

# HOW TO APPLY

## Micro Grant

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

### ORGANIZATION & CONTACT INFORMATION

- 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. Please reach out to our staff if you are unsure.
- Be prepared--have the applicant organization's Federal Tax ID number ready.
- State contact information for the Grant Recipient Contact; this will be the primary point of contact for the project.



# PROJECT & PROPERTY INFORMATION



- Provide a project summary.
- List the county/city of the project.
- State the State Senate, State House, and the United States Representative Districts for the project.
- Enter the information for the property's location. (Not the applicant's or owner's address, if different.) This includes the address, legal description, and county assessors contact information.
- Enter 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 the team's familiarity with similar projects.

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.

- Please include resumes as a separate attachment.



# RESOURCE SIGNIFICANCE, DESCRIPTION & PROJECT CONTEXT

*750 Words or Less*

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

- If the property is not designated, attach a complete and approved Preliminary Evaluation Form from the Preservation Planning Unit. ([Form 1419](#))

Provide a brief history of the resource and its significance, including a brief physical description of the resource(s) with character defining features. Provide a brief description of the current use and any changes anticipated, especially if this project will address the needs arising from that change. If not currently listed, please provide the plan for its designation moving forward.

Provide an explanation of how the project came to be, where this phase falls into the project as a whole, and what is the urgency for completing this phase now? How does the project clearly relate to preservation and/or archaeology?



## SCOPE OF WORK & BUDGET

The Micro grant can include any scope that can be applied for in a competitive grant but that is not covered by another non-competitive grant type.

Applicants may only apply for the same scope of work for 2 consecutive years before timing out for 2 years. Example: Sponsorship of a local conference once a year for 2 years, then the applicant would need to wait before reapplying.

- 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 maximum grant request of \$5,000 and a minimum of 50% of the project total as cash match required for this grant. For BIPOC requests the cash match is 25% - 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.

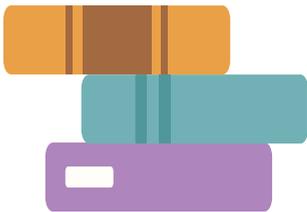


# PROJECT DESCRIPTION

*1500 Words or Less*

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

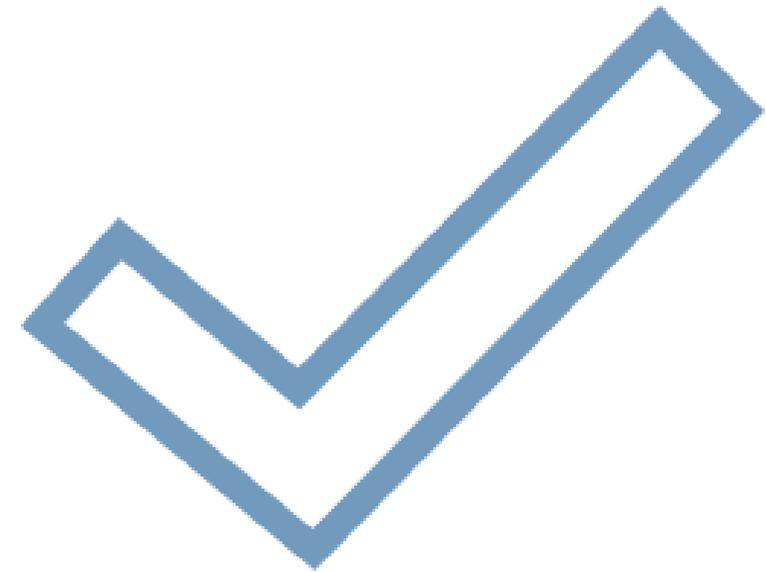
- What will be accomplished, how and by whom?
- Is your community or organization facing challenges?
- How will the public be made aware of the project and benefit from it?
- How does the community support this project?



## 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.



## **AGREEMENT**

Read the State Historical Fund grant list of conditions. Check the box if you understand and agree to the conditions.

# ATTACHMENTS



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



[Colorado State Substitute W9](#)



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



Consultant Proposal/  
Contractor Bid(s)



Resume(s) for primary  
project participants



Map of the resource site.



Our Outreach Team is happy to help, contact us at  
303-866- 2825 or [hc\\_shf@state.co.us](mailto:hc_shf@state.co.us)