

**NATURAL & CULTURAL HERITAGE GRANT PROGRAM**

**2025 DRAFT APPLICATION**

**APPLICATION INSTRUCTIONS**

* This is a **draft version** of the Natural and Cultural Heritage Grant Program Application.
* **Submit your completed application using the Adobe Sign application.** Use the "Application Request” button on the HCC website to receive an individual link to the application.
* Applications must be submitted through Adobe Sign by **Thursday March 6th at 5pm.** The application portal will close at this time. Late or incomplete applications will not be accepted so please do not wait until the last minute.
* Contact the Heritage Coordinator at kammerlaan@douglascountyks.org or 785.330.2878 if you experience any technical difficulties or need assistance with the application. If you do not have reliable access to internet, the Heritage Coordinator will work with you to accommodate your needs.

**APPLICANT INFORMATION**

Organization Name:

Project Director’s Name:

Project Director’s Title:

Project Director’s Email:

Project Director’s Phone:

Authorized Official:

Authorized Official’s Title:

Authorized Official’s Email:

Authorized Official’s Phone:

Mailing Address:

***Complete the following section only if your project is site-based***

Physical Project Address:

Name of City or Township where project will take place:

Is the property where the project will take place owned by someone other than the organization or project director listed? If so, include the property owner’s information:

Name:

Organization (if applicable):

Contact Information (email or phone number):

Please choose the best description of the site:

* Public Access- Members of the public can regularly access the site without much limitation (does not need to be 24/7 access)
* Limited Public Access- The public may have opportunities to visit the site, but this is limited to special occasions, invitations, or a few select days a year.
* Private- The site is private and not publicly accessible.

**PROJECT INFORMATION**

Project Title:

**Project Summary:** Briefly describe your project in 3-4 sentences, highlighting key goals and deliverables. This summary may be used in public documents or for promotional purposes.

Which of the following categories apply to your project? Please check all that may apply.

* Cultural Heritage
* Natural Heritage
* Historic Preservation

Do any of the following priority themes apply to your project? Please check all that may apply.

*The Heritage Conservation Council has identified the following themes as priority areas for funding in 2025. Please review the Grant Guidelines for more information about each theme.*

* Inclusive and Creative Storytelling of Heritage
* Conservation and Restoration of Native Ecosystems
* Enhancement of Agricultural Heritage
* Accessibility and Visibility of Important Natural and Cultural Sites
* Strategic Preservation of Historic Resources

**PROJECT DESCRIPTION AND IMPACT**

*Please limit each response to 500 words or less.*

1. **What do you plan to accomplish with the project? Describe the project’s narrative, which may include objectives, goals, deliverables, and/or purpose.**
2. **What is the anticipated timeline for the project?**
3. **Describe the significance and impact that the project will have on the conservation of natural and/or cultural heritage in Douglas County.**
4. **Describe the roles and responsibilities of people or organizations that will be involved with the project.**
5. **Who is the intended audience and how will you share about the project? Will the project incorporate educational, interpretive, or knowledge sharing opportunities?**
6. **Does the project elevate marginalized narratives, communities, or histories?**
7. **Is there a level of urgency to complete the project?**

1. **Is there a plan for archiving, sustaining, or maintaining the project’s outcomes?**

1. **Is there other relevant background information or supportive information that you would like to include about your project?**

**PROJECT BUDGET**

**Grant amount requested:**

**Matching/in-kind funds:**

**Total project budget:**

**Instructions:**

Include all sources of funds for the project in the grant request, in-kind, and cash match columns. As possible, group expenses and revenues into the broad categories provided.

The Matrix will automatically calculate the subtotals, totals and percentages. Please add a zero into any unused cells in the Matrix to properly submit the application.

**Grant Project Budget Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense Categories** | **Grant Request** | **Cash Match** | **In-Kind Contributions** |
| Personnel and Staff Time |  |  |  |
| Contractor and Professional Services |  |  |  |
| Materials and Supplies |  |  |  |
| Travel |  |  |  |
| Communications, Printing, and Signage |  |  |  |
| Equipment |  |  |  |
| Indirect Costs |  |  |  |
| Other |  |  |  |
| **Total** |  |  |  |

**Budget Narrative**

List major project expenses by category, provide a short description, and describe how you determined project cost estimates in the budget. Indicate if the expense is being requested by the grant, or if the expense will be funded by either in-kind support or cash match. Please attach any professional quotes or estimates to this application.

* Personnel and Staff Time
* Contractor and Professional Services
* Materials and Supplies
* Travel
* Communications, Printing, and Signage
* Equipment
* Indirect Costs
* Other

***Complete the following section only if your project involves a historic structure or other tangible historic resource, including cemeteries.***

1. **If applicable, please check all that apply. The historic resource is:**

* Listed on the National Register of Historic Places
* Listed on the State Register of Historic Kansas Places
* Contributing to a Historic District, name of district: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Not listed on a Historic Register

1. **If the historic resource is not currently listed on either the National or State Register of Historic Places, please select the best description of the property below:**

* Kansas SHPO Has determined that the structure is "eligible for listing." (provide written statement from SHPO)
* SHPO has determined the structure is ineligible for listing. If so, please explain why the building is ineligible.
* The eligibility of the property is not yet known. Applicant will seek a determination from SHPO if the structure is eligible for listing.
* The eligibility of the property is not yet known. Applicant will **not** seek a determination from SHPO if the structure is eligible for listing.

1. **The Heritage Conservation Council encourages the use of tax credits when a project is eligible for that benefit. Please indicate what tax credit program, if any, the project is eligible to receive:**

* Historic Rehabilitation Tax Credits – State of Kansas
* Historic Rehabilitation Federal Tax Credits
* No tax credits will be used for this project

1. **Date of construction, (if known/applicable)**
2. **Explain the historical/architectural significance of the historic resource.**

1. **Describe the current condition of the historic resource.**

**ATTACHMENTS**

The following documents will be required along with the submission of the application for certain circumstances:

* **For Applicants that are nonprofit organizations:** Most recent Form 990 filing, or a financial statement.
* **For projects involving places/historic resources that are listed on the National or Kansas Register of Historic Places:** Written approval of the proposed work by the Kansas State Historic Preservation Office (SHPO)
* **For projects that involve structures or historic resources:** Include attachments of any supporting materials such as photos, plans, drawings, illustrations, building condition reports, required building inspections, and copies of regulatory approvals, if applicable, that are related to the proposed project.

The following attachments are not required but are suggested to support your project narrative and document project support and feasibility:

* Letters of support from partnering organizations, or other individuals, neighbors, or entities that can speak to the need, urgency, and support of the project
* Photos, maps, and documents that provide additional context for your project
* Professional estimates for goods or services requested by the grant