

**Commission for Cultural Affairs
(CCA)
Grant Program
2011**

**Information,
Application Form
and
Instructions**

**Commission for Cultural Affairs (CCA)
CCA Grant Program
State Historic Preservation Office (SHPO)
100 North Stewart Street, 2nd Floor
Carson City, NV 89701**

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CCA GRANT PROGRAM – APPLICATION AND INSTRUCTIONS

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COMMISSION FOR CULTURAL AFFAIRS GRANT PROGRAM

In 1991, the Nevada Legislature created the Commission for Cultural Affairs (Commission or CCA) to encourage preservation and development of cultural resources throughout the State by creating a network of cultural centers and activities. The Commission awarded its first grants in 1993 and has awarded grants every year since 1995. In 2005 the Nevada Legislature reauthorized funding for CCA grants in the amount of \$30 million dollars, awarding \$3 million dollars each year through 2014.

The Commission is composed of the chairs (or designees) from the Nevada Arts Council, the Board for Museums and History, the State Library and Literacy Council, and the Nevada Humanities Committee. In addition, the Governor appoints a second member from the Board of Museums and History representing historic preservation and an “at-large” Commissioner with knowledge of Nevada’s tourism industry.

The Commissioners meet at least twice yearly. The commitment of these volunteers includes hundreds of hours spent touring cultural sites, reviewing applications, and working with staff and grant recipients.

The Commission serves as the advisory board for the Department of Cultural Affairs, which implements the grant program, relying on State bond sales for funding of grants and subsequent rehabilitation of historic buildings to be used as cultural centers. When awarding grants to historic preservation projects, the Commission considers the following:

- Accessibility to the community;
- Promotion of tourism;
- Promotion of preservation of some historic feature of Nevada;
- Project sustainability after Commission support has ended; and
- Successful incorporation of the various disciplines directly associated with preserving and developing Nevada’s cultural resources.
- Quality of planning

Staff from the four agencies of the Department of Cultural Affairs — the State Historic Preservation Office (SHPO), the Nevada State Library and Archives, the Division of Museums and History, and the Nevada Arts Council — are available individually and as teams to assist in development of projects and applications. We encourage you to use the expertise available. Contact information is listed below.

Division of Museums and History
708 North Curry Street
Carson City, Nevada 89703-3915
Phone: 775-687-4340
Fax: 775-687-4333

Nevada State Library & Archives
100 North Stewart Street
Carson City, NV 89701
Archives: 775-684-3310
Library: 775-684-3360
Fax: 775-684-3330

Nevada Arts Council
716 North Carson Street, Suite A
Carson City, NV 89701
Phone: 775-687-6680
Fax: 775-687-6688

State Historic Preservation Office
100 North Stewart Street, 2nd Floor
Carson City, NV 89701
Phone: 775-684-3448
Fax: 775-684-3442

CRITERIA FOR GRANTS SELECTION

The Commission for Cultural Affairs has developed two sets of criteria by which to judge applications for grants. These are based on Nevada Revised Statute (NRS) 233C.220, rulings by the Nevada State Attorney General, and the Commission's own planning efforts.

Criteria Set #1 - Mandatory Criteria

A grant application must meet these conditions in order to be funded. Any application failing to meet all mandatory criteria will not be considered further. The criteria are listed below and are intended to help applicants in developing a project and application that will be best suited to the Commission's mandate.

1. The applicant must be a governmental agency or a nonprofit corporation formed for educational or charitable purposes. The building in question however, may not be owned by a religious organization and the applicant may not be the private property owner of the building.
2. The project must involve rehabilitation of a historic building, and that rehabilitation must be feasible, within reasonable limits.
3. The project must produce a cultural center that will add to a network of cultural centers and activities.
4. The applicant must be able to complete the funded phase of a project within budget.
5. The funded phase of the project must be completed within a reasonable time in such a way that the State can comply with laws related to the bond sale. Funded phases of a project should be completed within 15 to 18 months from the sale of bonds.
6. The applicant must be able to manage the grant and to account for expenditure of funds according to the State of Nevada and Commission's fiscal requirements, as outlined in the grant guidelines which are distributed to awardees upon grant award. These guidelines are available online at www.nevadaculture.org.

Criteria Set #2 - Evaluation Criteria

In an open public meeting, each Commissioner will review the applications according to Criteria Set #2. The Commission will assign total points for each of the applications. *These scores will not decide, by themselves, distribution or level of awards.* Each Commissioner may consult his/her scores for evaluation as a guide for distribution of available funds. At the meeting, staff averages the proposed distribution of funds for each project. The Commission reserves the right to consider subsequent testimony and discussions, after which members discuss and adjust distribution of funds. The following criteria are merely a method of initial ranking for purposes of further discussion.

CRITERIA FOR GRANTS SELECTION (continued)

The specific criteria are:

1. Historic Preservation Issues – 40 points

Examples of topics to be considered:

- The project will promote or preserve some historic feature of Nevada;
- The building can be realistically saved;
- The applicant demonstrates an ability to raise or sustain required amounts of financial support from sources other than the State of Nevada, including donations of goods and services (relative to the means and abilities of the applicant);
- The project will produce a facility that will continue to be used as a cultural center in the future and will be properly maintained according to The Secretary of the Interior's Standards.

2. Community Impact – 30 points

Examples of topics to be considered:

- The project will promote tourism in the State;
- The project will supplement training and education in the classroom, in the arts, and the humanities;
- The project incorporates the various disciplines directly associated with cultural resources, such as the museums, arts, and humanities, and will be used by many types of cultural organizations;
- The facility supported by the project will be used by a broad base of the community;
- The facility will assist the Commission as it addresses the needs of geographic and demographic balance.

3. Accountability – 30 points

Examples of topics to be considered:

- The applicant can demonstrate that it can complete a quality project within budget and in a reasonable time;
- The applicant can manage the grant and can account for expenditure of funds according to the State of Nevada and Commission's fiscal requirements.

Note: The Commission will give consideration to projects that are emergencies, and it will look favorably on projects that can be completed in their entirety by the end of the grant cycle.

APPLICATION PROCESS

Letter of Intent

Organizations seeking commission funding, who are new to the process or with buildings new to the process must submit a Letter of Intent to apply for a CCA grant. New applicants must submit this letter by **August 1, 2010**, so that staff from the Department of Cultural Affairs has sufficient time to work with applicants as they develop their applications. The Commission will **not** consider applications from organizations new to the process, or organizations with buildings new to the process, which have not submitted a letter of intent by this due date.

The Letter of Intent must outline the amount of funding to be requested, the nature of the project, and the nature of the organization's cultural programming. In addition, the letter should address the nature of planning already completed by the organization.

Application

Applications must be received by the SHPO or be postmarked by **OCTOBER 1, 2010**. There will be no exceptions to this rule. The Commission will not accept any late applications either by mail, hand-delivery, or at the time of the meeting. It will only consider written material submitted by **OCTOBER 1, 2010** and testimony regarding the application at its annual grant meeting in **2011**.

Upon receipt, the SHPO sends applications to the Commissioners who reviews them individually and independently of one another in advance of the grant award meeting the following February or March. (The specific date and time of this meeting will be announced as soon as it is established.) After the Commission establishes the year's awards at the aforementioned meeting, SHPO staff requests sale of \$3 million in State bonds. The allocated grant funds will be available to grantees after the Commission grant award meeting, when the State of Nevada sale of bonds is complete. This usually occurred in the summer or fall but has recently happened later in the year.

APPLICATION FORM

The application form is composed of three (3) parts:

Part I is the Application Cover Page. This provides the Commission with a quick and concise overview of who is proposing the project, where it is located, what it is intended to achieve, and how much it will cost. This must be submitted as only a one-page document with the application packet.

Part II is the Narrative Description section and should describe your project in detail.

There should be strong evidence of extensive community involvement and quality planning in your project, from inception through design of programs and final use. Such evidence could include ongoing participation by the community, how the facility is to be run, and previous experience of the applicant in organizational operation and programming.

APPLICATION FORM (continued)

This section must also contain specific information on the historical significance of the property, the depth and range of community support for both the actual building rehabilitation and plans for the future operation of the facility. Evidence of carefully planned and executed local fundraising is important, as is the ability to forecast future financial support from earned and/or contributed revenues.

In some cases, emergencies or other issues may preclude the expected extensive planning. Applicants for such projects are encouraged to complete as much planning as possible. Applicants are encouraged to use professional consultants for planning and/or completion of projects. Please refer to “CCA Grant Program Application Instructions for Part II - Narrative” for answers to specific questions.

This section is vital to providing the Commission with a complete understanding of your organization, your project and resources available.

Please do not include any proprietary or confidential information when submitting your application. The application process is a public process and as such, all submitted documentation is available to the public upon request.

Part III is the Budget section. A detailed project budget is necessary to provide the Commission with information needed to evaluate applications. In addition, this information may be used at a later date, in preparation of funding agreements between the Commission and the awardees.

Matching funds from other sources, while not mandatory, are highly encouraged. The applicant budget must provide the breakdown of any outside funding and the requested Commission grant amount. It should be broken down by category and must provide an itemized list for each category. Applicants may use the enclosed sample format (see page 20) or an alternative budget of their choice, so long as it precisely and clearly expresses the budget. Legible spreadsheets are encouraged.

In addition, Part III requires only one copy of your most recent audit report along with comments on the findings and recommendations, including a plan for corrective action taken on prior findings. If corrective action is not necessary, a statement describing the reason that it is not necessary should accompany the audit report. A single copy of the audit report is adequate and should be included with the original signed application.

RESTRICTIONS AND REQUIREMENTS

CCA grants have certain fiscal and project requirements. The following are guidelines for allowable and unallowable costs, as well as examples; and in-progress and post-project requirements. Applicants with questions should contact SHPO staff for clarification.

Allowable Costs

“Bricks and Mortar” work (i.e., physical improvements to a building) - Examples include: roofing, electrical, plumbing, HVAC systems, window rehabilitation, Americans with Disabilities Act (ADA) ramps, railing, refinishing, sound systems (hardwired to the building), flooring, light fixtures, seismic retrofit, etc.

Unallowable Costs

1. Landscape improvements, unless the work is needed to make the building safely accessible or to comply with the (ADA);
2. Reports, unless they are directly tied to the rehabilitation and/or construction of the building;
3. Purchase of a historic building. The historic building must be owned by the organization applying for the grant. Under special circumstances, exceptions to this can be made by the Commission;
4. Mortgage notes, insurance policies, and so forth;
5. Programming; and
6. Furnishings or anything that can be easily removed from the building. Examples include: curtains, speaker systems, chairs, tables, portable chalkboards, etc.

In-Progress Project Requirements

Upon acceptance of a Commission grant, grantees are required to:

1. Comply with the Secretary of the Interior’s Standards and Guidelines for Rehabilitation. Although these Standards were initially created by the National Park Service for federally funded projects, the SHPO has adopted these for use at the State level since these guidelines represent the latest philosophy in preservation approaches and techniques (see page 25);
2. Report any changes made to the project scope or project during the duration of the grant;
3. Complete project work in conformation with submitted visual and/or written specifications;
4. Provide the SHPO with financial reports and quarterly progress updates on the project;
5. Allow the SHPO full access to all documents necessary for a comprehensive audit; and
6. Notify the Commission when there are fundamental changes to your organization’s programming, structure, or leadership.

**CCA GRANT PROGRAM
APPLICATION**

2011

NEVADA COMMISSION FOR CULTURAL AFFAIRS (CCA)
GRANT APPLICATION FOR 2011

For SHPO use only
Received: _____
Postmarked: _____
Delivery Svc.: _____
Initials: _____

APPLICATION COVER PAGE (This *unaltered* form must be submitted with the application.)

Applicant Organization: _____
EIN (Taxpayer Identification Number): _____

Mailing Address: _____
City: _____ County: _____ ZIP: _____

Project Contact: _____ Title: _____
Daytime Phone: _____ Evening Phone: _____

Fax: _____ Email: _____

Project Title: _____
Project Address: _____
City: _____ County: _____ ZIP: _____

Project Type: Rehabilitation/Construction Planning/Construction Architectural/Engineering Study/Construction

Historic Property Name: _____ Date Built: _____

Register Status: State Historic Register National Historic Register Neither
 Pending
Property Insured: Yes; please enclose one copy of policy No; please explain: _____

Project Synopsis (brief): _____

Proposed Start Date: _____ Proposed End Date: _____

| | |
|--------------------------------|----------|
| Project Budget Summary: | |
| Amount Requested: | \$ _____ |
| Proposed Match: Cash | \$ _____ |
| In-Kind/Donations: | \$ _____ |
| Total Project Budget: | \$ _____ |

| |
|--|
| Applicant's authorized signature: _____ Name (please print): _____ Title: _____ Date: _____ |
|--|

For SHPO use only:
Award: _____

**CCA GRANT PROGRAM
APPLICATION INSTRUCTIONS**

CCA GRANT PROGRAM APPLICATION FORMATTING REQUIREMENTS

The complete application should be:

- **Typed, printed and/or copied onto white, 8 ½” by 11” letter-sized paper.**
Do not use fancy paper or processing (i.e., canvas cloth, cardstock, cardboard, glossy, matte, parchment, or lamination, etc.). Do not use legal or tabloid-sized paper unless it is folded so that it can be opened without undoing the upper left-hand stapled corner.
- **Two-sided and stapled in the upper left-hand corner.**
Do not use any other method. No book, coil, comb, tape, velo, or wire binding. Do not insert the application into three-ring binders, report covers, sheet protectors, specialty binders, etc. If the pages are submitted with anything other than a staple in the upper left hand corner, the binding material will be removed and discarded.
- **Numbered consecutively, clearly, and centered at the bottom of the page.**
Pages should be numbered from page 1-xx. Do not number each part individually (i.e., Part 2, page 1 – 5; Part 3, page 1 – 3, etc.).
- **Un-separated by dividers.**
Do not separate any of the required items with colored paper, tabs, paper clips, etc.
- **Collated in the following order:**
 1. Part I - CCA Application Cover Page (required);
 2. Part II – Narrative (required);
 3. Part III - Project Budget, detailed (required) and one copy of your most recent audit report (include with original, signed grant application)(required);
 4. Photographs with a descriptive caption (required);
 5. Insurance policy for the building/facility (one copy only to be included with original, signed grant application) (required);
 6. Detailed report on current CCA grant status (if applicable), as well as the outcome of previous CCA grants (if applicable);
 7. Organization’s mission statement, including length of time established and history (required);
 8. A list of current board members for the organization (required);
 9. Resumes (two page maximum per resume) for all principal professionals involved in the planning, design and/or management of the proposed project (required);
 10. A copy of the organization’s long-range or master plan including information on how frequently the plan is updated (required);
 11. A list of the organization’s activities for the past fiscal year (ex. July 1, 2009 – June 30, 2010), if applicable.
- **Signed in blue or black ink (Part I – Application Cover Page)**
No pencil or copied signature(s) will be accepted for the original application cover page. Application packets without an original signature will be considered incomplete.

**CCA GRANT PROGRAM APPLICATION
FORMATTING REQUIREMENTS (continued)**

- **Copied twelve (12) times.**
Twelve copies of the completed application are required. Make sure the original application, with the original signature, is at the top of the packet when it is mailed or hand-delivered. *Remember, make only one copy of an audit and one copy of the insurance verification, and attach them to the original application.*

- **Mailed or hand-delivered to the State Historic Preservation Office (SHPO) no later than October 1, 2010.**
If using the U.S. Postal Service, Federal Express, United Parcel Service, or Airborne Express, please use the following address:

**CCA GRANT PROGRAM
STATE HISTORIC PRESERVATION OFFICE
100 NORTH STEWART STREET, SECOND FLOOR
CARSON CITY, NV 89701**

If hand-delivering, the SHPO is located at the corner of Stewart and Musser Streets in Carson City. The office is located on the second floor of the historic building which is attached to the State Library and Archives Building. Entry is through the State Library and Archive Building lobby which faces North Stewart Street.

**CCA GRANT PROGRAM APPLICATION
INSTRUCTIONS FOR
PART I - CCA APPLICATION COVER PAGE**

This cover page must be the first page of your application. No exceptions. Your application will be considered incomplete if it is submitted without this cover page. Do not use anything else as your front cover. An electronic copy of this page is available at www.nevadaculture.org. Please copy as needed.

Applicant Organization: Please provide the complete name of your organization.

Employer Identification Number (EIN): This is a nine-digit number that the Internal Revenue Service (IRS) assigns in the following format: XX-XXXXXXX. EINs are used by employers, sole proprietors, corporations, partnerships, nonprofit associations, trusts, estates of decedents, government agencies, certain individuals, and other business entities. This item must be filled in. No exceptions.

Mailing Address: This should be the address at which you wish to receive project correspondence and reimbursements.

Project Contact, Title, Phone Numbers, Fax, and Email: List the person within your organization who will be able to answer questions concerning the application. Include daytime and evening phone numbers, as well as fax and email addresses. If numbers are unavailable, please indicate with a "N/A."

Project Title: Provide a title for the project to be used in press releases and promotion of the grant program, should your project be awarded funds.

Project Address: Provide a street address for the project building/site.

Project Type: Select only one category.

Historic Property Name: Indicate the historic name of the historic building or site where the proposed work is to be performed.

Date Built: Indicate the date of construction for the historic building. If an exact date is unavailable, please use "circa" (or approximate) dates.

Register Status: This alerts the Commission as to whether your property has received a historic designation. Information on the State or National Register may be obtained by calling the State Historic Preservation Office at 775-684-3427 or on the SHPO website. Please indicate all historic designations that apply.

**CCA GRANT PROGRAM APPLICATION
INSTRUCTIONS FOR
PART I - CCA APPLICATION COVER PAGE (continued)**

Property Insured: Indicate whether the historic property is insured. If insured, enclose one copy of the policy only, with the original application. If not, please explain. Be brief and concise.

Project Synopsis: This should be a brief and concise summary of your project and should provide the Commission with a clear idea of your goals. Do not make your answer so long that you need an attachment. You will have an opportunity to provide a more detailed explanation of your project in “Part II-Narrative.”

Proposed Start and End Dates: Indicate when the project is scheduled to begin. The end date should provide the Commission with an idea of how long the project will take for completion. It should be completed within 15 to 18 months of the bond sale. If this is a larger or ongoing project, please identify the phases of the project and what you hope to accomplish during this grant cycle.

Project Budget Summary: This section requests the estimated amounts for your proposed project.

Amount Requested: Identify the total amount of funds requested from the Commission. Remember, a more detailed budget explanation should be provided in Part III-Budget. Also keep in mind that this grant does not cover mortgage payments, programming, reports, landscaping, or any other “non-bricks and mortar” construction, except as previously noted (see page 8).

Cash Match: Includes cash contributions to the project that will be donated during the funding period.

In-Kind/Donations: Includes value of supplies and services to be donated to the proposed project. It may also include the value of a facility donated to the project. If the facility will be purchased for the project, the actual dollar value should be included as a cash match. Do not include the value of the building/facility if it has been included in calculations on previous CCA applications. These donations must occur during the grant cycle.

Total Project Budget: Should be the sum of all the project expenses. Please double-check your calculations.

**CCA GRANT PROGRAM APPLICATION
INSTRUCTIONS FOR
PART II – NARRATIVE DESCRIPTION**

In five pages or less, please answer the questions posed below (see items in bold). Number and answer the questions in order and identify each of your answers using the bold headings. With all responses, be as specific as possible. Do not use general or vague statements. Give specific numbers or estimates wherever possible. Do not photocopy previous year's application information. Be original and specific to this grant cycle.

1. Project Description.

- What building(s) are you restoring/rehabilitating?
- What is the historical significance of the property?
- How do you propose to restore/rehabilitate it?
- Who will be doing the work?
- What is the timeline for the project?
- Who holds title to the property?

2. Building Use/Community Involvement

- How and by whom will the facility be used?
- Who will be responsible for management of the building and its programs/activities?
- How has the community been involved in your project?
- How will the community continue to be involved in your project?
- How will the community continue to be involved in the use of the building?
- How are your restoration/rehabilitation plans related to the uses of the building?
- Of what importance to tourism (cultural or otherwise) will the facility have?

3. Project Support/Financial

- What specific contributions (cash, land, labor, materials, etc.) have already been made to the project by your community and other sources?
- What additional contributions are projected in order to complete the project?
- How will your facility sustain itself financially in the future?
- What evidence is there that the applicant can implement the project and maintain a viable program in the future?

4. Planning

- If your project includes planning, please describe the process.
- Who will participate in the planning?
- Who will coordinate it?
- How will the community be involved? *Please note that projects requesting funds for planning may be supported only if the planning is part of a construction project.*
- If your project is based on previous planning, please describe.

CCA GRANT PROGRAM APPLICATION
INSTRUCTIONS FOR
PART II – NARRATIVE DESCRIPTION (continued)

In addition to answering the above, please include the following supplemental material in the following order:

- Photographs with a descriptive caption (required);
- Detailed report on current CCA grant status (if applicable), as well as the outcome of previous CCA grants (if applicable);
- Insurance policy for the building/facility (one copy only) (required);
- A list of current board members for the organization (required);
- Resumes (maximum two pages per resume) for all principal professionals involved in the planning, design and/or management of the proposed project (required);
- A copy of the organization’s long-range plan including information on how frequently the plan is updated (required);
- A list of the organization’s activities for the past fiscal year (ex. July 1, 2009 – June 30, 2010) or calendar year, if applicable.

If any of the above supplemental items are missing, not applicable, or unavailable at the time of submission, please submit a substitute page for the item. On this page, indicate the name of the item, the page it is substituted for and the reason why this item is not being included in the application. For example, “Organization Long-Range Plan” “Reason: Severely outdated; currently being redone.”

If you wish to submit additional attachments, such as feasibility studies, architectural drawings, large- sized photographs, etc., please include one copy only for Commission review. Submit these oversized attachments separately from the application packet. If you wish these materials returned, please make specific arrangements with the State Historic Preservation Office. Neither the State Historic Preservation Office nor the Commission will be responsible for the condition of materials upon return, although all reasonable care will be taken. Please note that not all material can or will be returned, particularly if it is needed for the agency record.

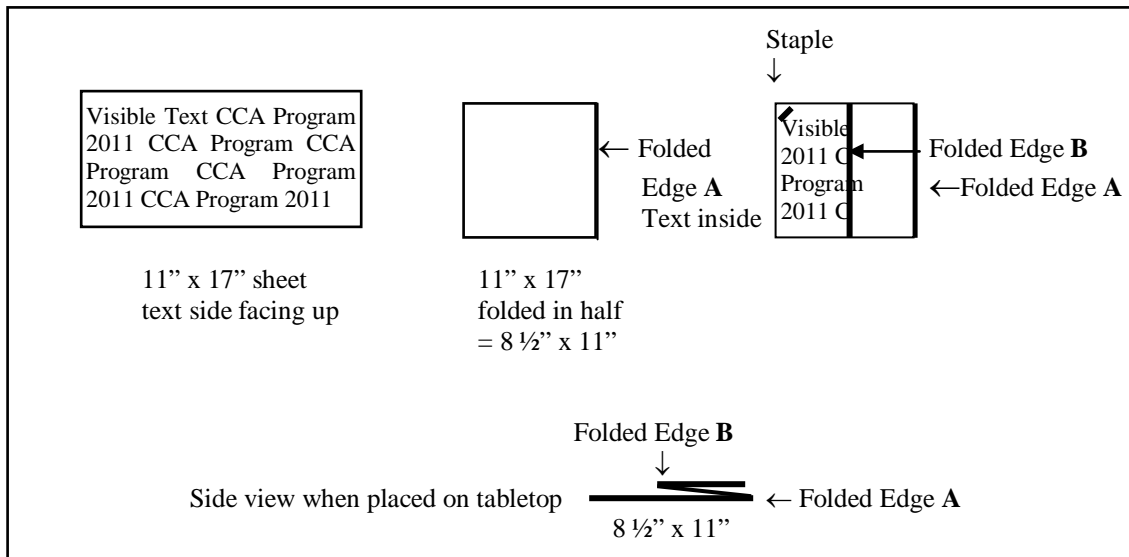
Applicants should be aware that the Commission must be notified at any point during the grant process if there are fundamental changes in programming or to the structure of its organization. The Commission may withhold or withdraw funds should those changes not meet the approval of the Commission.

**CCA GRANT PROGRAM APPLICATION
INSTRUCTIONS FOR
PART III – PROJECT BUDGET**

Please provide a detailed budget for your project. Include as much back-up material as possible to explain how you arrived at construction costs. However, be selective in what you include. Do not include voluminous documents.

Applicants may use the enclosed sample format (see page 20, 22-24) or an alternative if the budget can be more precisely expressed in another format. Spreadsheets are encouraged. However, make sure that the font is legible especially after photocopying.

If the 8 ½” by 11” letter-sized format is restrictive, an 11” by 17” tabloid sized sheet may be used. However, please fold the sheet as described below. This will allow the sheet to be stapled in the upper left hand corner and permit opening.



**CCA GRANT PROGRAM APPLICATION
INSTRUCTIONS FOR
PART III – PROJECT BUDGET (continued)**

SAMPLE BUDGET FORM

Administrative Personnel

List positions, hourly rates, hours and total amounts for each position. Hourly rates may include fringe benefits or they may be listed separately in the budget.

| | <i>Bond Funds Requested</i> | <i>Match</i> |
|---|------------------------------------|----------------------|
| 1. Project Director _____ (125 hrs @ \$16.00/hr = \$2,000.00) | _____ | \$ 2,000.00 _____ |
| 2. Grants Management _____ (200 hrs @ \$10.00/hr = \$2,000.00) | _____ | \$ 2,000.00 _____ |
| 3. Fill-in as needed _____ | _____ | _____ |
| Subtotal: _____ | _____ | \$ 4,000.00 _____ |

Design-related Expenses

(List personnel, contractors, professionals, etc., and specify amounts for each one. Note: hourly rate cannot exceed \$85.67/hour)

| | <i>Bond Funds Requested</i> | <i>Match</i> |
|---|------------------------------------|---------------------|
| 1. Architect _____ (10 hrs @ \$36.00/hr = \$360.00) | \$1,000.00 _____ | _____ |
| 2. Volunteer Docent _____ (100 hrs @ \$5.00/hr = \$500.00) | _____ | \$500.00 _____ |
| 3. Fill-in as needed _____ | _____ | _____ |
| Subtotal: _____ | \$1,000.00 _____ | \$500.00 _____ |

SAMPLE BUDGET FORM (continued)

Travel/Per Diem

List proposed travel expenses. Explain why travel expenses are needed and how they are directly connected to the project. Please specify for whom and for what reason travel and/or per diem is requested. Items are reimbursed at the following rates:

The state has adopted US General Services Administration (GSA) lodging and per diem rates when traveling in and out-of-state on grant-related business. Maximum per diem reimbursement rates for lodging, meals, and incidental expenses are established by state/city/county and vary by season. Rates can be found on GSA's website <http://gsa.gov>. Travelers must be more than 50 miles from their principal work station to be eligible for meal reimbursement.

Reimbursement for incidental expenses is allowable only for overnight stays. Receipts are not required for meals and incidental expenses. GSA rates will be subject to change October 1 of every year.

Reimbursement of meals will be based upon the following travel status criteria:

- If travel status commences at, or before, 6:45 a.m., breakfast may be claimed.
- If travel status commence at, or before 11:00 a.m., and does not terminate before 1:30 p.m., lunch may be claimed.
- If travel terminates after 7:00 p.m., dinner may be claimed.

When registration fees provide for meals, reimbursement for those meals will not be allowed. A copy of the agenda for each conference or workshop must be submitted with each claim for travel reimbursement.

When meals are included in flight as part of the airfare, those meals will not be reimbursed. Copies of tickets and agenda must be submitted with claim for reimbursement.

Mileage will be reimbursed at \$.50 cents/mile. Car rentals must be justified and pre-approved by SHPO.

Tips or gratuities are not reimbursable.

SAMPLE BUDGET FORM (continued)

Mileage

Bond Funds Requested

Match

Insert name \$ _____
Insert title \$ _____
miles (@ \$.50 /mile) = \$ _____
Insert reason _____

Insert name \$ _____
Insert title \$ _____
miles (@ \$.50 /mile) = \$ _____
Insert reason _____

Subtotal: \$ _____

Other transportation costs:

1. _____ \$ _____
 2. _____ \$ _____

Subtotal: \$ _____

Per Diem:

Bond Funds Requested

Match

1. *Insert name and title* \$ _____
 B L D Lodging (circle all that apply)

2. *Insert name and title* \$ _____
 B L D Lodging (circle all that apply)

3. *Insert name and title* \$ _____
 B L D Lodging (circle all that apply)

Subtotal: \$ _____

Additional Expenses

Bond Funds Requested

Match

Supplies (please specify):

1. Photocopying \$ _____
 2. Film and Processing \$ _____
 3. Postage \$ _____
 4. Utilities \$ _____
 5. Other (specify) \$ _____

Subtotal: \$ _____

SAMPLE BUDGET FORM (continued)

Other Expenses

(Include here the value of the facility if appropriate)

| | <i>Bond Funds Requested</i> | <i>Match</i> |
|----------------------------|------------------------------------|---------------------|
| SUBTOTALS: | | |
| <u>Administrative</u> | \$ _____ | \$ 4,000. |
| <u>Design related</u> | \$ 1,000. | \$ 500. |
| <u>Additional Expenses</u> | \$ _____ | \$ _____ |
| <u>Mileage</u> | \$ _____ | \$ _____ |
| <u>Other Transp. Costs</u> | \$ _____ | \$ _____ |
| <u>Per Diem</u> | \$ _____ | \$ _____ |
| <u>Supplies</u> | \$ _____ | \$ _____ |
| <u>Fill-in as needed</u> | \$ _____ | \$ _____ |
| TOTAL COST OF PROJECT: | \$ 1,000. | \$ 4,500. |

In-Kind or Donated Contributions

In-Kind or donated contributions are evidence of commitment to your project by your community members. Be sure to include rate information showing how you calculated dollar values for these contributions. *(For example, 10 volunteers doing a community survey on your project, at \$7.25/hr for 12 hrs each = \$870.00).*

Volunteer time is calculated at minimum wage (\$7.25 for work performed after July 24, 2007), unless the volunteer is donating professional services (i.e., architects, consultants, graphic designers, etc.). In this case, the time is calculated at that person's professional rate. *(Example: Production of project pro forma booklet cover by graphic artist, \$25/hr for 6 hours = \$150).* Donated materials should be calculated at fair market value.

| Services Rendered/Materials Contributed | Dollar Value |
|---|--------------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total In-Kind Donations: | \$ _____ |

CCA GRANT PROGRAM APPLICATION

SUBMISSION CHECKLIST

- Have you answered all of the items in Part I- Application Cover Page?
- Have you signed Part I- Application Cover Page in blue or black ink?
- Have you answered all of the questions in Part II – Narrative Description?
- Have you answered Part II – Narrative Description in five pages or less?
- Have you included a detailed budget Part III – Project Budget to convey your project proposal?
- Have you labeled the photographs in your application?
- Have you included the following items in the correct order?
 - ✓ Part I – Application Cover Page (required);
 - ✓ Part II – Narrative Description (required);
 - ✓ Part III – Budget (required) and one copy of your most recent audit report (include with original, signed application);
 - ✓ Photographs with a descriptive caption (required);
 - ✓ Organization’s Mission Statement, history and length of time established (required);
 - ✓ Detailed report on current CCA grant status (if applicable), as well as the outcome of previous CCA grants (if applicable);
 - ✓ A current list (last three years) of all grants and additional funding, including amounts the organization has or will receive;
 - ✓ Insurance policy for the building/facility (one copy only with original application) (required);
 - ✓ A list of current board members for the organization(required);
 - ✓ Resumes (two page maximum) for all principal professionals involved in the planning, design and/or management of the proposed project (required);
 - ✓ A copy of the organization’s long-range plan including information on how frequently the plan is updated (required);
 - ✓ A list of the organization’s activities for the past fiscal year (ex. July 1, 2009 – June 30, 2010), if applicable.
- Do you have twelve copies of the application (only one copy of the audit)?
- Do all of your twelve applications have the required unaltered application cover pages?
- Does one of the twelve copies have an original signature in blue or black ink?
- Is the application with the original signature on the top of the submitted stack?
- Have you addressed the packet correctly?

ARCHITECTURAL GUIDELINES

The Secretary of the Interior's Standards for Rehabilitation

(Source: http://www2.cr.nps.gov/tps/standguide/rehab/rehab_index.htm)

The Standards (36 CFR Part 67) apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.