

Competitive Grant Narrative Questions & Instructions Acquisition & Development, Survey & Planning and Education

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.

THIS DOCUMENT is not meant to be exhaustive, but is to give applicants an idea of what and how to prepare in anticipation of the updated online application for the April 1, 2016, competitive grant round.

SUBMITTING DRAFTS is highly encouraged. You may email drafts of your narrative questions and supporting attachments at any time to our Outreach Staff: hc_shf@state.co.us. If you have any questions about draft submittal before or after the online application is accessible, please contact Outreach Staff at 303-866-2825 (office) or hc_shf@state.co.us.

Narrative Questions

A. Applicant Capacity (0-10 points)

Write a brief introduction to the applicant organization, its mission, its capacity, and its history in 1000 words or less. This section demonstrates an organization's ability to successfully manage and complete the proposed project.

- Include a brief introduction to the applicant organization and its mission.
- Explain how and why your organization will be able to successfully manage and complete this project.
- If this is a repeat application that was previously declined or a portion of the work was previously declined, indicate changes you have implemented in this application to respond to reviewers' concerns.
- If you have carried out any related work on your own, please explain. This indicates your commitment to the resource, project, or program.
- Provide a concise description of potential key project participants outlined in the grant application guidebook (e.g., grant recipient contact, grant administrator, architect/engineer, contractors, consultants, other funders). A good description should justify why each participant is qualified to fulfill their project role and describe their exact role in this project.
- Note your short- and long-term strategies for funding and your ability to leverage funds. Address your long-term maintenance strategies.
- If the project involves collaboration with other organization(s), explain how that increases your capacity to successfully complete the project and what role the collaborators will play.

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B. Resource/Property Description and Property History (0-10 points)

Write a brief history of the project and the resource/property. Describe the historic significance and integrity of the resource/property (in 1000 words or less). Explain the proposed project in the context of historic preservation, i.e. historic integrity, significance, and context, and describe any past project phases.

All Project Types

- 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). Relate all information to the historic resource in question and its historic context and significance.
- If this is a multi-phased project, briefly note past and future phases and an estimated total project cost. However, be sure to focus on the proposed project and distinguish it from previous/future phases.

Acquisition & Development Projects

- Provide a description of the history of the building/site including its historical significance, character defining features, original and existing materials, and style and size of the building(s).
- Discuss the current use and condition of the building(s).
- Note the period(s) of significance and explain why you are choosing to focus on a particular year or series of years to interpret the resource.
- Note the designation boundary (building, footprint, site, district, etc.). SHF cannot provide funding for physical work on buildings/areas that are outside the designation boundary.

Survey & Planning Projects

- For surveys and nominations, provide a brief history of the individual resource, proposed historic district or survey area and explain its potential historic significance.
- If this project will be for construction documents or other planning documents, include a description of the building(s)/site for which they will be developed, including the building(s)/site's importance in history, features, materials (original and existing), style and size. The site or building/structure in question should be designated when planning funds are requested.

Education Projects

- Explain how this project either provides historic preservation information or information about buildings, structures, objects, districts, or archaeological sites that have historic significance.

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.

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All Project Types

- Indicate what products (deliverables) you will submit to demonstrate project progress, compliance with the relevant Standards and successful completion. Examples: construction documents, survey forms, reports, photographs, etc.
- Describe each component of the project and which key participants are responsible for the success of each element of the project.
- Explain the methodology for each component of the project. How did you rule out other alternatives? Why are you taking this approach?
- Describe in detail the intricacies of the project, including what will be achieved and how it will be accomplished.

Acquisition & Development

- Describe the current conditions requiring treatment. What are the causes of these issues?
- Provide an in-depth description of the proposed treatment(s). For instance, “We’re going to replace the roof” is insufficient information. Instead, describe which portions of the roof will be replaced, the product you propose using and why (especially if you would propose to deviate from the original material), and a step-by-step explanation of how the roof will be fixed. Be specific.
- Explain how the proposed treatments will address the issues/current conditions you described above. If a Historic Structure Assessment has been completed, you may want to provide relevant quotes from it to support your reasoning.
- Know the Secretary of the Interior’s Treatment Standards and Guidelines: <http://www.nps.gov/tps/standards.htm>, <http://www.nps.gov/tps/standards.htm> and the Preservation Briefs <http://www.nps.gov/tps/education/free-pubs>, <http://www.nps.gov/tps/education/free-pubs.htm>
- Describe how relevant Briefs apply to your project.
- If this is an acquisition, you must explain how you determined a fair market value. Having an appraisal that has been obtained in the last six months will significantly strengthen your application.
- Include an explanation if you have a line item for archaeological monitoring due to ground disturbance.

Survey & Planning

- For survey projects, describe the goals of the survey, proposed use(s) of the survey information, and your approach and methodology. Describe the intensity (reconnaissance, intensive) and scope (selective, comprehensive) of the undertaking as well as the proposed survey boundary. Explain how your survey will follow Colorado Cultural Resource Survey Manual guidelines.
- Explain the expected end result of the project.

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- For construction documents, describe why this detailed planning guide is necessary and how the planning will be used. Which architectural elements are you addressing and why?
- For construction documents, explain how the proposed treatments that will be detailed in the documents will meet the Secretary of the Interior's Standards
<http://www.nps.gov/tps/standards.htm>, <http://www.nps.gov/tps/standards.htm>. Describe how relevant briefs apply to your project.
- For survey and site forms, please use the proper terminology so that we can fully understand your project. Current forms are available at
<http://www.historycolorado.org/archaeologists/surveyinventory-forms>.

Education

- Reinforce why this project is of importance to historic preservation or archaeology.
- Provide marketing or distribution methodology and plans.
- Explain which historic resources/preservation concepts will be addressed and the potential long-term impact on audiences after the life of the grant.
- Tell us how your partnerships will allow you to complete your project.

D. Urgency (0-15 points)

Explain why it is urgent to complete the work in your application NOW, in 1000 words or less.

- Urgency related to physical condition, may include: existing/potential threats, likelihood of vandalism, encroachment of new buildings/development, etc.
- Other kinds of urgency, may include: upcoming event, partnerships or project conditions that are in place now but may dissolve in the future, contingency of other grants/funding sources, etc.
- If applicable, explain how the proposed project is the natural continuation of a multi-phased effort. How will project momentum, mobilization, and/or project participants be affected if funding is not awarded?
- Explain how the resource will be protected in the future and how your organization will ensure future maintenance (how you will avoid urgency in the future).

DI. 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.

- Include time for contract negotiation and SHF staff review of deliverables.
- Include time for issues such as seasonal conditions and mobilization.
- Include time for other relevant considerations such as review by other funders, regulatory agencies, need to vacate the building for construction, etc.

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- This timeline MUST correlate with the Project Description and Scope of Work and Budget.

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:

- **REQUIRED: Your plan to publicize the public benefit of this particular project, historic preservation and the History Colorado State Historical Fund.**
- Ways in which the project will educate and inform the public about historic preservation/archaeology and your project. Who is the target audience?
- Positive effects on the local economy, tourism, revitalization efforts and sustainability (benefits to how you live, work and play).
- Benefits to minorities or underrepresented cultures or communities.
- Money raised locally for cash match.
- Past phases of the project that were successful.
- Partnerships developed or encouraged by the project.
- Letters of support (no more than 2 months old) attached to this application.
- Preservation work or activities that would not otherwise be accomplished without the grant award.
- If your project will include a technical workshop on historic preservation treatments.

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.

- You can find the summary of the State Preservation Plan and its six goals online at <http://www.historycolorado.org/archaeologists/state-preservation-plan>.
- Your project may relate to one or more of the Plan's goals, contact SHF Outreach staff if you need assistance in determining which goals of the Plan are relevant to your project.
- The number of goals your project relates to is not as important as how closely your project relates to one or more of the goals.

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.

- Applicants MUST complete and upload the relevant Scope of Work and Budget PDF fillable form found here. If the form is not attached, your application is not considered complete.
- Find comprehensive instructions on how to fill out your Scope of Work and Budget Form here.

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- If you feel that the form does not provide you with enough space for the detail that you desire, please attach a second, supplemental Scope of Work and Budget in the Attachments section of the online application.

List of Attachments

- Images**
- Historical images
- Media images, newspaper clippings, etc.
- At least 5 letters of support (no more than 2 months old)**
- Copy of Local Designation (if applicable)**
- State of Colorado Substitute W-9 for Grant Applicant**
- Resumes for all possible contractors and/or project participants**
- Supplemental detailed Scope of Work and Budget
- Bids or Estimates (from at least two different sources)**
- Maps, site plans or enlightening drawings
- Historic Structures Assessment Excerpts
- Research Design
- Miscellaneous Attachments

**Denotes required attachments