**NPRHA PRESERVATION GRANT APPLICATION**

 **(Use this form to complete your Application for an NPRHA Preservation Grant)**

Name of Applying Organization (or Individual): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Identification Number (EIN) – **Required** **only** if a 501 (c)(3) organization:

Name of application preparer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NPRHA member (**Y**es/No)?

Daytime telephone: ( ) Evening Telephone: ( )

Fax number: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address:

Grant amount requested (not to exceed $5,000): $\_\_\_\_\_\_\_\_\_\_

**Note: Condense your information to fit within the space provided**

1. Purpose for which funds are requested (4 lines):

1. Provide a detailed description of the project (13 lines): In the description, provide a detailed history of the item(s) or artifact(s) which are the subject of this proposal. The applicant should specify his/its ownership status with regard to any building or artifact, (rolling stock or other equipment) for which a grant is being sought. If this project is part of a larger project, briefly describe the scope of the larger project and the place of this project within it.

 Page 1 of 7

1. Provide a brief description of how this project will contribute to NPR history (6 lines):

1. Cost and Budget Projections- Submit the following:
2. Attach **as an Appendix** separate lists of the cost of materials, cost of paid labor and the value of hours of volunteer labor at $15/hour.
3. Indicate projected **specific use** of NPRHA Grant funds in dollars totaling the amount of the grant being sought (4 lines):

1. If this project is part of a larger project, show cost and budget for this project, as well as a general budget for the larger project (15 lines):

Important Note: As requests for basic computer equipment and software are discouraged, applicants are urged to seek donations of hardware and software elsewhere.

1. Schedule Provide a Summary of significant project timelines and a completion date (8 lines):

 Page 2 of 7

1. List all grants received by applying organization within the last two years, including dollar amounts, grantors and projects (14 lines):

Note: If the applying organization previously received a Grant from the NPRHA, attach a statement indicating work undertaken on that project, specific use of NPRHA funds, acknowledgment to NPRHA for the grant, and whether a report was submitted.

1. Amount of funds currently raised for this project, exclusive of volunteer labor (11 lines):

1. Amount of additional funds to be raised to complete this project (other than from NPRHA), indicating how the applicant plans to accomplish raising the funds (13 lines):

 Page 3 of 7

1. Matching Contributions:

1. Specify the ways in which matching funds are to be made (see Application Instructions section I for Example Calculation), and verify that such contributions will constitute **at least 50%** of the cost of the project. (10 lines)

2. Will the requested NPRHA grant **result** in the receipt of matching funds? If so, from what source and how much? (7 lines)

1. Describe the applying organization's membership, its size and geographic area served:

1. Indicate how many members are active (4 lines).

Page 4 of 7

 K. Assurance of continuing care and maintenance of the Project to be Funded (25 lines):

Provide a detailed summary of all the applying organization's revenues and expenditures, by category, for each of the past two years. This financial information should clearly show the ability to maintain any restored asset in good condition. If an Attachment, limit it to one page.

1. Is this project expected to generate revenue? If so, approximately how much, annually? (7 lines):

1. Federal Tax Status:

 1. Is the Applicant a Not-For-Profit organization? \_\_\_\_\_ YES \_\_\_\_\_ NO

 2. Does the organization currently have Federal Tax Exemption Status under Section 501(c)(3) of the Internal Revenue Code? \_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, submit a copy of the Determination Letter as an appendix

 Page 5 of 7

1. Provide a description of your plan for public acknowledgment of NPRHA financial support of this project (20 lines):
2. If the applicant is an individual, attach an endorsement letter, as an attachment, in support of the project from the sponsor, who is a co-applicant on the project.
3. Applicants for and recipients of NPRHA Grants are deemed to agree to all the policies stated in the Announcement as well as the Terms and Conditions which are part of the application form.
4. Attach photographs with descriptions and other visual aids as described in section 5 of the Instructions for proper completion of the application.

Page 6 of 7

1. Complete the NPRHA Grant Application Check-List by initialing each section indicating the applicant has included those items in the submittal.

**Initials The NPRHA Grant Application Check-List**

* + - 1. NPRHA Grant Application – All sections completed; Header information plus sections A-Q
			2. Cost and Budget Appendix (Attached)
			3. Financial Statement of the organization, revenues and expenses for past two years. (Attached)
			4. If the organization is a non-profit, 501c3, attach determination letter (Attached)
			5. **OR** If the applicant is an individual, attach an endorsement letter from a sponsor organization that is a non-profit or government entity, stating support for the project. (Attached)
			6. Photographs and other visual aids showing the project with an explanation for each picture. (Attached)
			7. The applicant has downloaded, read, understands and agrees with the “Announcement of Preservation Grants, description of the Application Process”, as well as the Terms and Conditions specified on the NPRHA.ORG website.
			8. “NP Color Drift Card Set” has been secured as a reference for any painting projects.

 Finally, Complete the following section and submit the application before the dead-line

**REMINDER: COMPLETED APPLICATIONS MUST BE RECEIVED NOT LATER THAN 11:59 pm MARCH 1**

**THERE ARE NO EXCEPTIONS**

Name of person preparing application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of person preparing application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application filing date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* The Space Below is For Use by NPRHA Only \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

A completed NPRHA Grant Application was received on: \_\_\_\_\_\_\_\_\_\_\_\_

 Date

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name / Signature of person receiving

 Page 7 of 7