**GRANT APPLICATION**

**Applicant Organization:** Click here to enter text.

**Project Title:** Click here to enter text.

**Project Location:** (Please list the county or counties where the project will take place)

Click here to enter text.

|  |
| --- |
| Application for: [ ]  Historic Building Renovation  [ ]  Open Space Planning [ ]  Ecosystem Restoration [ ]  Interpretive Exhibits, Programs, and Products [ ]  Marketing Materials [ ]  Training Programs [ ]  Music Venue Improvements (select only one category) |

**Project Description:** (please describe your project in one sentence)

Click here to enter text.

**Partner Organizations Involved in Project (if any):**

1. Click here to enter text.

2. Click here to enter text.

3. Click here to enter text.

4. Click here to enter text.

**Project Cost** (these numbers should match the totals on the Project Budget Form)

|  |  |
| --- | --- |
| Total Request | $Click here to enter text. |
| Total Match (Cash and In-Kind) | $Click here to enter text. |
| Total Project Cost (Total Request + Total Match) | $Click here to enter text. |

**How many months will the project take to complete?** (The maximum grant period is 12 months.)

Click here to enter text.

**Proposed start date:**

Click here to enter text.

**Applicant Organization’s Federal Employer Identification Number**: Click here to enter text.

**Applicant Organization’s D-U-N-S Number:** Click here to enter text.

**Project Manager:** Click here to enter text.

**Title:** Click here to enter text.

**PO Box or Street Address:** Click here to enter text.

**City:** Click here to enter text.

**State:** Click here to enter text.

**Zip Code:** Click here to enter text.

**Phone Number:** Click here to enter text.

**E-Mail Address:** Click here to enter text.

The application must be signed by two authorized officials of the applicant organization.

**Statement of Assurances**

The information provided in this application is correct and complete. By signing below,

we affirm that we are authorized representatives and have the authority to act on behalf of the organization applying for this Blue Ridge National Heritage Area Partnership grant.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: Click here to enter text.
Title: Click here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: Click here to enter text.
Title: Click here to enter text.

**Project Profile**

1. **Please provide a one paragraph summary of your project:**

Click here to enter text.

1. **Please provide a detailed description of your project. Please be sure to include the following in your description:**
	1. **The project location**
	2. **The need for the project**
	3. **The goals for the project**
	4. **How the project will be implemented**
	5. **How the project will be shared with the public**

Click here to enter text.

1. **How will your project benefit the public? Do you expect to see economic, social, community, and/or quality-of-life impacts? Will your project create jobs or employment opportunities?**

Click here to enter text.

1. **Which of the Blue Ridge National Heritage Area’s five core interpretive themes (Agricultural Heritage, Cherokee Heritage, Craft Heritage, Music Heritage, and Natural Heritage) will be supported by your project?**

Click here to enter text.

1. **Will your project have a regional or multi-county impact? If so, please describe.**

Click here to enter text.

1. **Please list a timetable for your project with target dates for major project elements or deliverables.**

Click here to enter text.

1. **Please describe the management and staffing plan for your project.**

Click here to enter text.

1. **Will any work be contracted out? If you are planning to use a contractor from outside the Blue Ridge National Heritage Area region, please explain your rationale here.**

Click here to enter text.

1. **Please explain briefly the role and contribution of each listed partner organization involved in your project.**

Click here to enter text.

1. **If your project involves the interpretation of historical or cultural facts or materials, will it include any consultation with folklorists or historians? If yes, please explain who will be involved.**

Click here to enter text.

1. **What previous experience does your organization have with projects of this nature? What prior experience does your organization have with managing and completing grants?**

Click here to enter text.

1. **What happens after the grant is completed? Will your project be sustained? If so, how do you plan to sustain it?**

Click here to enter text.

1. **How do you plan to evaluate the success of the project? How will you know whether you are successful?**

Click here to enter text.

1. **How do you plan to publicize the project and to acknowledge the support of the Blue Ridge National Heritage Area Partnership (if a grant is awarded)?**

Click here to enter text.

1. **The BRNHA generally provides grant funds on a reimbursement basis. If you have a compelling need for advance funds to start your project, you may request a partial advance payment of up to 50% of the requested grant amount. Such requests will be considered on a case-by-case basis. If you are requesting an advance, please state the amount you are requesting and describe the need here.**

Click here to enter text.

|  |
| --- |
| **If you are applying for a Historic Building Renovation Grant, please answer these additional questions:**1. **Under what name or title is the building, structure, or site to be rehabilitated, renovated, or restored listed on the National Register of Historic Places?**

Click here to enter text.1. **Please describe how your project will result in an educational use or visitor experience focused on one or more of the Blue Ridge National Heritage Area’s core interpretive themes (Agricultural Heritage, Cherokee Heritage, Craft Heritage, Music Heritage, and/or Natural Heritage).**

Click here to enter text. |

*Please limit the narrative section (applicant information plus answers to questions 1-17) of your application to no more than 10 pages.*

**Other Required Documentation to Include with Your Application**

Please submit the following on 8 ½ by 11 inch paper with your application.

1. A completed Project Budget Form. You may provide a line-by-line narrative on a separate page for costs that may require further detail or explanation.
2. A letter that documents the amount and type of matching contributions for the project. The letter should be signed by your organization’s financial officer or authorized representative. Please include the letter with your application. If your match is pending (e.g., from another grant application), please indicate this and let us know when you expect the match to be confirmed.
3. Documentation of the qualifications of the project manager and any other key professional project personnel, including contractors (if known at the time of application) and consulting historians or folklorists. Short bios are preferred. Please limit this part of your application to two pages.
4. A copy of your organization’s annual budget (nonprofit organizations only).
5. Three to five letters providing evidence of local support for the project. Letters of support should come from the following types of entities: arts councils or guilds, chambers of commerce, tourism authorities, historic preservation organizations, land conservancies, community colleges/colleges/universities/schools, state government agencies, regional councils of governments, or local governments.

These letters of support may be included with the application (preferred) or mailed separately (must be post-marked by the application deadline). Please ensure that the letters reference your project with the Project Title you choose for the grant application. Please submit no more than five letters.

1. A copy of the letter from the Internal Revenue Service confirming your organization’s tax exempt status.
2. A copy of your organization’s most recently completed year-end financial statements. Audited statements are preferred.

**BRNHA Grant Application Checklist**

Please use this checklist to confirm that your application is complete. Incomplete applications will not be considered for funding. You do not need to submit this page with your application.

[ ]  Grant Application Form (2 copies)

[ ]  Project Budget Form (2 copies)

[ ]  Letter documenting the amount of matching contributions to the project (2 copies)

[ ]  Documentation of the qualifications of key project personnel (2 copies)

[ ]  A copy of your organization’s annual budget (nonprofit organizations only) (2 copies)

[ ]  Letters of support (these may be mailed separately) (2 copies of each letter)

[ ]  Copy of IRS letter confirming tax-exempt status (nonprofit organizations only) (1 copy)

[ ]  A copy of your organization’s most recently completed year-end financial statements (audited statements are preferred) (1 copy)

**Submitting Your Application**

You must submit a printed application with all supporting documents. Submissions by fax or by e-mail will not be accepted.

Print or type your application on 8 ½ by 11 inch white paper with one-inch side margins. You may use a paper clip or a binder clip to hold your application together, but please do not use staples or other kinds of binders.

The deadline for grant applications is **Thursday, October 1, 2020**. If mailed, applications must be postmarked by that date. If delivered, application must be received in our office by the close of business (5:00 pm) on that date.

Applications and letters of support should be addressed to:

Grants Committee

Blue Ridge National Heritage Area

195 Hemphill Knob Road

Asheville, NC 28803

You may submit your letters of support with the application (preferred method) or have the authors send them by mail separately (they must be post marked by the application deadline). Please submit an original and a copy of each letter.