



Sample History Fund Application 2023-2024 (FY2024) For Reference Only

You will find attached a sample History Fund application and Budget Spreadsheets for the current grant cycle. We share the application and spreadsheets so that you can access the without having to log into the Fund's online grant application system.

If you decide to apply (and we hope you do), you must log into the system and create an account. It's easy to do and free, and has been completed by approximately 500 applicants since the History Fund began in 2012. For more information about creating an account, see "Guide to Setting up an Account" at the Ohio History Fund's website:
www.ohiohistory.org/historyfund.

The History Fund only accepts applications submitted through the program's online grant application system. *No paper applications are accepted.*

To create an account and log in, go to www.ohiohistory.org/historyfund. Then click on "Apply for a Grant."

Questions? We are happy to help! Contact:

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History Fund 2023-2024 (FY24)

Ohio History Connection

Introduction

Application deadline: September 12, 2023 by 11:59 pm. This deadline is firm and will not be extended.

There are eight parts to the History Fund grant application:

1. Project Name & Funding Category
2. Abstract
3. Applicant Information
4. Project Narrative - ***complete the Project Narrative and Budget sections first. It makes it much easier to complete the Grant Project Data section and write the Abstract.***
5. Budget - ***complete the Project Narrative and Budget sections before completing the rest of the application.***
6. Grant Project Data
7. Elected Officials
8. Signatures & IRS Form 990

To make the online application process go smoothly:

- Read the [Ohio History Fund Grant Guidelines](#) to ensure your project meets the program's basic requirements.
- Print the [Grant Submission Check List](#) and review the [Sample History Fund Grant Application](#) before you begin. Refer to both as you complete your online application. **NOTE:** In a change from past application cycles, we've streamlined the application instructions and incorporated them into the application.
- To help you fill out your budget form, see these examples of completed budgets - click on [Sample Budget Spreadsheet](#).
- To understand how your application will be evaluated, read the [Sample Reviewer Forms](#).
- Compose your application "off line." You can copy and paste your answers into the online application. Save a copy of your application for your files.
- **Uploads:** There are items you will need to electronically attach ("upload") to your online application. You will need to create or scan these items, save them on your computer, and upload them to the application. You may also use the Fax to File tool to fax

documents to a toll-free number, save them to your computer, and then upload them to the application where requested.

- Three forms are a part of the application: **1) [Work Schedule](#), 2) [Budget Form](#)**, consisting of a *Budget Spreadsheet* and a *Construction Budget Spreadsheet* (Bricks & Mortar projects only), and **3) [Signatures of Authorization](#)** form.
- To use all forms: click on a form, save it to your computer, fill out the form on your computer, and upload the saved form to the application.
- **All uploads must be legible.** Applications with illegible attachments will not be reviewed.
- Create a folder to file all of your History Fund application-related documents for handy retrieval later.
- *Uploading multiple photographs and documents:* where indicated throughout the application, save into a single Word or PDF attachment all photographs and documents required. Upload that one attachment. **Do not** attempt to upload multiple photographs/documents directly into the grant software. It will allow only the one document. The “workaround” is to save all your photographs/documents into a single attachment (Word or PDF) and upload that one attachment. If the attachment includes photographs, include a “key,” or description of the photographs.
- Shoot and save your photos at high resolution (300 ppi). Upload low resolution (72 ppi) versions of the photos to your document. If your proposal is funded, high resolution images will be required later.
- When writing information in fields, pressing the “Enter” key will automatically cause the application to save. Press the “continue” button to return to the application. To avoid this for each entry, press the “Tab” key to jump to the next field.
- *Regularly save your application with the “Save Application” button. Save your application each time you upload a required document.*
- If you are awarded a grant, **plan to attend** Statehood Day, at which the Ohio History Connection publicly recognizes grant recipients. The exact date for Statehood Day in 2023 is to be announced, but it will be either be the last week of February or first week of March.

1. Project Name & Funding Category

Project Name*

Character Limit: 100

Funding Category*

Select the category which describes your project: **Bricks & Mortar**, **Organizational Development**, or **Programs & Collections**. For descriptions of each category, see the *Ohio History Fund Grant Guidelines*. [Click here](#) to find the *Guidelines*.

Choices

Bricks & Mortar

Organizational Development

Programs & Collections

2. Abstract

Abstract*

The abstract summarizes your project in one paragraph. Write the abstract *after* you have finalized the rest of the application and *especially* the project narrative and budget. Limit to approximately 150 words (900 characters). We use the abstract at the beginning of the review period to introduce your project to grant evaluators and at the end to summarize the range of projects for our reporting and publicity requirements.

Answer these questions in your abstract:

- What will your project accomplish?
- How will you complete the project?
- How will the completion of the project benefit your organization and your community?
- **NOTE:** We suggest you start your abstract with the same sentence you may have started your Statement of Need with: "With a \$AMOUNT grant from the History Fund, the XYZ Historical Society will...."

Character Limit: 900

3. Applicant Information

Reminder. You provided the contact information for your organization when you registered on the History Fund website.

Organization Status*

Select either: 1) Nonprofit organization incorporated in Ohio, or 2) Public entity (unit of local government, educational institution, public library, etc.).

Choices

Nonprofit organization incorporated in Ohio

Public entity (unit of local government, educational institution, public library, etc)

Nonprofit Organizations:

- Record your organization's **State of Ohio Nonprofit Entity Number** where indicated below and where there is a link to help you find the number. Your Ohio Nonprofit Entity Number is proof that your organization meets the requirement that applicants are registered in the State of Ohio. **NOTE:** your organization's Nonprofit Entity Number is **not the same** as your Federal Tax ID number - they are distinct and different numbers.
 - Only organizations with the status of "**active**" are eligible to apply. See below to find your number and organizational status.
 - Organizations whose status is listed as "**held**" must contact the Ohio History Fund prior to applying; otherwise the application will not be considered.
 - Applications from organizations listed as "**cancelled**" or "**dead**" will not be considered.
- Applications from nonprofit organizations that do not include a State of Ohio Nonprofit Entity Number will not be considered.
- Upload your organization's **IRS letter of determination** proving non-profit status. **NOTE:** Applications from nonprofit organizations that do not include an IRS letter of determination will not be considered.
- Upload your latest **Form 990 tax return** at the end of the application, under Section 8, "Signatures & IRS Form 990." **NOTE:** Applications from nonprofit organizations that do not include a Form 990 will not be considered.

Public Entities:

- Federal Tax ID number (also known as EIN)

State of Ohio Nonprofit Entity Number - Nonprofit Organizations

Enter your State of Ohio Nonprofit Entity Number. [Click here](#) to find the number and enter your organization's "Business Name" (even though you are a nonprofit).

Character Limit: 20

IRS Letter of Determination - Nonprofit Organizations

Attach your organization's IRS letter of determination proving nonprofit status (required).

File Size Limit: 1 MB

IRS Form 990 - Nonprofit Organizations

Upload your latest Form 990 at the end of the application, in **Section 8. Signatures & IRS Form 990**. The 990 is a snapshot of your organization's financial condition. Depending on your organization's gross assets and receipts, you may file Form 990, Form 990-EZ, or Form 990-N.

NOTE: Applications from nonprofit organizations that do not include a Form 990 will not be considered.

Federal Tax Identification Number (also known as EIN) - Public Entities & Nonprofits

Indicate your tax ID number (required). To find a lost or misplaced EIN [click here](#).

Character Limit: 20

Project Director

The Project Director leads the project. They serve as the contact between the applicant organization and the History Fund. The Project Director is also responsible for certifying compliance with History Fund regulations and for submitting required Mid-Project and Final Project reports. *The Project Director may serve as the Authorizing Official for a project. The Project Director may **not** serve as the Project Bookkeeper.*

First Name of Project Director*

Character Limit: 100

Last Name of Project Director*

Character Limit: 100

Position or role in applicant organization*

Character Limit: 100

Same phone number as applicant organization?*

Choices

Yes

No

If no, indicate project director's phone number

Character Limit: 12

Same email address as applicant organization?*

Choices

Yes

No

If no, indicate project director's email address

Character Limit: 100

Project Bookkeeper

The Project Bookkeeper is responsible for receiving, disbursing, and accounting for all grant and matching funds for the project. The bookkeeper should have experience in standard accounting procedures. *The Project Bookkeeper shall **not** also serve as the Project Director or Authorizing Official. Family members, spouses, or the partners of the Project Director or Authorizing Official shall **not** serve as the Project Bookkeeper.*

First Name of Project Bookkeeper*

Character Limit: 100

Last Name of Project Bookkeeper*

Character Limit: 100

Position or role in applicant organization*

Character Limit: 100

Same phone number as applicant organization?*

Choices

Yes

No

If no, indicate project bookkeeper's phone number

Character Limit: 12

Same email address as applicant organization?*

Choices

Yes

No

If no, indicate project bookkeeper's email address

Character Limit: 100

Authorizing Official

The Authorizing Official has the authority to obligate the organization to the proposed grant project and, if funded, accepts overall responsibility for its completion. *The Project Director may also serve as the Authorizing Official for a project.*

First Name of Authorizing Official*

Character Limit: 100

Last Name of Authorizing Official**Character Limit: 100***Position or role in applicant organization****Character Limit: 100***Same phone number as applicant organization?*****Choices**

Yes

No

If no, indicate authorizing official's phone number*Character Limit: 12***Same email as applicant organization?*****Choices**

Yes

No

If no, indicate authorizing official's email address*Character Limit: 100*

4. Project Narrative

Our review panel will base its funding decisions primarily on your Project Narrative and Budget. Put your best foot forward!

The Project Narrative consists of four sections: 1) Applicant Organization Profile, 2) Statement of Need, 3) Description of Impact, and 4) Project Design & Resources, which includes your project's budget.

Answer each question in the fields below to demonstrate how your project meets the goals of the History Fund, as outlined in the [Ohio History Fund Grant Guidelines](#).

Assume that the experts evaluating your application know little about your organization, Our review panel members are experts in their fields, but they are not expected to know details about your particular organization, other than what you provide in your application.

Use the text of your narrative to convince grant reviewers of the value of your project, rather than include web links to external sites. Some reviewers print and evaluate applications in paper form, so may not have access to links while reviewing.

To keep applications concise and manageable, **applicants are limited approximately 2,000 words (12,000 characters) for the four sections combined.**

1) Applicant Organization Profile*

Briefly describe your organization. Grant reviewers want to know:

- What is your organization's mission?
- How long has your organization existed?
- Describe three or four of your organization's recent achievements.

Character Limit: 1500

National Register of Historic Place Reference Number

NOTE: Bricks & Mortar applications to rehabilitate historic buildings: record where indicated the National Register reference number for the structure. This number is proof of listing in the Register and is required.

To find a reference number, go to the [National Register Searchable Database](#) at the website of the State Historic Preservation Office of the Ohio History Connection. If your property is not listed, contact the History Fund.

If the building is a Contributing Structure to a National Register Historic District and is not listed individually, write "Contributing Structure" after the reference number. Have proof of Contributing Structure status handy if needed during the grant review period.

NOTE: A building that is the subject of the grant must be listed in the National Register of Historic Places or according to the terms of a local historic preservation ordinance **prior to** the grant application deadline.

Character Limit: 100

2) Statement of Need*

Grant reviewers need to know:

- What do you plan to do?
- How is your project a **history** project and why is this project important?
- Why do you need to take on *this* particular project at *this* particular time?
- **NOTE:** The beginning sentences in the Statement of Need section should concisely describe what you plan to do. Example: "With a grant of \$3,000 from the History Fund, the XYZ Historical Society will digitize five historic county atlases and publish them on the Society's website..."

Character Limit: 3000

3) Description of Impact*

Grant reviewers need to know:

- Who will be served by this project? Why this audience(s)?
- How will you demonstrate to the public that this project is a success? Describe how you will evaluate your project, to demonstrate that it was a success.
- How will the project improve your organization?
- How will this project make your community better than it already is?
- To describe how you will measure the success of your project, be specific and address questions like “how many,” “when,” “where,” “what,” “who.” See **Examples of Impact** below.
 - o If awarded a grant, you and the History Fund will use these measures to evaluate the impact of your project.
 - o Applications that answer these questions are more competitive than those that don't.

Character Limit: 2500

Examples of Impact:

Collections care projects: indicate the number of artifacts and/or archival items the project will address. Also note that your organization owns artifacts and/or archival materials.

Historic building rehabilitation projects: explain what parts of the structure will be preserved and why it's necessary for its overall good of the building, its contents, as well as your community at large. For example, if one of the impacts is energy savings, report how much in energy costs you think the project will help your organization to save.

Digitization projects: state how many items will be digitized and how you will preserve and enable access to the digitized data. Also indicate that one of following three conditions apply:

- 1) Materials to be digitized must no longer be restricted by copyright,
- 2) You, the applicant organization, holds copyright to the items, or
- 3) Copyright has been turned over to you or ceded to the public domain.

If the project involves the use or creation of a website or social media, indicate how you will track usage of the site / social media.

Public programs and exhibits: estimate how many attendees you expect to attract and describe how you will assess whether program was meaningful to them.

4) Project Design & Resources*

- Explain in the narrative here how you will competently execute the project step-by-step. In the Work Schedule below, list those steps in chronological order and assign dates for the start and completion of each step. Reviewers are looking for explanations of how you will complete the project from start to finish. Each step should logically follow from the previous one.

- Identify the professional standards and best practices relevant to this project and explain how it will meet those standards. For standards and best practices that govern the varieties of history projects the Fund supports, [click here](#) to see the Ohio History Fund Grant Guidelines, "Apply Professional Standards and Best Practices."
 - **NOTE:** The most competitive proposals explain how professional standards/best practices apply to project activities.

- Who will do the work? Explain that qualified people have been secured or will be to complete the project. and explain why they are qualified. Upload below statements of qualifications and/or resumes of project personnel. If your project plans to hire staff, upload their job description(s).

- Compile a budget using the Budget Form included in this application. Refer to the Budget section for instructions. Use of the our Budget Form is required.

Character Limit: 5000

Work Schedule Instructions

The Work Schedule is your project's timeline. It and your explanation of how you will execute the project should work together. Explain in the narrative how you will competently execute the project step-by-step. In the Work Schedule, list those steps in chronological order and assign dates for their start and completion.

Maximum duration of History Fund grant projects:

- Bricks & Mortar projects: *up to 24 months*
- Organizational Development projects: *up to 12 months*
- Programs & Collections projects: *up to 24 months*

All projects should assume a start date after May 1. Do *not* enter a start date for your project that falls before May 1. Projects with a start dates *before* May 1 will not be considered. Grant awards are announced in February. Between February and May 1, we send and must receive

back from you grant agreements and paperwork.

The Work Schedule must include the Start and End Dates for the project and the dates for submission of Mid-Project and Final Project Reports. If exact start and end dates are not known at the time of application, enter the first of the month for the month when the project will start, and the first of the month for the month when the project will end.

If your project requires a Request for Proposal (RFP), include dates for drafting and submitting the RFP for review, and dates for soliciting and reviewing bids. Allow 30 days for our office to review draft RFPs. Bricks & Mortar projects and others requiring RFPs may not begin until the History Fund has reviewed and approved the RFP.

The Work Schedule template should list **each significant step** and the **outcome** that will result, **how many days** each step will take, and the **dates** each step will start and end.

Think of “Outcomes” as smaller objectives along the way to completing your larger History Fund-funded project. These objectives, with “work days” and start and completion dates, will constitute your project’s Work Schedule.

“Work days” are the number of days spent on an activity, *not* the days of the week (Mon. – Sun.) that you will work on the project.

Work Schedule items can occur simultaneously or one can begin before another ends, as long as it is clear why the steps overlap.

History Fund staff may, at its discretion, request draft products for review during the grant period.

Work Schedule UPLOAD*

See instructions above before completing the Work Schedule.

[Click here](#) to download a blank Work Schedule. Fill out the Work Schedule and upload the completed form.

The Work Schedule form is a Microsoft Excel spreadsheet. If you do not have access to Excel or cannot download the Work Schedule form, contact the History Fund.

*The form will not be attached to the application until you click **Save Application** below.*

File Size Limit: 1 MB

Image Instructions - aka *Tips for Persuasive Project Pictures*

Photographs and images are worth a thousand words and can be a deciding factor in whether an application is funded - or not. The review panel should see the need for your project in the

photographs you submit.

For Bricks & Mortar projects, photographs are **required and essential**. Reviewers cannot visit your site in person and so rely on photos. Images must show **all exterior elevations and interior views of the property, as applicable, as well as close-up views of areas to be affected by the proposed project**.

Provide a “photo key” that describes the images and tells grant reviewers what they are looking at. Include in the key the

1. Grant project title,
2. Applicant organization,
3. Property name and address,
4. Photo date, and
5. A description of each view (sample descriptions: “west elevation,” “second floor hallway looking north,”). The total size of uploads must not exceed 5 MB.

You are required to upload at least one photograph or image of your project. If you receive a grant, this image will be used to illustrate your project during the announcement of History Fund grant recipients at the Statehood Day event. The image you submit for the Statehood Day presentation should show your proposed project and your organization in the best possible light.

Images UPLOAD*

Uploading images: save into one Word or PDF document all images that you want to submit in your application. Upload that one document. **Do not** attempt to upload multiple images directly into the grant software. It will only allow the one image at a time. The “workaround,” described above, is to save all your photographs into one document (Word or PDF) and upload that one document, which is to contain many images and the “photo key” (the description of the images).

See "Image Instructions - aka Tips for Persuasive Project Pictures" above before uploading images.

File Size Limit: 7 MB

Project Personnel Instructions

Grant reviewers need to know that the people assigned to your project are qualified to complete it. Upload statements of qualifications or resumes of project personnel, including the Project Director, Project Bookkeeper, and others responsible for the success of the project.

If you intend to hire staff or interns for the project, include a job description for the position(s) in your statement of qualifications/resumes document.

If you need to hire an outside firm to complete project work, you may be required to submit a Request for Proposal (RFP) for the History Fund's approval. RFPs are NOT due at the time of application. RFPs are only due if you receive a grant. See BUDGET / Procurement section below for details.

NOTE: Bricks & Mortar projects and others requiring Requests for Proposals (RFPs) may not begin until the History Fund has reviewed and approved the RFP. It is the History Fund's strong preference that you *not* hire firms or consultants before a grant award is made. We review RFPs *after* we announce grant awards - get the grant first, *then* deal with the RFP requirement! If circumstances require that you hire a firm or consultant prior to a grant award, contact the Fund as early as possible during the application process and well before the application deadline. You must demonstrate that you used a fair and open selection process and may be required to provide the RFP and other documents used to solicit bids.

If there are external partners, explain their role in the project.

Project Personnel UPLOAD*

Uploading Project Personnel Information: Copy and paste into one Word or PDF document all the statements of qualifications/resumes and job descriptions that you want to submit with your application. Upload that one document where indicated below. Do not attempt to upload multiple documents directly into the grant software. It will only allow the one document.

*The form will not be attached to the application until you click **Save Application** below.*

See instructions below before uploading Project Personnel materials.

File Size Limit: 3 MB

Letters of Commitment - *Do we need them?*

Letters of commitment are required if the applicant is a "Friends" group whose project is in support of its parent site. For example, a "Friends of the Library" group must include a letter from the library director or president of the library's board stating that the organization endorses the project.

If the project's success depends on partnerships with other organizations, the director or president of a partner must write a letter indicating that it will fulfill its role as described in the application.

Letters of **commitment** are **not the same** as letters of **support**. A letter of commitment is an official promise to help complete the project if funded. Letters of support state that the project is worthy of a grant in the writer's opinion, but does not commit the writer's organization to a

role in the project. To the History Fund, letters of commitment are more persuasive than letters of support.

Letters of Commitment UPLOAD

Uploading Letters of Commitment: do not attempt to upload multiple such letters directly into the grant software. It will allow only one a time. Instead, copy and paste all letters of commitment into a single Word or PDF document and upload that one document.

See "Do We Need Letters of Commitment?" above.

File Size Limit: 1 MB

Site Management Agreement - Ohio History Connection sites

For [Ohio History Connection Site Management Organizations](#) **ONLY**. Upload the latest, up-to-date version of your site management agreement with the Ohio History Connection. The agreement is **required** for your application to be considered for a grant. Functions and fiscal responsibilities assigned to the Ohio History Connection under site management agreements are ineligible for grants from the History Fund.

*The agreement will not be attached to the application until you click **Save Application** below*

File Size Limit: 1 MB

5. Budget

Budget Preparation - Overall Guidance

Grant Amount Minimums & Maximums:

- **Bricks & Mortar** and **Programs & Collections** funding categories: You may request no less than \$2,000 and no more than \$20,000.
- **Organizational Development** category: the minimum request is \$1,000 and maximum is \$4,000,

History Fund grants are **matching grants**. Your organization has to help cover the costs its project. See **Match** below.

Budget estimates should be realistic and based upon fair and open competition among suppliers of services, materials, and equipment. See **Procurement** below.

All project costs must relate directly to the accomplishment of the project described in the narrative. Indirect costs cannot be included. Indirect costs defined: "the expenses of doing

business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs."

All grant funds and match amounts are to be used during the grant period. No grant funds or match may be spent prior to or after the end of the grant period.

The Budget Form consists two spreadsheets: **1) Budget Spreadsheet, 2) Construction Budget Spreadsheet**. The Form also includes definitions and explanations of terms used in the spreadsheets. Navigate among them by clicking the colored tabs at the bottom left side of the Form.

A completed Budget Spreadsheet is **required for ALL** applications. For Bricks & Mortar projects, a Construction Budget Spreadsheet is **also required**.

- For examples of completed budgets, see the *Sample Budget Spreadsheet* [here](#).

Include in your budget the cost of outdoor signage to acknowledge History Fund support. This cost applies to Bricks & Mortar or highly visible Programs & Collection projects. These projects usually require large outdoor signs or banners. The cost of signage may be charged to the grant.

Round cents to the nearest dollar whenever practicable (example: \$278.59 to \$279.00).

Make sure to label and classify every expense; no expense labeled "miscellaneous" is allowed. Use the Budget Narrative field (below) to elaborate on any budget items that require additional explanation.

Itemize budget expenses in the column titled "Budget Item." Also use the Budget Item column to show calculations of time and materials, etc. Do not itemize items or show calculations in the "Budget Category" column (the form will not let you).

The Budget Spreadsheet and Construction Budget Spreadsheet in Excel will do the math for you (but you should still double-check it). In the Budget Spreadsheet, the Total Cost field will auto-fill after you enter Unit and Rate information. In the Construction Budget Spreadsheet, the Total field will auto-fill when you enter amounts for History Fund and Match. **Do not use symbols (\$) or commas when you enter figures into columns requiring numbers - just enter the numbers.**

Match Instructions

Match is your organization's share of the cost for the project. Match can take many forms, including cash, donated goods and services, the monetary value of volunteer and paid staff time, and other grants specifically and solely for the project.

Match amounts must equal or exceed the percentages listed below. *Applications that do not meet Match minimums will not be considered.*

- **Bricks & Mortar** projects and **Programs & Collections** projects: minimum 40% Match of Total Project Cost is required. Match *can* exceed 40%, but *cannot* fall below 40%.
- **Organizational Development** projects: minimum of 20% Match of Total Project Cost is required. Match *can* exceed 20%, but *cannot* fall below 20%.

History Fund grants pay up to 60% of the Total Project Cost for **Bricks & Mortar** and **Programs & Collections** projects, and up to 80% for **Organizational Development** projects.

NOTE: Secure most of your matching support prior to submitting the application. Applications that show most matching support as “confirmed” compete better against applications that show matches “pending.” In the narrative section of “Project Design and Resources” above, indicate how you plan to complete the project if sources of match labeled “pending” do not materialize.

Calculating Volunteer Time for Match

The time unpaid volunteers devote to a project can be an important source of match. Volunteer time is to be calculated at no less than **\$15.00 per hour**.

Exceptions: If a volunteer is doing work for which they are or were paid, you are welcome to charge their paid rate. Examples: a retired CPA serving as project bookkeeper, former educator serving as the project director of a school program, a librarian volunteering as project director for an archives project. **NOTE:** If you need to cite a rate higher than the \$15.00 per hour, contact the Ohio History Fund for prior approval. Note that the History Fund granted approval in the Budget Narrative.

Using Paid Staff Time for Match

Charge your paid employee(s) regular hourly rate(s). Do not include calculations of fringe benefits in the hourly rate or the overall budget.

You may charge all of an employee's time for the project to Match or divide the cost between Match and your grant request.

Procurement Requirements

History Fund procurement policies and procedures are designed to encourage competition among vendors to ensure the highest quality products and services at the lowest price. Should your project receive a History Fund grant, you must comply with the following regarding purchases listed in the project budget.

Except for Bricks & Mortar, Digitization, or other projects for which they are deemed necessary,

the grant recipient is encouraged (but not required) to solicit competitive proposals for the purchase of good and services *under* \$6,000. Three competitive proposals are suggested. Documentation of costs or proposals may include notes of verbal price quotes and written proposals, including the name of person contacted, date of proposal, and quoted amount.

For purchases of goods and services *over* \$6,000, Bricks & Mortar and digitization projects, or for any project the Ohio History Fund deems it necessary, grant recipients must solicit competitive proposals. The recipient must prepare a **Request for Proposal (RFP)** in accordance with History Fund guidance and approval.

- RFPs for Bricks & Mortar projects must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties or, for a non-historic building, applicable standards related to the building's purpose.
- RFPs for other projects will meet standards and best practices for the type project in question. For standards/best practices for various types of projects, see *Ohio History Fund Guidelines* [here](#).

Proposals are to be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. To ensure that small businesses, minority-owned firms, and women's business enterprises (WBE) are used to the fullest extent practicable, recipient agrees to visit the Ohio Department of Administrative Services Minority Business Enterprise (MBE) Program [website](#) to search for certified MBE and WBE businesses and to document inclusion of such businesses in their procurement process.

Award the contract to a responsive bidder on the basis of written selection criteria in the RFP.

NOTE: Requests for Proposal are *not* required at the time of application. It is the History Fund's strong preference that you *not* hire firms or consultants before a grant award is made. See the **NOTE** above in "Project Personnel Instructions." If your project receives a grant and a Request for Proposal is required, it must be reviewed and approved by the History Fund prior to issuance.

Any contractor/consultant involved in preparing the RFP cannot be hired to carry out the work.

[Click here](#) for more about RFPs.

Cost Estimate Instructions

If relevant to your project, attach cost estimates for major work items. The History Fund strongly recommends that you obtain estimates of major cost items to use in preparing your budget. Written estimates show grant reviewers where you got your numbers.

Uploading Cost Estimates: do not attempt to upload multiple cost estimates directly into the grant application software. It will allow only one document at a time. Instead, copy and paste all cost estimates into a single Word or PDF document and upload that one document.

*The upload will not be attached to the application until you click **Save Application** below*
File Size Limit: 3 MB

Downloadable Budget Form and UPLOADS:*

The Budget Form is available for download is a Microsoft Excel spreadsheet. If you do not have access to Excel or cannot download the Budget Form, contact the History Fund.

Use of the History Fund's Budget Form is required. Please do not substitute another type of form or spreadsheet.

See above for instructions about how to complete the Budget Spreadsheet.

[Click here](#) to download the Budget Form and see examples of budget spreadsheets ("Sample Budget Spreadsheets")

*The spreadsheet will not be attached to the application until you click **Save Application** below.*
File Size Limit: 2 MB

Budget Narrative (if necessary, see above)

Use the Budget Narrative field to elaborate on any budget items that require additional explanation. Explanations are limited to approximately 500 words (3,000 characters)

Character Limit: 3000

6. Grant Project Data

To complete the Grant Project Data section, simply copy the **sums** from the Budget Spreadsheet and the **dates** from your Work Schedule into the appropriate fields below - that's it! The few minutes it takes you to do this enables us to quickly and efficiently compile reports our reviewers use to evaluate proposals. Thank you!

Grant Request Amount*

Record the dollar amount of your grant request here *after* you finalize your budget. The amount here must be identical to the total at the bottom of the "History Fund Grant Request" column on your Budget Spreadsheet.

Character Limit: 10

Match Amount*

Record the total amount of your match here **after** you finalize your project's budget. The amount here must be identical to the total at the bottom of the "Match" column on your Budget Spreadsheet.

Character Limit: 10

Total Project Cost Amount*

Total Project Cost = Grant request + Match. Fill in the total project cost here **after** you finalize your budget. The amount here must be identical to the total at the bottom of the "Total" line in your Budget Spreadsheet.

Character Limit: 10

Percent match is to total project cost*

Match is ____% of the total project cost. Match requirements are described in the Budget section.

To calculate the Match percentage, **divide amount of the Match by the Total Project Cost.**

Example: \$5,272 (Match) / \$8,722 (Total Project Cost) = .60 or 60%.

Character Limit: 3

Project Dates*

Enter in the boxes below your project's Start and End Dates and the dates when you will submit required Mid- and Final Project Reports.

Record project dates in this section **after** you finalize your project Work Schedule. The project dates here must match those in your Work Schedule.

Project Start Date

Enter the start date of your project from your Work Schedule. **Reminder:** Projects must start **after** May 1. **Do not** enter a start date for your project prior to May 1.

Character Limit: 10

Request for Proposal (RFP) Review Date

If your project requires a Request for Proposal (RFP), enter the date you will submit your draft for review to the Ohio History Fund. Reviews take approximately 30 days for our staff to complete. For more about RFPs and whether they are required for your project, see Budget section / "Procurement."

Character Limit: 10

Mid-Project Report Submission Date*

From your Work Schedule, enter the date when you will submit your Mid-Project Report. The date when you submit the report should be at the approximate midpoint of your project. *Example:* for a project that starts May 1 and end November 1, plan to submit the Mid-Project during the middle of August, or as near to it as possible after achieving a project milestone at the midpoint of the project.

To see a sample Mid-Project Report, [click here](#). The link is to the Grant Administration page at the History Fund's website. Scroll down the list History Fund Resources to see a *Sample Mid-Project Report*.

Character Limit: 10

Project End Date*

From your Work Schedule, enter the End Date of your project. **Reminder:** Bricks & Mortar and Programs & Collections projects can be up to 24 months in duration, but cannot exceed that limit. Organizational Development projects are limited to 12 months.

Character Limit: 10

Final Project Report Submission Date*

From your Work Schedule, enter the date when you will submit your Final Project Report. **Reminder:** Final Project Reports are due no later than 30 days after the Project End Date.

To see a sample Final Project Report, [click here](#). The link is to the Grant Administration page at the History Fund's website. Scroll down the list History Fund Resources to see a *Sample Final Project Report*.

Character Limit: 10

7. Elected Officials

Indicate the name and district numbers of your organization's Ohio House, Ohio Senate, and U.S. House of Representatives member at the time of the application.

NOTE: Enter the names of elected representatives associated with the address of your organization's headquarters. (Some organizations, such as county historical societies or libraries, serve constituents in more than one legislative district.)

If your application is funded, the History Fund requires that you inform your Ohio House, Ohio Senate, and U.S. Congressional representatives of your award.

Ohio House District Number and Representative Name

To find your district number and representative, go to <https://www.legislature.ohio.gov/members/district-maps>. Use the address of your organization's headquarters if your service area extends over district boundaries.

Ohio House District Number*

Character Limit: 10

State Representative Name*

Character Limit: 100

Ohio Senate District Number and Senator Name

To find your senate district number and senator, go to <https://www.legislature.ohio.gov/members/district-maps>. Use the address of your organization's headquarters if your service area extends over district boundaries.

Ohio Senate District Number*

Character Limit: 100

State Senator Name*

Character Limit: 100

U.S. House of Representatives District Number and Name of Member of U.S. House of Representatives

To find your district number and representative, go to <https://www.govtrack.us/congress/members/OH#representatives>. Use the address of your organization's headquarters if your service area extends over district boundaries.

U.S. House of Representatives District Number*

Character Limit: 100

Name of Your Member of U.S. House of Representatives*

Character Limit: 100

8. Signatures & IRS Form 990

Signatures of Authorization*

[Click here](#) to download the Signatures of Authorization Form. Complete the agreement, have the appropriate parties sign it, and upload here. You can scan the form and upload the scanned document or use the Fax to File tool to upload.

Reminder: The project bookkeeper shall **not** also serve as the project director or authorizing official. Family members, spouses, or the partners of the project director or authorizing official

shall **not** serve as the project bookkeeper.

*The form will not be attached to the application until you click **Save Application** below.*

File Size Limit: 1 MB

Form 990 - Nonprofit Organizations

Attach your latest Form 990 tax return. **Reminder.** Applications from nonprofit organizations that do not include a Form 990 will not be considered. For more information, see **Section 3. Applicant Information.**

*The form will not be attached to the application until you click **Save Application** below.*

File Size Limit: 5 MB

Work Schedule Spreadsheet

Sample History Fund Application 2023-2024 (FY2024)

For Reference Only

The History Fund shares these worksheets so that a would-be applicant can access them without having to log into the Fund's online grant application system.

The online Work Schedule form is an Excel Spreadsheet. Find it at www.ohiohistory.org/historyfund > "Apply for a Grant"

Reminder: The History Fund only accepts applications submitted through the program's online grant application system. *No paper applications or Work Schedules are accepted.*

Budget Form

Sample History Fund Application 2023-2024 (FY2024)

For Reference Only

The History Fund shares these worksheets so that a would-be applicant can access them without having to log into the Fund's online grant application system.

The Budget Form for consists of:

- 1) **Budget Spreadsheet** - completed spreadsheet required of ALL applicants
- 2) **Construction Budget Spreadsheet** - required only for Bricks & Mortar applicants, in addition to a completed Budget Spreadsheet.
- 3) **Budget Spreadsheet Terms Defined**
- 4) **Budget Category Descriptions**

The online Budget Form is an Excel Spreadsheet. Find it at www.ohiohistory.org/historyfund > "Apply for a Grant"

Click on the tabs at the bottom of the Budget Spreadsheet to navigate among individual worksheets and see definitions and descriptions of terms used.

Reminder: The History Fund only accepts applications submitted through the program's online grant application system. *No paper applications or Budget Spreadsheets are accepted.*

Budget Spreadsheet - History Fund									
Grant Project Title:									
Applicant Organization:									
<i>NOTE: Items marked with an asterisk (*) are required. Your budget must include the time and cost or match for a Project Director and a Project Bookkeeper - even if they are volunteers. Applications whose budgets that do not include a Project Director or Bookkeeper will not be considered.</i>									
<i>The Construction Budget Spreadsheet (the second tab) is required only for projects in the Brick & Mortar category.</i>									
<i>Click on the tabs below, Budget Terms Defined and Budget Categories Described, for the meanings of terms used in this spreadsheet.</i>									
Budget Category	Budget Item (specify)* (text)	Units* (number)	Rate / Unit* (number)	Total Cost*	History Fund Grant Request* How much of the Total Cost line item do you want the grant to pay for?	Match* How much of the Total Cost of line item will you match?	Source of Match*	Kind of Match*	Match Pending (P) or Confirmed (C)?*
PERSONNEL									
Project director*				\$ -	\$ -	\$ -			
Project bookkeeper*				\$ -	\$ -	\$ -			
Other paid staff of applicant organization				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
Volunteers				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
Professional Services				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
subtotal			\$ -	\$ -	\$ -				
MATERIALS & SUPPLIES <i>Note: for Bricks & Mortar Projects, complete the Construction Budget Form. Do not itemize material and supplies for Bricks & Mortar projects in this section</i>									
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
subtotal				\$ -	\$ -	\$ -			
EQUIPMENT									
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
subtotal				\$ -	\$ -	\$ -			

MARKETING & PROMOTION				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
	<i>subtotal</i>			\$ -	\$ -	\$ -			
PRINTING & PUBLICATION				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
	<i>subtotal</i>			\$ -	\$ -	\$ -			
PROFESSIONAL DEVELOPMENT				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
	<i>subtotal</i>			\$ -	\$ -	\$ -			
TRAVEL				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
	<i>subtotal</i>			\$ -	\$ -	\$ -			
Construction Budget subtotal (for Bricks & Mortar category only)				\$ -	\$ -	\$ -			
Total Project Cost				\$ -	\$ -	\$ -			

When finalized, enter **Total Cost** total above in **Total Project Cost** field in "Grant Project Data" section of application.

When finalized, enter **History Fund Grant Request** total above in **Grant Request** field in "Grant Project Data" section of application.

When finalized, enter **Match** total above in **Match** field in "Grant Project Data" section of grant

Construction Budget Spreadsheet - History Fund

Grant Project Title:

Applicant Organization:

Construction Budget Categories	Total*	History Fund Grant Request* How much of the Total Cost line item do you want the grant to pay for?	Match* How much of the Total Cost of line item will you match?	Source of Match*	*Kind of Match	Match Pending (P) or Confirmed (C)?*
General Conditions (includes start-up costs, scaffolding, project sign)	\$ -	\$ -	\$ -			
Site Work (subsurface investigation, demolition, drainage, underpinning)	\$ -	\$ -	\$ -			
Concrete (poured in place concrete, precast concrete, concrete restoration and cleaning)	\$ -	\$ -	\$ -			
Masonry (mortar, unit masonry, stone, masonry restoration and cleaning)	\$ -	\$ -	\$ -			
Metals (structural metal framing, metal finishes and restoration)	\$ -	\$ -	\$ -			
Wood & Plastics (rough carpentry, finish carpentry, architectural woodwork, millwork)	\$ -	\$ -	\$ -			
Thermal/Moisture (waterproofing, damp proofing, insulation, roofing, flashings)	\$ -	\$ -	\$ -			
Doors & Windows (doors and frames, entrances and storefronts, window repair and restoration, window replacement, hardware)	\$ -	\$ -	\$ -			
Finishes (lath and plaster, gypsum wallboard, ceramic tile, wood, brick, and stone flooring, painting)	\$ -	\$ -	\$ -			
Specialities (fire extinguishers and cabinets)	\$ -	\$ -	\$ -			
Special Construction (solar and wind energy systems)	\$ -	\$ -	\$ -			
Conveying Systems (elevators)	\$ -	\$ -	\$ -			
Mechanical/Electrical (plumbing, fire protection, heating, cooling, air distribution); electrical service and distribution; lighting)	\$ -	\$ -	\$ -			
Other , please specify:	\$ -	\$ -	\$ -			
Construction Subtotal	\$ -	\$ -	\$ -			

BUDGET SPREADSHEET TERMS DEFINED

See examples in "Sample Budget Spreadsheet" at www.ohiohistory.org/historyfund > "Apply for a Grant"

Budget Category: the History Fund's classification of grant expenses. No information needed from you in this column. For a description of each category, see "Budget Categories Described" tab.

Budget Item: the people and "things" you need to complete the project you described in your grant narrative.

Units: the number of "things" you need to accomplish the project. Examples: hours it will take the project director to manage a project, quantities of materials required, number of miles to be travelled.

Rate / unit: how much does each Unit cost? Examples: for personnel, the cost is the person's hourly wage or daily or weekly rate. For materials, it's the cost per item. For travel, it's the cost per mile.

Total Cost: number of Units X Rate / unit

History Fund Grant Request: of the Total Cost, how much do you want your History Fund grant to pay for?

Match: how much of the Total Cost will you, as the applicant, pay for – either from cash, donated materials/equipment, and/or services?

NOTE: For each line item in the budget, the sum of the History Fund Grant Request + Match must = Total Cost.

Match Requirements:

- **Bricks & Mortar** projects and **Programs & Collections** projects: minimum 40% Match of Total Project Cost is required. Match *can* exceed 40%, but *cannot* be below 40%.
- **Organizational Development** projects: minimum of 20% Match of Total Project Cost is required. Match *can* exceed 20%, but *cannot* be below 20%.
- *Applications that do not meet Match minimums will not be considered.*

Source of Match: who is contributing the match? Examples: the applicant in the form of staff and/or volunteer time, a local business (name?), another grant maker?

Kind of Match: briefly describe the match. Examples: is the match is paid staff time, time donated by volunteers, donated goods and service, other grants?

Match Pending (P) or Confirmed (C)?: does your organization have the match in hand as of the time of the application deadline or not? If you have the match in hand, it's confirmed. If you don't, it's pending. If a match amount is pending, explain in your grant narrative what you'll do if the pending match does not materialize.

NOTE: Secure most of the matching support for your project prior to submitting the application (if not all). Applications that show most matching support "confirmed" compete better against applications that show matches "pending."

BUDGET CATEGORY DESCRIPTIONS

There are seven overarching budget categories on the Budget Spreadsheet:

1. PERSONNEL
2. MATERIALS & SUPPLIES
3. EQUIPMENT
4. MARKETING & PROMOTION
5. PRINTING & PUBLICATION
6. PROFESSIONAL DEVELOPMENT
7. TRAVEL

Not all budget categories will apply to all grants.

Certain costs are ineligible under History Fund rules. For a list of ineligible costs, see *the Ohio History Fund Guidelines*, section titled "What kinds of costs are ineligible for History Fund grant assistance?"

PERSONNEL

List by name and title the paid staff and volunteers whose time will be charged to the project. Calculate the cost of their time, (hourly rate), distribute the costs between the History Fund and Match share columns.

Project Director – Project Bookkeeper – Other Paid Staff of Applicant Organization

Budgets must include the time and cost of a project director and project bookkeeper, *even if they are volunteers*. ***Applications which do not account for these two necessary positions will not be considered.*** The History Fund needs to know that a grant project will have a director – someone responsible for the successful completion of the project – and someone who will keep the project's financial records – a Project Bookkeeper.

The costs of a Project Director and Bookkeeper may be accounted for as match (and usually are), may be paid from grant funds, or may be a combination of match and grant funds if the staff member in question is paid by the organization and not a volunteer.

Volunteers

The time volunteers devote to a project is an important source of matching funds. You must record the monetary value volunteer time in the Match column of the budget spreadsheet. Volunteer time is to be calculated at no less than the minimum wage of the Ohio History Connection, which is **\$15.00 per hour**.

Exceptions: If a volunteer is doing work for which they are or were paid, you are welcome to charge their paid rate. Examples: a retired CPA serving as project bookkeeper, former educator serving as the project director of a school program, a librarian volunteering as project director for an archives project.

If you want to cite a rate higher than the \$15.00 per hour wage above, contact the Ohio History Fund for prior approval. Indicate History Fund approval in the Budget Narrative.

Professional Services

Grant projects may hire the services of outside consultants or contractors. List each service provider in Professional Services on the Budget Spreadsheet. Include a computation for

consultant costs and distribute them between the History Fund and the matching share columns as appropriate.

NOTE: Cost-plus contracts (for example: “\$500 / day plus per diem”) must include a not-to-exceed amount.

Examples of professional services a project may require:

- Collections management
- Architectural history
- Digitization
- History
- Archaeology
- Exhibit design
- Research
- Marketing and promotion
- Special event planning and oversight

Bricks & Mortar projects may require construction services, subdivided into areas such as:

- Architectural services
- Construction
- Engineering

MATERIALS & SUPPLIES

Materials & Supplies refers to the “stuff,” that will be used up to complete the project. Donated services and materials are allowable as match when they directly benefit the project and are specifically identified.

Materials & Supplies can be subdivided into these categories:

- Audio-visual supplies
- Collection supplies
- Educational materials & supplies (used for programs)
- Exhibit supplies
- Hardware supplies
- Office supplies
- Other supplies. This is a catch-all category for items that do not fit into any of the other categories above. Explain in the budget narrative field the supplies listed in this category.
- Postage

It is not necessary to account for every screw, sticky note, or computer flash drive in your project’s budget. It is necessary to show that you have thought through what you need to accomplish the project and that you have budgeted for it.

EQUIPMENT

Equipment includes the tools you will use to accomplish the project. Under equipment, list items that you will purchase with grant funds and use during the project’s duration, and which will remain with your organization to sustain the project after the grant ends. Examples include digital audio recorders for an oral history project, computers for a collections management project, or archival shelving for a collections storage project. Make sure the project narrative includes clear, compelling explanations for any equipment purchases in the budget.

Equipment can be subdivided into these categories:

- Audio-visual equipment
- Computer hardware
- Computer software
- Storage and display furniture
- Other equipment. This is a catch-all category for items that do not fit into any of the other categories above. Explain in the Budget Narrative field the equipment listed in this category

NOTE: You must document materials & supplies and equipment that are donated to your project, if any, just as you must document volunteer time.

MARKETING & PROMOTION

Telling your community and stakeholders about your project is important. If the success of your project relies on public participation, documenting the monetary value of marketing and promotion efforts is essential.

Categories include but are not limited to:

- Broadcast advertising – radio, television
- Internet advertising – Facebook ads, Google Ads, Web advertisements
- Print advertising – newspapers, newsletter, magazines
- Printed materials – postcards, flyers, posters, invitations

NOTE: History Fund grant recipients are required to acknowledge the History Fund in writing and include the logo of the Ohio History Connection on all project signage, news releases, and program materials. The History Fund and the Ohio History Connection must be acknowledged verbally at all grant-related events. Recommended wording will be provided. **The cost of signage to acknowledge History Fund support may be counted as Match in the project's budget.**

PRINTING & PUBLICATIONS

Examples of expenses for Printing & Publications include photocopying handouts for grant supported activities, printing booklets or publication of books, and the design of these items. It also includes web-based design and publication expenses.

Categories include (but are not limited to):

- Design and layout
- Photocopying
- Printing
- Photography

PROFESSIONAL DEVELOPMENT

Professional Development includes conference and workshop fees, the cost of training done “in house” by an outside expert, membership dues, or other fees. This category will apply to many Organizational Development projects.

TRAVEL

Travel encompasses mileage and accommodations for grant project personnel. If travel is to be paid with either in whole or in part with grant funds, the *Travel Policy and Procedures of the Ohio History Connection* will apply:

- Travel by car is reimbursed at \$0.585 per mile.
- Lodging may be booked if the traveler is more than 45 miles from office or and is to be made at a business class hotel (for example, Hampton Inn, Marriott Courtyard, or Holiday Inn Express).
- Meals will be reimbursed only in conjunction with overnight stays.
- The per diem rate is \$35 per day, including gratuity and taxes.
- Airfare will be reimbursed at coach rates.

If travel costs will be paid with Match, the applicant organization's travel policy will apply.

Contact the History Fund for more information if travel expenses are a part of your grant.

Signatures of Authorization Form

Sample History Fund Application 2023-2024 (FY2024)

For Reference Only

The History Fund shares these worksheets so that a would-be applicant can access them without having to log into the Fund's online grant application system.

The online Signatures of Authorization Form is an MS Word document. Find it at www.ohiohistory.org/historyfund > "Apply for a Grant"

Reminder: The History Fund only accepts applications submitted through the program's online grant application system. *No paper applications or Signatures of Authorization Forms are accepted.*

SIGNATURES OF AUTHORIZATION

History Fund Grant Application

Ohio History Connection

Grant Project Title: _____

Applicant Organization: _____

As the grant project's Authorizing Official, Project Director, and Project Bookkeeper, we certify the following:

- All information in the application is accurate to the best of our knowledge and we can, if requested, provide proof of same.
- We and our subordinates will execute the project and expend all project funds as described in the application, or in modifications to subsequent agreements, describing the project and can, if requested, demonstrate same.
 - Furthermore, if awarded a grant, we will return to the Ohio History Connection a signed grant agreement and associated forms no later than 30 days following receipt of the grant agreement and forms. Noncompliance may result in forfeiture of the grant.
- The project adheres to all requirements for the History Fund as described in the *History Fund Grant Guidelines*

**Signature of applicant organization's
Authorizing Official**

Printed Name

Date

Signature of Project Director

Printed Name

Date

Signature of Project Bookkeeper

Printed Name

Date

Upload and attach this form, with signatures, to your online History Fund grant application in the section titled "Signatures."