



STATE  
HISTORICAL  
SOCIETY  
OF NORTH DAKOTA

## State Historical Society of North Dakota Cultural Heritage Grant Application 2023-2025

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The Cultural Heritage Grant Program is a state funded program administered by the State Historical Society of North Dakota. Grant funding is available to local museums, historical societies and non-profits for capital improvement, collections, education, exhibits, and special projects/event projects.

For the 2023-2025 biennium, the SHSND is obligating up to \$400,000 to the Cultural Heritage Grant Program. Grant applications for any eligible project will be considered although funding priority will be given to city, county or regional historical societies, museums and history organizations that have completed the North Dakota Museum Assessment (NDMAP) or have a current strategic plan.

Interested eligible organizations that have a project they wish to be considered for an award should thoroughly read the guidelines and apply to the SHSND. The completed application must be accepted (not postmarked) by the SHSND by 5pm on **Friday, September 15, 2023**.

*The application forms are available on the SHSND website as a PDF file: <http://history.nd.gov>*

### GRANT GUIDELINES

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1. The following organizations are eligible to apply for Cultural Heritage Grants:
  - organizations with officially recognized 501(c)3 non-profit status
  - legally organized subsidiaries of city, county, or tribal government
2. The following are ineligible to apply for Cultural Heritage Grants:
  - Individuals.
  - Agencies or organizations that receive significant state or federal sources of funding.
  - Foundations, friends groups or supporting associations of state or federal agencies.
  - Projects that have been started or completed prior to awarding of the grant.
3. Grant funds cannot be used to:
  - Establish endowments.
  - Purchase collections.
  - Fund-raising activities.
  - New construction.
  - Administer the grant.
4. Qualified organizations may apply for a grant of any amount up to and including \$50,000. A dollar-for-dollar match for grant funds is required and can be in the form of cash or in-kind. The total project cost includes the grant funds and the cash match.
5. Eligible organizations are limited to one grant application per grant round.

6. A dollar-for-dollar match for grant funds must be demonstrated in the grant application. Matching funds may be in cash or in-kind. In-kind matches (donated labor, supplies, and equipment) must be used in the specific project supported by the grant funds, not for work completed prior to the applications or award of the grant. Donated time for in-kind will be valued at \$25 per hour or as documented for professional services.
7. Applications for the 2023-2025 grants must be received no later than Friday, September 15, 2023. A downloadable fillable pdf of the Application form is available online or by request. Grant applications may be submitted electronically or a single hard copy.

#### **Electronic Submission Requirements**

- Must be submitted as a single pdf including photos.
- Submit via email to: [amunson@nd.gov](mailto:amunson@nd.gov)

#### **Paper Submission Requirements**

- One copy, single sided, 8.5 x 11" paper.
- Do not individually sleeve pages or staple.

8. Grant recipients will be notified of grant status by mid-November 2023. A grant may be approved for all or a portion of the amount requested in the proposal. Projects to be funded under the 2023-2025 grant cycle must be completed by **May 2025**.
9. On-site visits may be scheduled by Society staff during the term of the project. A midpoint Progress Report will be required to be submitted. A final report identifying how the grant funds were used and describing the completed project in comparison with the grant proposal must be filed by within 30 days of completion of project or by May 31, 2025. An on-site visit will be conducted by Society staff at the completion of the project.
10. Grant funds will be distributed by reimbursement, after a project is completed, final report submitted with request for reimbursement.
11. Any unused funds resulting from uncompleted or unacceptable projects may be allocated by the Society to other projects that can be completed by the deadline.
12. For any questions relating to the grant application, proposed projects or application process please contact:

Amy Munson  
State Historical Society of North Dakota  
Grants & Contracts Officer  
612 East Boulevard Avenue  
Bismarck ND 58505

Phone: 701-328-3573  
Email: [amunson@nd.gov](mailto:amunson@nd.gov)

## **GRANT CATEGORIES**

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### **CAPITAL IMPROVEMENTS**

The Capital Improvement category includes rehabilitation or preservation of existing structures or historical sites. Routine upkeep and maintenance are not considered capital improvements. Priority will be given to publicly owned buildings. Funded projects may include the purchase of supplies for a construction project, project planning, engineering or architectural plans.

### **COLLECTIONS**

The collections category is for activities relating to the materials owned by an organization that illustrate and interpret the mission of that institution. Materials include items such as photos, books, manuscripts, film, artifacts, archeological, biological, and geological specimens. Funded projects may include cataloging, collections care, scanning projects, research, computer, printer, scanner and software purchases. Training to use collections management software or the conversion of collections data could also be funded.

### **EDUCATION**

The education category can include programs or school-related activities that present ideas or enhance an exhibit, event, or theme. Examples may include theater performances, publications, National History Day project supplies or host regional conference and field trips.

### **EXHIBITS**

The exhibits category includes presentation of ideas and/or collections to interpret and provide a meaningful experience. Exhibits can be two-dimensional or three-dimensional, including structures or environments and may also include traveling exhibits. Funded projects may include exhibit cases, mannequins, exhibit mounts and interpretive panels.

### **SPECIAL PROJECTS**

A special project or event can include the professional development of organization's staff, festivals, lecture series, publications, surveys, National Register Nominations including collaborative projects between various history related organizations and local youth groups such as the Boy Scouts, Eagle Scout projects, Girl Scouts, National Geography Society, 4-H, community celebrations, etc. Upgrade of infrastructure for broadband access.

## **PAST PROJECTS**

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### **COLLECTIONS**

The Fargo Air Museum located in Fargo received a grant in 2015 to start a catalog of museum collections and provide proper care for artifacts in archival appropriate boxes, bags and while on display.

The Sargent County Historical Society received a grant in 2022 to digitize 142 microfilm reels of local newspapers.

Jamestown Tourism received a grant to hire a full-time intern/graduate student to catalog and organize the Frontier Village historic village collections.

### **EDUCATION**

The Three Tribes Museum located in New Town received a grant in 2011 to create training modules for preserving the Mandan Language.

### **EXHIBITS**

In 2022 the Dickinson Museum Center received a grant to update the Prairie Outpost Park Stabbur Display.

The Griggs County Historical Society located in Cooperstown received a grant in 2011 for the restoration of a 1929 CASE steam engine to working order. The working steam engine will be used at the annual Griggs County Threshing Bee, showcasing the agricultural history of the region.

### **SPECIAL PROJECT/EVENT**

The Grand Forks Historic Preservation Commission with the Society of Architectural Historians received a grant in 2013 to aid in publishing material from the Buildings of North Dakota print volume into a searchable online encyclopedia.

The Tri-County Tourism Alliance received a grant in 2013 for research and oral interviews, videos and photos related to early women settlers. The information has been developed into a traveling exhibit and the Women Behind the Plow documentary.

## GENERAL APPLICATION GUIDELINES

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Completed applications must be accepted (not postmarked) by State Historical Society of North Dakota no later than **Friday, September 15, 2023**.

Submit one copy of the application, including photos. Applications can be submitted electronically as a single pdf or paper copy. This is a **competitive** grant. Failure to address all criteria will eliminate the application from further consideration.

Applications should contain:

- Cultural Heritage Grant Application Form
- A Narrative that addresses the *Grant Application Criteria*
- Photos
- Budget Worksheet
- Letters of Support

Photos are required for all Capital Improvement projects. Clear, good quality photos of the entire building from foundation to chimney on all four sides along with detailed photos of project area must be submitted. Photos are also encouraged to be submitted when applying under the other grant categories. This will help the grant committee to assess current conditions and the need of the project as well as provide a good “before” and “after” documentation of the project.

The **budget** must include details on each line item and needs to include all major work elements. A budget worksheet is provided to assist in formulating the budget. The line items should equal the total project cost (the grant and the match). The basis for the estimated cost of work must be explained. Copies of professional estimates need to be provided to verify budget figures. The sources of the cash match needs to be provided (city funds, personal funds, grants, etc.).

Letters of endorsement and support as well as letters of commitment from partners, presenters, or advisors are encouraged to be included with the grant request.

Applications are to be prepared and presented in a type-written, professional manner. A downloadable fillable pdf of the Application form is available online or by request. Please note application will be accepted electronically or hard copy. Please see check list for submittal requirements.

Questions regarding the Cultural Heritage Grant Program may be directed to Amy Munson, State Historical Society of North Dakota (701)-328-3573.

## Cultural Heritage Grant APPLICATION CHECKLIST

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- Application Form** completed and signed.
- Grant Application Criteria** with all questions answered.
- Budget Worksheet** along with copies of bid or quotes.
- Photos** are required for all Capital Improvement projects. Clear, good quality photos of the entire building from foundation to chimney on all four sides along with detailed photos of project area must be submitted. Please limit submittal to no more than 10 photos.
- Electronic Submission Requirements**
  - Must be submitted as a single pdf including photos.
  - Submit via email to: [amunson@nd.gov](mailto:amunson@nd.gov)
- Paper Submission Requirements**
  - One copy, single sided, 8.5 x 11" paper.
  - Do not individually sleeve pages or staple.

**Submit completed applications to:**

Amy Munson  
State Historical Society of North Dakota  
Grants & Contracts Officer  
612 East Boulevard Avenue  
Bismarck ND 58505

Phone: 701-328-3573  
Email: [amunson@nd.gov](mailto:amunson@nd.gov)

APPLICATIONS MUST BE RECEIVED BY THE  
STATE HISTORICAL SOCIETY  
**BY 5 PM Friday September 15, 2023**

# Cultural Heritage Grant Application Form

**Project Name:** \_\_\_\_\_

Grant Category (see page 2 of the application to determine which category best describes your project)

Capital Improvements     Collections     Education     Exhibits     Special Project

**Organization Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail Address** \_\_\_\_\_

Grant Funds Requested    \$ \_\_\_\_\_

Matching Funds    \$ \_\_\_\_\_

Total Project    \$ \_\_\_\_\_

## Certification

The applicant hereby certifies:

1. That to the best of the applicant's knowledge the information contained in this application is accurate and complete, and the application has been duly endorsed by the local governing body appropriate for the applicant.
2. That the applicant acknowledges that prior to any disbursement of grant funding a contractual agreement will be drafted and signed by the applicant and the State Historical Society of North Dakota, specifying detailed terms and conditions to include compliance with all federal, state and community licensing, permits, laws, and regulations.
3. That the applicant is officially recognized as having a non-profit status by the IRS and agrees to verify that status at the time of application or is a legally organized subsidiary of a tribal, city, or county governments.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name and Title (printed) \_\_\_\_\_

# GRANT APPLICATION CRITERIA

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## Section 1 – Project Narrative

1. Description of project (what is the project, how will the grant funds be utilized and where will the project be located?)
2. What is the projected timeline for the proposed project?

## Section 2 - Project's Relevance to North Dakota History

1. Describe how the project will benefit the organization, community, region and/or state.
2. How does the proposed project integrate with existing or planned projects and activities by other local and/or regional groups? (is this a one-time event or ongoing?)
3. What is the project's importance to the local area and how is it tied to the heritage of North Dakota?
4. List all people and/or organizations involved and their responsibilities.

## Section 3 - Financial & Budget Description

1. What is the overall cost of the proposed project?
2. List all sources and amounts of cash funding or in-kind contributions.
3. Donated time for in-kind will be valued at \$25 per hour or as documented for professional services. (Please note: grant administration fees cannot be paid by grant funds; however, the value can be used as a match).

Note: A Budget Summary form of how the grant funds will be invested, and a description of the local match, and other funding is required for this section. See attached "Budget Worksheet" form.

## Section 4 - Project Administration

1. Who is the project applicant? (name of entity making grant application)
2. Who will manage the project? (name of entity, and/or individual responsible for overall project management)
3. Could a portion of the project be completed if the grant award is less than the request?

## Section 5 – Evaluation, Sustainability & Publicity

1. How will the project's success be evaluated?
2. What are the long-term goals for the organization and/or project? Does your organization have a strategic or 5-year plan? If so, how does this project fit with the plan.
3. Describe how the applicant will publicly recognize the North Dakota Legislature and the State Historical Society for grant funding received in your advertising/marketing plan.



# Cultural Heritage Grant Budget Worksheet

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ORGANIZATION: \_\_\_\_\_

PROJECT: \_\_\_\_\_

Please list all costs associated with the grant and if the cost was grant funds or match.  
Copies of bid or quote should be included.

Cost Items	Grant Funds	Match	Total
TOTAL			