

# HOW TO APPLY

## SURVEY PLAN

The following directions are organized by application tabs in the order that they are displayed. For more information about the SHF program and grant details, take a look at our [Application Guide](#).

### ORGANIZATION & CONTACT INFORMATION

- Please provide contact information for the applicant organization and an individual with signing authority for the organization.
- Be prepared--have the applicant organization's Federal Tax ID number ready.
- Please provide the requested information regarding your organization's diversity, equity, and inclusion work.
- 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.
- Please provide contact information for the Grant Recipient Contact; this will be the primary point of contact for the project.



### PROPERTY & PROJECT INFORMATION



- Provide the property owner's information.
- Enter the geographic information for the 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 the property.  
*\*In 2021, new Colorado state legislative districts were drawn. Your district may have changed; please verify.*
- Enter the address and legal description of the property.

### DIVERSITY, EQUITY & INCLUSION

The State Historical Fund is committed to diversity, equity, and inclusion rooted in History Colorado's Anti-racism [Grounding Virtues](#). One of our goals is to seek racial equity within our funding by providing grants that clearly benefit Black, Indigenous, and People of Color (BIPOC) communities.

Provide information regarding how this project will significantly benefit/involve the BIPOC community, along with two letters of support.

If your current project is not serving a BIPOC community, please leave this section blank and proceed to the Project Team section.

- Which communities will primarily benefit?
- How will BIPOC communities benefit from this project?
- Did they BIPOC community take part in bringing the project together? If so, how?
- Will BIPOC communities be involved during the project? If so, how?
- Are there BIPOC partnerships?

### PROJECT TEAM

*750 Words or Less*

Briefly describe similar projects or grants the applicant has completed or managed.

List your project team members including any additional consultants/engineers and provide:

- Each person's role and responsibilities for this project.
- Their qualifications that are applicable to this project.
- Any experience with historic preservation, and/or grant finance and management, etc.

Please include resumes as a separate attachment.



### PROJECT AREA DESCRIPTION AND POTENTIAL SIGNIFICANCE

*750 Words or Less*

- Describe the project area and how the boundaries for the survey plan area were determined.
- Provide a brief history of the project area and discuss what types of historic resources are located within the project area (residential/commercial, what time periods are represented, etc.).
- Discuss any previous survey work completed within the project area and when it occurred.



### SCOPE OF WORK AND OUTLINE

- The required survey plan scope of work and outline is automatically filled in for this section of the application.
- The scope of work provides consultants guidance in collecting and organizing the information needed to develop a survey plan.
- The scope of work includes the required components of a survey plan, which evaluates existing survey data, gathers public input, identifies historic contexts and property types, and offers recommendations for prioritizing future survey efforts.



### BUDGET



- This is a fillable form
- Align the costs with the associated Task
- Break out the consultant's costs on the pre-labeled budget lines
- Do not include decimal points, commas, or dollar signs
- All figures must be in whole numbers
- Support your budget with bids and/or estimate attachments (in Attachments Tab)
- Press the calculator button at the bottom and all of the totals will be calculated.
- The maximum grant request is \$15,000, and 10% of the project total is required as cash match for non-profit or government entities.
  - If your project is the BIPOC community, there is no cash match required. Please include two letters of support from the communities that this project will benefit in the attachments at the end of the application.
- If your organization is unable to provide the full match required, please provide a justification in the box to request a cash match waiver. Make sure to mention what efforts you have taken to raise the money, and indicate if you can provide any amount of the cash match.

### PROJECT DESCRIPTION

*1500 Words or Less*

Provide a complete description for what will be accomplished following the required scope of work. Describe why a survey plan is needed and how the findings will be used in the future.

- Is there urgency for completing the project?
- Is your community facing challenges completing historic resource survey projects?
- Talk about how will the public be made aware of the project and benefit from it.



### PROJECT TIMELINE

Read each line and check each box to confirm that you understand the following statements regarding the project timeline:

- I understand that if awarded, it can take up to 6 weeks to execute the grant agreement with the State Historical Fund.
- 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 agreement listing conditions associated with awarded State Historical Fund grants.**
- **Check the box if you agree to the conditions.**

### ATTACHMENTS



Resume(s) for primary project participants



Consultant proposal



[Colorado State Substitute W9](#)



Photographs of a sample of historic resources in the project area



Signed [Signature Page](#)



Map of the project area



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)