping the Preservation Message: promoting and communicating historic preservation’s mission and vision to all citizens
  ○ Weaving Preservation Throughout Education: educating students and citizens of all ages about their shared heritage
  ○ Advancing Preservation Practices: historic preservation outreach to define, describe, and preserve Colorado’s historic and cultural resources.

● You can find the summary of the State Preservation Plan and its six goals online at http://www.historycolorado.org/archaeologists/state-preservation-plan

H. Scope of Work and Budget (0-20 points)

Attach the required Scope of Work and Budget PDF Fillable Form of the work you propose to accomplish in this grant, with corresponding costs for each task.

● Check all of the correct boxes on how the costs were derived.

● The Project Description should directly correlate with the Scope of Work/Budget. However, there may be additional items in the Scope of Work/Budget such as grants administration, travel, contingency, etc.

● Use the same order of grouping like items in the Project Description as in the Scope of Work/Budget.

● If you are basing your budget on more than one estimate, choose the highest estimate or provide an explanation.

● Please note that tribal consultation is a common cost in archaeological grants.

● Indirect costs and grant administration combined are limited to no more than 15% of the total project cost.

● Cash match is calculated at a percentage of the project total, not the grant request amount. 50% for land owned by individuals and for profits, and 25% for land owned by non-profits and public entities.

● Use metrics when delineating your costs. For example: 1 staff archaeologist @ 100 hours x $30 per hour = $3,000. There needs to be justification for the costs.

● Check the handbook for the most current per diem and mileage rates.