

HOW TO APPLY

State Historical Fund Planning Grant

The following directions are organized by application tabs in the order that they are displayed. For more information about State Historical Fund programs and grant details, take a look at our [Guidebook](#).

ORGANIZATION & CONTACT INFORMATION

Please provide Contact information for the applicant organization and an individual with signing authority for the organization.

Check the box if this is your organization's first time applying for an SHF grant. Please reach out to our staff if you are unsure.

Be prepared--have the applicant organization's Federal Tax ID number ready.

Please provide contact information for the Grant Recipient Contact; this will be the primary point of contact for the project.



PROJECT & PROPERTY INFORMATION

Enter the geographic information for the property's location. (Not the applicant's or owner's address, if different)

You will need to know which Senate, House and US Representative Districts your project is located in.

Enter the property owner's information.

Indicate all levels of designation that are relevant to the property, or indicate "NA" if currently there is no designation on the property.

- If the property is not designated, you should indicate in the Resource Significance & Description section the plan for moving toward designation, as well as attach a complete and approved Preliminary Evaluation Form from the Preservation Planning Unit.

Grant Narratives

Applicant Capacity

500 Words or Less

Introduce the applicant organization, its mission, and its familiarity with similar projects.

A brief explanation of each selected team member, their related background and their role in the project. Be sure to identify their experience applying the Secretary of Interior's Standards for Archaeology & Historic Preservation and experience with the State Historical Fund, if applicable.

- Please include resumes as a separate attachment.



Resource Significance, Description & Project Context

750 Words or Less

Provide a brief history of the resource and its significance, including its listing (National Register/State Register and/or Local designation). If not currently listed, please provide the plan for its designation moving forward.

Provide a brief physical description of the resource(s), including character defining features.

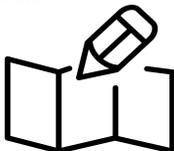
Provide a brief description of its current use and any changes anticipated, especially those which this project will address.



Scope of Work & Budget

The Planning grant can include any planning documents which will help the project move forward - nominations, contexts, construction documents, investigations, maintenance plans, etc.

- This is a fillable form and your scope and budget should align with your project description.
- Do NOT include decimal points, commas, or dollar signs - only whole dollars.
- The budget should be supported by bids and/or proposals.
- Press the calculator at the bottom and all of the totals will be calculated.
- There is a maximum request of \$15,000 and a 10% cash match required for this grant for Non-profit/Governmental entity owners and 25% for Private/For-Profit owners. If your organization is unable to provide the full match required, please provide a justification in the box.



Project Description

1500 Words or Less

Provide a complete description for what will be accomplished during the scope of work. Describe why the work is needed, how the resource and the community is being affected, and how the findings will be used in the future.

- What will be accomplished, how and by whom?
- What is the urgency for completing the project?
- Is your community or organization facing challenges?
- Will this project benefit an under-represented group? How?
- How will the public be made aware of the project and benefit from it?
- How does the community support this project?



Project Timeline

Check each box to confirm the following statements regarding the project timeline:

- I understand that if awarded, it can take up to 6 weeks to complete the grant agreement with SHF.
- I understand that the SHF agreement period is 24 months and this project will be completed within that time period.
- I understand that SHF has 30 calendar days to complete review of the deliverables (products) that will be required with this project and I have accounted for the 30 day reviews within the 24 month agreement period.
- I understand that weather may delay completion of some projects and I have accounted for possible delays within the 24 month agreement period.

ATTACHMENTS



Resume(s) for primary project participants



Consultant Proposal



[Colorado State Substitute W9](#)



Photographs
Include both historic and current - overall photos as well as details of specific problems.



Signed signature page.
This may include the Applicant Organization, the Owner (if different), and a local official if private property.



Map of the resource site.

If you have questions please contact SHF at

303-866- 2825 or hc_shf@state.co.us