

HOW TO APPLY

ARCHAEOLOGICAL ASSESSMENT

The directions are organized by the online application's tabs in the order they are displayed. See our [Guidebook](#) for more information about the State Historical Fund.

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 a State Historical Fund grant. Please reach out to our staff if you are unsure.
- Be prepared--have the applicant organization's Federal Tax ID number ready.
- Provide contact information for the Grant Recipient Contact. This person is the primary point of contact for the project.



PROJECT & PROPERTY INFORMATION



- Write a project title and 2-3 sentence project summary.
- Enter the geographic information for the project property's location. (Not the applicant's or owner's address if different)
- Select the state Senate, state House, and United States Representative Districts for your project.
- State if the property is listed to a historic register.
- Provide the property owner's information.

DIVERSITY, EQUITY & INCLUSION

500 Words or Less

The State Historical Fund is committed to diversity, equity and inclusion rooted in [History Colorado's Anti-racism Grounding Virtues](#). As we move forward with our DEI work, we are asking applicants to discuss how their prospective grant projects are created with, by, and for Black, Indigenous, People of Color communities. In order to gauge our progress with this work, we are collecting demographic data to ensure we are moving in the right direction.

Please provide the requested information regarding your organization.

Provide the demographic information regarding the BIPOC community this project will significantly benefit/involve. If your current project is not serving a BIPOC community, please proceed to the Applicant Capacity section.

- How will the BIPOC community directly benefit from the project?
- How is the BIPOC community involved in the project? This should include their participation in both the creation of the application and the work of the project.

APPLICANT CAPACITY

500 Words or Less

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

Provide a brief explanation of each selected team member, their role in the project and related qualifications. 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.



RESOURCE DESCRIPTION & SIGNIFICANCE

750 Words or Less

- Write a brief history of the property.
- Why is the property significant?
- What is the property's archaeological potential?
- What archaeology projects have occurred at the site?



SCOPE OF WORK & BUDGET



- This section should align with your project description.
- Only use whole dollars. No decimals, commas, or dollar signs.
- Support amounts with metrics or include bids as an attachment.
- Common budget categories include pre-fieldwork mobilization and literature review, fieldwork, artifact analysis, report writing, travel, and supplies.
- Press the calculator at the bottom and all of the totals will be calculated.
- There is maximum grant request of \$15,000 and a minimum of 10% of the project total as cash match required for non-profit/government entities owners and 25% for private owners. For BIPOC requests, there is no cash match required for non-profit/government agencies owners and a 10% cash match for private owners- an attached letter of support is required from the participating community. If your organization is unable to provide the full match required, please provide a justification in the box.

PROJECT DESCRIPTION

1500 Words or Less

- Describe the entire scope of work.
- State the team member responsible for the task and the methods for completing it.
- Why is it urgent to do this project now?
- Is the community involved?
- How might this project lead or inform future historic preservation or archaeology projects?

Common initial archaeology documentation project tasks:

- Literature review of known archaeological resources.
- Pedestrian survey
- Limited shovel tests to determine the presence or absence of intact archaeological resources.
- Completion of Colorado State Historic Preservation Office site forms, report, and GIS shapefiles.

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 the State Historical Fund.
- I understand that the State Historical Fund agreement period is 24 months and this project will be completed within that time period.
- I understand that the State Historical Fund 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 the completion of some projects and I have accounted for possible delays within the 24 month agreement period.



AGREEMENT

- Read the agreement listing conditions associated with awarded State Historical Fund grants.
- Check the box if you agree to the conditions.

ATTACHMENTS



Colorado State
Substitute W9



Signature page signed by:

- Applicant Organization
- Property Owner
- Local Official*



Consultant Proposal



Resume(s) for primary
project participants



Photographs of the site
and/or collection.



Map of the site.

* A signature on the signature page is required for projects on private property.



Questions? Contact staff at 303-866-2825 or hc_shf@state.co.us.