



APPLICATION INSTRUCTIONS

Ohio History Fund

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INTRODUCTION

Where does the money for the Ohio History Fund grants come from?

The main source of support for the Ohio History Fund is from donations. Ohioans contribute a portion of their state income tax refunds to the Ohio History Connection through their tax returns.

The tax refund donation box for the Ohio History Fund was made possible in the Fiscal Year 2011 State of Ohio budget, passed by the General Assembly and signed into law by Gov. John Kasich.

The donation box is not perpetually guaranteed, however. As of 2016, the State of Ohio requires that all tax check-offs generate a minimum of \$50,000 in contributions annually. If a tax check-off fails to cross that \$50,000 threshold five years in a row, it will be dropped from Ohio's income tax return. The removal of the Ohio History Connection's tax check off threatens the continuation of the grant program you are applying for. Please consider donating a part of your state tax refund to the Ohio History Connection and tell your friends and family to remember the Ohio History Connection and History Fund at tax time, too!

While the tax check-off is the primary source of funding for the History Fund, donations come from other sources. Donors to the Ohio History Connection who designate their gifts to the History Fund also make grants possible. You can make your tax-deductible donation to the History Fund online by [clicking here](#).

Proceeds from sales of Ohio History “Mastodon” license plates also support the History Fund. Twenty dollars of the \$30 fee goes to the program and is used for grants. To find out how you can purchase Ohio History licenses plate, visit the Ohio Bureau of Motor Vehicles by [clicking here](#). Look under “**Organizational Plates**” and then “**History**” (*not* “Historical Plates” – those are for vintage vehicles)

When is the application deadline?

The deadline for applications is September 28, 2021 at 11:59 pm. Grant recipients will be publically announced at Statehood Day on March 1, 2022 at the Ohio Statehouse in Columbus. (Statehood Day is the annual history advocacy event celebrating Ohio’s Statehood in 1803.) The History Fund will acknowledge applications upon receipt and be in contact with applicants after the initial review of applications is completed in September and then again after funding decisions are finalized in February 2021.

All grant recipients are expected to send at least one representative to Statehood Day. The recipients will be acknowledged and celebrated for their organizations’ achievements before an audience that includes other history organizations and state lawmakers. History Fund grants are highly competitive and receiving one is a great achievement. Statehood Day is also a wonderful opportunity to thank your legislators for creating the Ohio income tax check-off that makes History Fund grants possible.

The History Fund grant application process is entirely online. No paper applications are available. It is possible, however, to save and print all grant materials using your computer. The History Fund strongly recommends that you do this, and that you draft your application using your word processing program on your computer. When it is ready for submission, you can “copy and paste” your draft into the appropriate sections of the online application.

There are seven parts to the History Fund application:

- 1) Grant Project Data
- 2) Applicant Information
- 3) Elected Officials
- 4) Project Narrative
- 5) Budget Spreadsheet
- 6) Abstract
- 7) Signatures & IRS Form 990

For best results, the History Fund recommends that you complete the application in this order:

- a. **Applicant Information**
- b. **Project Narrative**
- c. **Budget Spreadsheet**

Then use the information in a. – c. above to complete **Grant Project Data** and **Abstract** sections. You can complete the **Elected Officials** section at anytime.

To make the online application process go smoothly, note:

- **Uploads:** There are documents you are required to electronically attach ("upload") to your application. You will need to scan these documents, save them on your computer and upload them where indicated in the application.
 - You may also use the Fax to File tool to fax documents to a toll-free number, save to your computer, and then upload them to the History Fund application. We suggest creating a folder to hold all of your History Fund application-related documents for easy retrieval.
- Five forms are provided in the application:
 - 1) Master Budget Worksheet
 - 2) Construction Budget Worksheet
 - 3) Match Summary Worksheet
 - 4) Work Schedule, and
 - 5) Signatures of Authorization form
 - The **Master Budget Worksheet**, **Construction Budget Worksheet**, and **Match Summary Worksheet** are the three parts of the **Budget Spreadsheet**. Navigate among the worksheet using the colored tabs at bottom of the spreadsheet.
 - To use these forms, click on one and save it to your computer, fill out the form, and then upload it to the History Fund application.
 - **All uploads must be legible.** Applications with illegible attachments will not be considered.
- **Uploading photographs:** copy, paste, and save the photographs that make your application compelling into a single Word or PDF document. In addition to the photos, include a ‘key’ or description of the photos contained in the document. Upload that single document where indicated in the History Fund application.

Do not attempt to upload multiple photographs directly into the grant software. It will allow only one photograph or document per upload spot.

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 entering information in fields, using the enter key after entering data will automatically cause the application to save. Press the "continue" button to

proceed/return to the application. To avoid this for each entry, press the Tab key to jump to the next field. We suggest that you save your application often so you do not lose your work!

As you draft your application, keep in mind the job of a grant proposal:

- It outlines a need.
- It describes your solution for that need.
- It explains how that solution will benefit your organization and community.
- It describes how support from the History Fund will enable you to implement that solution.

For the guidelines governing the History Fund, including the goals of the program, eligibility requirements, funding categories, grant minimums and maximums, and match requirements, see the [*Ohio History Connection’s History Fund Grant Guidelines*](#) (hereafter *Guidelines*). Contact the Ohio History Connection’s State Historic Preservation Office if you have questions. We are happy to help!

**Ohio History Connection
State Historic Preservation Office
800 East 17th Avenue
Columbus, OH 43211
614-297-2341
averhoff@ohiohistory.org**



GRANT SUBMISSION CHECK LIST

Ohio History Fund

Use this check list to make sure you filled out the application correctly and that you have uploaded all required documents. Some applications require more or less documentation, depending on the project proposed. In the online application, Information required of ALL applicants marked with an asterisk * in the application.

This check list does not include *every* item in the History Fund application, but will help you avoid errors that have bedeviled past applicants and impacted their applications.

All uploaded materials must be legible. Applications with illegible items will not be considered.

Information is listed in order as found on the online application form.

If you have questions, see the [Application Instructions](#) and contact the History Fund. We are happy to help!

Grant Project Data

- Grant Request does not exceed \$20,000 for a Bricks & Mortar or Programs & Collections project, or \$4,000 for a for an Organizational Development proposal.
- The amount indicated in Grant Request is identical to the total at the bottom of History Fund Request column on Master Budget Worksheet.
- The amount indicated in Match is identical to the amounts in Total Match cell in Match Summary Worksheet and the total at the bottom of Match column of Master Budget Worksheet.
- The amount indicated in Total Project Cost is identical to the Total Project Cost cells on the Master Budget Worksheet.

Note: Fill in the Grant Request, Match, and Total Project Cost blanks **after** you have finalized your project's budget.

- Percentage of Match to Total Project Cost is calculated correctly.

- Project start date falls after May 1. *Double check:* the date here is the same as that in the Work Schedule.
- Date of Request for Proposal submission is recorded, if required. *Double check:* the date here is the same as that in the Work Schedule.
- Mid-project report date is recorded and falls at the approximate midpoint of your project. *Double check:* the date here is the same as that in the Work Schedule.
- Project End Date is the same as that recorded in the Work Schedule.
- Project end date does not exceed 24 months from start date for Bricks & Mortar or Programs & Collection projects, or 12 months for Organizational Development project.

Note: Fill in project start and end dates blanks **after** you have finalized your project’s schedule.

- Final project report date is recorded and falls no later than 30 days after the project end date. *Double check:* the date here is the same as that in the Work Schedule.

Applicant Information

- If nonprofit organization, State of Ohio Nonprofit Entity Number indicated.
- **UPLOAD:** IRS letter of determination. Required if applicant is a 501c3 organization.
- Project Bookkeeper is not the same person as nor is a family member or partner of either the Authorizing Official or Project Director.

Project Narrative

- If Bricks & Mortar project, building listed on National Register of Historic Places as of date of application, or listed per a local historic preservation ordinance.
- If Bricks & Mortar project, National Register Reference Number indicated, followed by note about Contributing Structure (if applicable).
- Date for Mid-Project Report included in Work Schedule. *Double check:* confirm that this same date is recorded in the Mid-Project Report Date field of the Grant Project Data Section
- Date for Final Project Report included in Work Schedule. *Double check:* confirm that this same date is recorded in the Final Project Report Date field of the Grant Project Data Section.
- If required, start-end dates for Request for Proposal Review in Work Schedule. *Double check:* confirm that this same date is recorded in the Request for Proposal Report Date field of the Grant Project Data Section.
- **UPLOAD:** Work Schedule
- Project photographs copied and pasted into a single Word or PDF document.

- *UPLOAD:* Photos of project and/or applicant organization. For Bricks & Mortar application, detailed photos of project are required.
- Statements of Qualifications and/or Resumes of project personnel copied and pasted into a single Word or PDF document.
- *UPLOAD:* Statements of Qualifications and/or Resumes of project personnel.
- *UPLOAD:* Letters of Commitment to project, if applicable.
- *UPLOAD:* required for *Ohio History Connection management sites ONLY*, current Site Management Agreement.

Budget

- Budget Spreadsheet completed and include the following:
 - All amounts rounded to nearest dollar (example, \$278.59 rounded up to \$279.00).
 - Master Budget Worksheet completed – required of ALL applicants.
 - Cost of Project Director’s time included
 - Cost of Project Bookkeeper’s time included
 - Projects that do not include the time of **both** a Project Director and a Project Bookkeeper will not be considered.
 - Volunteer “wage” rate computed at 2021 Ohio minimum wage of \$8.80 per hour. If higher rate used, explain in Budget Narrative.
 - Cost of sign to acknowledge History Fund support in Master Budget Worksheet.
 - For Bricks & Mortar projects only - Construction Budget Worksheet completed.
 - Amount recorded in Construction Budget Subtotal cells on Master Budget Worksheet are identical to amounts in the Construction Subtotal cells in Construction Budget Worksheet.
 - Match Summary Worksheet completed– required of ALL applicants.
 - Amount recorded at the bottom of Match column of Master Budget Worksheet is identical to amount recorded in the Total Match cell of the Match Summary Worksheet.
 - For Bricks & Mortar or Programs & Collections projects: Match equals or exceeds 40% of Total Project Cost.
 - For Organizational Development Project: Match equals or exceeds 20% of Total Project Cost.
- *UPLOAD:* Budget Spreadsheet.

- Budget Narrative completed to explain line items in the budget. For example, justifications for higher wage rates for volunteers or items labeled “other” in the budget.
- Cost estimates for major project items copied and pasted into a single Word or PDF document.
- *UPLOAD:* Cost estimates.

Signatures & IRS Form 990

- Signatures of Authorization form signed by Project Director, Project Bookkeeper, and Authorizing Official. The signatures of all three must be present. Applications missing required signatures will not be considered.
- *UPLOAD:* Signatures of Authorization form.
- *UPLOAD:* Current year’s IRS Form 990 - required for nonprofit organizations.

Questions? Contact:

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State Historic Preservation Office
800 East 17th Avenue
Columbus, OH 43211
614-562-4490 (cell); 614-297-2341 (office)
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APPLICATION INSTRUCTIONS, BY SECTION

1. GRANT PROJECT DATA

Grant Project Title: Use a title that describes your project. Examples: Anytown Veterans Oral History Project, Anycounty Historical Society Collections Re-Housing Project, Jones House Rehabilitation Project. *Note:* The History Fund prefers “boring” but clear and descriptive project titles over clever, but not-very-descriptive ones.

Funding Category: Be sure to check only one funding category. Funding categories are Organizational Development, Programs & Collections, and Bricks & Mortar. See the [Guidelines](#) for descriptions.

For Bricks & Mortar applications to rehabilitate historic buildings: the structure that is the subject of the grant must be listed on the National Register of Historic Places, or listed according to the terms of a local historic preservation ordinance as of the History Fund application deadline. The structure can be listed individually or as a Contributing Structure in a National Register Historic District. See the History Fund’s website and the online application form for this year’s deadline.

- For an explanation of local historic preservation ordinances, visit the website of the Ohio History Connection’s [State Historic Preservation Office / Certified Local Governments](#)

Applications for projects that would rehabilitate **historic outdoor sculpture** should apply under the category of **Bricks & Mortar**. The sculpture must be listed on the National Register of Historic Places (or under the terms of a local historic preservation ordinance), either individually or as a contributing structure in a National Register Historic District.

Museum exhibit projects that include construction should be submitted under the category **Programs & Collections**. Make sure the grant narrative focuses on the interpretive aspects of the exhibit, as well as describing construction details. If the construction is to take place in the building listed on the National Register of Historic Places, please indicate that the project will preserve the structure’s historic integrity, according to the [Secretary of the Interior’s Standards for the Treatment of Historic Properties](#).

Project Budget Summary: Indicate your 1) requested grant amount, 2) Match, and 3) Total Project Cost. Amounts recorded in this section must be identical to those in your project’s Budget Spreadsheet. For best results, complete this section **after** you have finalized your project’s budget.

- The amount indicated in *Grant Request* blank is to be identical to the total at the bottom of *History Fund Request* column on Master Budget Worksheet.
- The amount indicated in *Match* blank is to be identical to the amounts in *Total Match* cell in *Match Summary Worksheet* and the total at the bottom of *Match* column of *Master Budget Worksheet*.
- The amount indicated in *Total Project Cost* is to be identical to the *Total Project Cost cells* on the *Master Budget Worksheet*.

Match amounts must equal or exceed the percentages stipulated in the [Guidelines](#) and listed below under “Budget” and “Match Summary Worksheet” (Section 5). Applications that do not meet Match minimums will not be considered.

Project Dates: Fill in project dates **after** you have finalized your project’s Work Schedule (in Project Narrative, below). The dates you record must match the start / end dates in the Work Schedule form you upload in the Project Narrative section, described below.

Four dates are required of all projects. For projects with Requests for Proposal (RFPs), #5 is needed.

1. **Project Start Date:** A date indicating the start of the project is required. All projects should assume a start date on or 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.
2. **Final Project Report Submission Date:** Final project reports are due no later than 30 days after the Project End Date. To see a sample Final Project Report, [click here](#).
3. **Mid-Project Report Submission Date:** 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. To review a sample Mid-Project Report, [click here](#).
4. **Project End Date:** a date indicating when the project will conclude. The maximum duration of History Fund grants are as follows:
 - Bricks & Mortar projects: up to 24 months
 - Organizational Development projects: up to 12 months
 - Programs & Collections projects: up to 24 months

5. **RFP Submission 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 two-three weeks for our staff to complete. For more about RFPs and whether they may be required for your project, see section 5, “BUDGET / Procurement” below.

See section 4 below, “Project Narrative” / “Project Design & Resources” more about project dates and work schedule.

2. APPLICANT INFORMATION

Applicant Organization: Please provide:

- Organization name
- Mailing address, including City, State, ZIP
- Organization main phone number
- Organization web site
- County

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

For Nonprofit Organizations:

- 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 7, “Signatures & IRS Form 990.” **Note:** Applications from nonprofit organizations that do not include a Form 990 will not be considered.
- Your organization’s State of Ohio Nonprofit Entity Number may be found by going to website of the Ohio Secretary of State, Business Services:
<https://businesssearch.ohiosos.gov/> At the "Search by Business Name" webpage, enter your organization's "Business Name" (even though you are nonprofit).

Besides finding your organization’s Entity Number, you will learn the status of your organization. Grant eligibility requires “good standing,” which is defined as “**active**” status by the Ohio Secretary of State’s Office.

- Organizations whose status is listed as “held” must contact the Ohio History Connection’s Local History Office 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.

For Public Entities:

- Federal Tax ID number (also known as EIN)

Project Director, Project Bookkeeper, Authorizing Official

Please provide the individual's complete contact information:

- First and Last name
- Position or role in applicant organization
- Indicate if the phone number / email address is different from the Applicant Organization

Project Director is the person responsible for coordinating the grant project. The project director serves as the contact between the applicant organization and the History Fund. The project director is also responsible for certifying compliance with the 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.*

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, spouse, or the partner of the project director or authorizing official shall not serve as the project bookkeeper.*

Authorizing Official has the authority to obligate the organization to the proposed grant project and, if funded, accepts responsibility for its completion according to the History Fund's terms and conditions. *The project director may also serve as the authorizing official for a project.*

3. ELECTED OFFICIALS

Indicate the name and district number of your organization's Ohio House, Ohio Senate, and U.S. Congressional representatives at the time of the application.

- To find your Ohio House and Ohio Senate district and officials, see: To find your district number and representative, go to www.legislature.ohio.gov/legislators/find-my-legislators
- For your Congressional representative, visit:
<https://www.govtrack.us/congress/members/OH#representatives>

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, Senate, and Congressional representatives of your award.

4. PROJECT NARRATIVE

The application review committee will base its funding decisions primarily on the project narrative and budget. The narrative consists of four sections: 1) Applicant Organization Profile, 2) Statement of Need, 3) Description of Impact, and 4) Project Design & Resources.

Answer each question in the sections below to demonstrate how your project meets the goals of the History Fund (as outlined in the [Guidelines](#) in the section “What are the Goals of the History Fund?”)

Assume that the review panelists evaluating your application know little about your organization. Review panelists are experts in their fields, but they are not expected to know details about your organization, other than what is provided in your History Fund application.

It is better to let the text of your narrative convince grant reviewers of the value of your project, rather than to include web links to external sites. Some reviewers print and evaluate applications in paper form. In the midst of reviewing your application, these reviewers will not have access to links that you included to help make your case. It is best to eliminate or keep to a bare minimum the number of web links in the text of your project narrative.

The project narrative section is limited to 12,000 characters (approximately 2,000 words).

1) Applicant Organization Profile

Briefly describe your organization.

- a) What is your organization’s mission?
- b) How long has your organization existed?
- c) Describe three or four of your organization’s recent achievements.

Note for Bricks & Mortar applications to rehabilitate historic buildings: record where indicated the 8-digit National Register reference number for the structure. This number is proof of listing on the Register and is required.

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.

To find a reference number, go to the [National Register of Historic Places](#) on the website of the State Historic Preservation Office of the Ohio History Connection. Scroll down to “National Register Searchable Database” to begin your search.

Reminder: A structure that is the subject of the grant must be listed on the National Register of Historic Places or according to the terms of local historic preservation ordinance prior to application deadline.

2) Statement of Need

- a) What do you plan to do?

- b) Why are the historical materials or information this project would address important?
- c) Why do you want to take on this project at this time?

NOTE: One of 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...”

3) Description of Impact

- a) Who will be served by this project? Why this audience(s)?
- b) How will you demonstrate to the public that this project is a success?
- c) How will the project improve your organization?
- d) How will this project strengthen your community?

Note: Describe how you will evaluate your project, to demonstrate that it is a success (item 3b).

Some examples:

- *Collections care projects:* indicate the number of artifacts and/or archival items the project will address. Also indicate in the narrative that your organization owns artifacts and/or archival materials.
- *Historic building rehabilitation projects:* explain what parts of the structure will be preserved and why this is necessary for its overall “health” of the building and its contents. If one of the results of the project is energy savings, plan to report how much the project enabled your organization to save.
- *Digitization projects:* indicate how many items will be digitized and how you will preserve and access the digitized data. Also indicate in the narrative 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:* indicate how many attendees you expect to realistically attract and describe how you will discover the program was meaningful to them.
- In general, make sure you application addresses questions such as “how many,” “when,” “where,” “what,” “who.”

If awarded a grant, the measures you indicate in this section you will refer to in your final project report. You and the History Fund will use these measures to evaluate the effectiveness of your project.

4) Project Design & Resources

Address items a) – d) below to describe how you will complete the proposed project.

- a) **Explain how you will execute the project.** Reviewers are looking for descriptions of how you will complete the project from start to finish. Each step should logically follow from the previous step. *Show* the History Fund you can accomplish the program by describing each step; do not just *tell* the History Fund you can.

Work Schedule

- The Work Schedule is your project’s timeline. It and item #a) above (your explanation of how you will execute the project) should work together. Use item #a) convince the reviewers that you can competently complete the project by describing, step by step, what you will do and why you need to do it. Use the Work Schedule to list those steps.
- The Work Schedule template should list each significant step and the outcome that will result, how many “work days” each step will take, and the date 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” refers to the actual number of days spent completing the activity.
 - Work Schedule items can occur simultaneously or one can begin before another ends, as long as it is clear why the steps can overlap.
 - Enter exact start and end dates for your project, if known. 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.
 - **Reminder:** 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.
 - As stated in the [Guidelines](#), the maximum duration of History Fund grant projects are as follows:
 - Bricks & Mortar projects: up to 24 months

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

Work to be accomplished / Outcome	Work days	Start date	Completion date

- For your grant to be competitive, include “work days” time in your Work Schedule for:
 - The date for the submission of the required Mid-Project Report.
 - The date for the submission of the Final Project Report.
 - Your work schedule must include the dates of submission of your Mid-Project Report and Final Project Report, in addition to sketching out the timeline of your project.
 - Drafting and submitting a Request for Proposals (RFPs), if required (see “Procurement” below)
 - You should allow a minimum of two weeks for the review of RFPs by the History Fund
 - Soliciting and reviewing bids, if required for your project

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

- Bricks & Mortar projects and other projects requiring a Request for Proposal (RFP) may not begin until the History Fund has reviewed and approved the project’s RFP.
- Grant awards will be announced in February. Grant projects, however, may start no sooner than May 1. The time between the award announcement and the official start of the grant period gives the History Fund and the grant recipients’ time to prepare and execute the project agreement.

Photographs & Images

- *Photographs and images can be worth a thousand words.* All applicants are required to upload at least one photograph or image to illustrate their projects. If your project receives a grant, this image will be used to illustrate your project in a PowerPoint presentation at the Ohio Statehouse at the Statehood Day event. The images you submit should show your proposed project and your organization in the best possible light.

Images can also include architectural drawings, maps, or charts. Provide a “photo key” that describes the images and tell 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.

For Bricks & Mortar projects, photos are **required and essential** for reviewers as they consider your project. Reviewers cannot visit your site in person and so rely on photos. Images are to 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**. The review panel should see the need for your project in the photographs you submit.

Uploading photographs and images (repeated from above): copy, paste, and save into a single Word or PDF document all the photographs and images that you want to submit with your application. Upload that single document where indicated in the application. In addition to the photos, this document should also include a ‘key’ or description of the photos contained therein.

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

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.

- b) **Identify the professional standards relevant to the project and how your project will achieve these standards.** For lists of professional standards and best practices applying to a majority of History Fund projects, go to [Standards & Guidelines](#) on the webpages of the Ohio History Connection’s Local History Services department.

- Applications for Bricks and Mortar that are successful explain how the project will meet the the [Secretary of the Interior’s Standards for the Treatment of Historic Properties](#). Most History Fund projects fall under the “Secretary of the Interior’s Standards for [Rehabilitation](#)”
 - Regarding specific projects such as roof or window replacement, see the National Park Service’s [“Preservation Briefs” series](#)
- Applications for digitization project that are successful address the standards explained in the [Federal Agencies Digital Guidelines Initiative \(FADGI\)](#) or the [NISO Framework for Building Good Digital Collections](#)

- **NOTE:** FADGI standards are more recent and are preferred, but the older NISO Framework standards are also acceptable
- c) **Who will do the work? Why are the qualified?** Explain that qualified people have been secured or will be hired to complete the work and why they are qualified. Upload statements of qualifications and/or resumes of principal personnel, such as the Project Director, Project Bookkeeper, and other key staff and volunteers.

Including statements of qualifications and/or resumes of project principals can demonstrate to project reviewers that you have qualified people to successfully complete the project. Including job descriptions to staff or interns you want to hire tell our reviewers that you will seek qualified candidates.

- If you intend to hire staff or interns to help complete the project, upload a job description for the position(s).
- If you intend to hire an outside firm to complete project work, you may be required to draft and submit for the History Fund’s approval a Request for Proposal. Requests for Proposal are NOT due at the time of application. RFPs are only due if you receive a grant. See BUDGET / Procurement section below for details.
 - If a contractor or consultant was hired prior to the grant period, you agree document in the application that a fair and open selection process was used to select the firm.
- If there are external project partners, explain their role and why they are necessary.

Uploading statements of qualifications, resumes, and job descriptions: as with photographs and image, copy, paste, and save into a single Word or PDF document all the resumes, etc. that you want to submit with your application. Upload that single document where indicated in the application.

Do not attempt to upload multiple documents directly into the grant software. It will only allow the one document at a time. The “workaround,” described above, is to copy and paste many documents into *one* document (Word or PDF) and upload it.

- d) **Compile a budget for the project using the form included in this application.** See the Budget section below for instructions.

Letters of Commitment

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 director or president of the library’s board indicating that the library endorses the project.

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

Letter of commitment are *different* than 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. The History Fund favors letter of commitment over letters of support.

Copy, paste, and save letters of commitment into a single Word or PDF document. Do not attempt to upload multiple letters of support directly into the grant software. It will allow only single document, into which you have pasted your letters.

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.

5. BUDGET

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 directly relate to the accomplishment of the project.

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.

Use the Budget Narrative field to elaborate on any budget items that require additional explanation, such as justifications for wage rates for project personnel or descriptions of specific budget line items.

- Label and classify every expense; expenses labeled “miscellaneous” are not persuasive.

The budget and narrative must agree. The completed budget form will express numerical form what the project narrative describes. The budget shows for whom or for what funds are needed and how you calculated those costs. The budget also shows how these costs will be met—either by *History Fund* grant support, by *Match*, or by a combination of the two.

Match

Match amounts must equal or exceed the percentages stipulated in the [Guidelines](#):

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

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.

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.” 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.

Cost Estimates

The History Fund strongly recommends that applicants obtain estimates of major cost items to use when preparing budgets. Because cost estimates carry weight with grant reviewers, upload estimates to your application.

- Do not attempt to upload multiple cost estimates directly into the grant application software. It will allow only a single document. Instead, copy and paste all cost estimates into a single Word or PDF document and upload that one document (as is also the case for photographs and statements of qualification above)

Procurement

History Fund procurement policies and procedures are designed to encourage and promote 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 the purchases of goods and services listed in the project budget:

1. With the exception of Bricks & Mortar 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. This is to ensure that the project is receiving the highest quality product or service at the lowest price. 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.
2. For purchases of goods and services over \$6,000, for Bricks & Mortar projects, or for any project the Ohio History Fund deems it necessary, grant recipients are required to solicit competitive proposals. The recipient must:

(2a) Prepare a Request for Proposal (RFP) in accordance with History Fund guidance and approval.

- RFPs for Bricks & Mortar projects must meet 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 deemed necessary for other projects will meet standards for the particular project in question.
 - Examples of “other projects” have included digitization, microfilm, and object conservation projects, in which the History Fund worked with grant recipients to draft RFPs.

(2b) 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.

(2c) 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.

Requests for Proposal must be reviewed and approved by the History Fund prior to issuance.

Hiring of any contractor/consultant as part of the project must be done in an open, competitive manner whether accomplished prior to submitting the History Fund proposal or after a grant is awarded. If a contractor/consultant was hired prior to the grant period, you agree document in the application that a fair and open selection process was used to select the firm.

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

An example of an RFP is appended at the end of these *Instructions*.

Completing the Budget Spreadsheet:

- Use of the History Fund’s Budget Spreadsheet is required. Please do not substitute another type of form or spreadsheet.
- The Budget Spreadsheet is a Microsoft Excel spreadsheet. If you do not have access to Excel or cannot download the Budget Spreadsheet, contact the History Fund.

- **NOTE:** Round cents to the nearest dollar (example: round up \$278.59 to \$279.00).
- The Budget Spreadsheet consists of **three** separate worksheets: **1) Master Budget Worksheet**, required of ALL applicants, **2) Construction Budget Worksheet**, required only for Bricks & Mortar applicants, and **3) Match Summary Worksheet**, also required of ALL applicants. Click on the tabs at the bottom of the spreadsheet to view individual worksheets.
- As shown on the Sample Budget Spreadsheet below (and in the online application), 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 History Fund has set up the Budget Spreadsheet in Excel to do the math for you (but you should still double-check it). The *Total Cost* field will auto-fill after you enter the unit and rate information. The *Total* field will auto-fill when you enter amounts in the *History Fund* and *Match* columns. **Do not use symbols (\$) or commas when you enter figures in the Unit, Rate, History Fund, or Match columns.**

Master Budget Worksheet Categories

There are seven overarching budget categories on the Master Budget Worksheet:

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

Not all budget categories or line items within budget categories will apply to all grants.

Certain costs are ineligible under History Fund rules. For a list of ineligible costs, see the [Guidelines](#), section titled “*What kinds of costs are ineligible for History Fund grant assistance?*”

PERSONNEL

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

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. Volunteer time is shown at Match.

The time of unpaid volunteers is to be valued at no less than State of Ohio minimum wage. **For the 2021-2022 grant application cycle that wage is \$8.80 per hour.** There are exceptions to this rule, however. If a volunteer is doing work for which they are customarily or were previously paid, you are welcome to charge a higher 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 higher rates than minimum wage are cited for volunteers, explain why in the Budget Narrative.

Note: *The State of Ohio minimum wage rates in the sample budgets below were not updated from previous years. Please use the rate above, \$8.80 per hour, in your budget computations.*

Grant projects may hire the services of outside consultants or contractors. List each service provider in Professional Services on the Master Budget Worksheet. Include a computation for consultant costs (e.g. hourly, daily, or lump sum), distribute the costs between the History Fund and the matching share columns, and provide totals. 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

Personnel refers to the labor you need to accomplish your project. Materials & Supplies refers to the “parts,” that will be used in the project. Donated services and materials are allowable as match when they directly benefit the project and are specifically identified. Donated services or equipment usage must be documented. Contact the History Fund for assistance in determining the value of donated services, materials, or equipment use.

Materials & Supplies are subdivided into the following 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 is subdivided into the following 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

MARKETING & PROMOTION

Telling your community and stakeholders about your project is important. If the success of your project relies on public participation, marketing and promotion are essential. Indicate how you plan to tell your community about your program.

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 may apply to many Organizational Development projects.

TRAVEL

Travel encompasses mileage and accommodations for grant project personnel. All History-Fund related travel is governed by the *Travel Policy and Procedures* of the Ohio History Connection.

What follows are policies for several of the more commonly incurred travel expenses:

- Travel by car is reimbursed at \$0.56 per mile.
- Accommodations may be booked if the traveler is more than 75 miles from office or home after 8 pm and are to be made at a business class hotel (for example, Hampton Inn, Marriott Courtyard).
- Meals will be reimbursed only in conjunction with overnight stays; lunch is generally not reimbursed.
- The per diem rate is \$35 per day, including gratuity and taxes.
- Airfare will be reimbursed at coach rates.

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

Sample Budget Form

On the following pages is a sample completed budget form for a collections care project (Programs & Collections category) and a Bricks & Mortar project. *Note: The State of Ohio minimum wage rates in the sample budgets below were not updated from previous years. Please use the rate above, \$8.80 per hour, in your budget computations.*

Note: For Programs & Collections and Organizational Development projects, the **Master Budget Worksheet** and the **Match Summary Worksheet** are required. The **Construction Budget Worksheet** is not required.

For Bricks & Mortar projects, three worksheets are required: **1) Master Budget Worksheet, 2) Construction Budget Worksheet, and 3) Match Summary Worksheet.**

Remainder of this page intentionally blank. Instructions continue on following page.

Master Budget Worksheet - History Fund													
Grant Project Title: Anytown Historical Society Collection Storage Project													
Applicant Organization: Anytown Historical Society													
Budget Category	Budget Item (specify)	Units	Rate	Total Cost	History Fund Grant Request	Match	Total						
PERSONNEL													
Project director	Executive Director	20	\$ 26.00	\$ 520.00	\$ 520.00		\$ 520.00						
Project bookkeeper	CPA	12	\$ 35.00	\$ 420.00		\$ 420.00	\$ 420.00						
Other paid staff of applicant organization	Curator- 3hrs/day for 35 days	105	\$ 20.00	\$ 2,100.00	\$ 1,755.00	\$ 345.00	\$ 2,100.00						
				\$ -			\$ -						
				\$ -			\$ -						
				\$ -			\$ -						
Volunteers	8 volunteers- 4hrs/day for 30 days	960	\$ 8.10	\$ 7,776.00		\$ 7,776.00	\$ 7,776.00						
				\$ -			\$ -						
				\$ -			\$ -						
				\$ -			\$ -						
Professional services	Conservator- 5 days \$700/day	5	\$ 700.00	\$ 3,500.00	\$ 3,500.00		\$ 3,500.00						
				\$ -			\$ -						
				\$ -			\$ -						
				\$ -			\$ -						
<i>subtotal</i>				\$ 14,316.00	\$ 5,775.00	\$ 8,541.00	\$ 14,316.00						
MATERIALS & SUPPLIES													
	Shelving units	5	\$ 90.00	\$ 450.00	\$ 450.00		\$ 450.00						
	Package (25 sheets) acid free cardboard	1	\$ 150.00	\$ 150.00	\$ 150.00		\$ 150.00						
	Tyvec roll	1	\$ 234.00	\$ 234.00	\$ 234.00		\$ 234.00						
	Package of Coroplast sheet	1	\$ 392.00	\$ 392.00	\$ 392.00		\$ 392.00						
	Package of archival storage boxes (25)	1	\$ 248.00	\$ 248.00	\$ 248.00		\$ 248.00						
	Acid free file folder	6	\$ 34.00	\$ 204.00	\$ 204.00		\$ 204.00						
	Box Ethafoam planks	3	\$ 159.00	\$ 477.00	\$ 477.00		\$ 477.00						
	Polyester batting roll	1	\$ 107.00	\$ 107.00	\$ 107.00		\$ 107.00						
	Fluted corrugated tray (2/package)	10	\$ 9.95	\$ 99.50	\$ 99.50		\$ 99.50						

				\$ -				\$ -
				\$ -				\$ -
<i>subtotal</i>				\$ -	\$ -	\$ -	\$ -	\$ -
TRAVEL	100 miles round trip for 5 days	500	\$ 0.40	\$ 200.00	\$ 200.00			\$ 200.00
				\$ -				\$ -
				\$ -				\$ -
				\$ -				\$ -
				\$ -				\$ -
<i>subtotal</i>				\$ 200.00	\$ 200.00	\$ -	\$ -	\$ 200.00
Construction Budget subtotal (for Bricks & Mortar category only)					\$ -	\$ -	\$ -	\$ -
Total Project Cost				\$ 17,221.10	\$ 8,656.10	\$ 8,565.00	\$ 17,221.10	

Sample Match Summary Worksheet for collection care project (Programs & Collections category)

Sample Budget Spreadsheet for Bricks & Mortar projects

Three worksheets are required for Bricks & Mortar projects: **1) Master Budget Worksheet, 2) Construction Budget Worksheet, and 3) Match Summary Worksheet.**

Master Budget Worksheet:

Master Budget Worksheet - History Fund							
Grant Project Title: XYZ Home Restoration - Phase III (Interior)							
Applicant Organization: Neat Old House Historical Society							
NOTE: Your budget must include the time and cost or match for a project director and a project bookkeeper . See the Application Instructions for details. Applications whose budgets that do not include a project director or bookkeeper will not be considered.							
Budget Category	Budget Item (specify)	Units	Rate	Total Cost	History Fund Grant Request	Match	Total
PERSONNEL							
Project director	President	30	\$ 7.95	\$ 238.50		\$ 238.50	\$ 238.50
Project bookkeeper	Treasurer	20	\$ 7.95	\$ 159.00		\$ 159.00	\$ 159.00
Other paid staff of applicant organization				\$ -		\$ -	\$ -
				\$ -		\$ -	\$ -
				\$ -		\$ -	\$ -
				\$ -		\$ -	\$ -
Volunteers				\$ -		\$ -	\$ -
				\$ -		\$ -	\$ -
				\$ -		\$ -	\$ -
				\$ -		\$ -	\$ -
Professional services	Consultant	1	\$ 3,850.00	\$ 3,850.00		\$ 3,850.00	\$ 3,850.00
				\$ -		\$ -	\$ -
				\$ -		\$ -	\$ -
				\$ -		\$ -	\$ -
<i>subtotal</i>				\$ 4,247.50	\$ -	\$ 4,247.50	\$ 4,247.50
MATERIALS & SUPPLIES				\$ -		\$ -	\$ -

				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
<i>subtotal</i>				\$ 600.00	\$ -	\$ 600.00	\$ 600.00
PROFESSIONAL DEVELOPMENT				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
<i>subtotal</i>				\$ -	\$ -	\$ -	\$ -
TRAVEL				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
<i>subtotal</i>				\$ -	\$ -	\$ -	\$ -
Construction Budget subtotal (for Bricks & Mortar category only)					\$ 20,000.00	\$ 9,038.28	\$ 29,038.28
Total Project Cost				\$ 4,847.50	\$ 20,000.00	\$ 13,885.78	\$ 33,885.78

Construction Budget Worksheet, Bricks & Mortar projects:

Construction Budget Worksheet - History Fund			
Grant Project Title: XYZ Home Restoration - Phase III (Interior)			
Applicant Organization: Neat Old House Historical Society			
Expenditure Categories	History Fund Grant Request	Match	Total
General Conditions		\$	-
Site Work		\$	-
Concrete		\$	-
Masonry		\$	-
Metals		\$	-
Wood & Plastics		\$	-
Thermal/Moisture		\$	-
Doors & Windows		\$	-
Specialties		\$	-
Equipment		\$	-
Finishing	\$ 20,000.00	\$ 9,038.28	\$ 29,038.28
Special Construction		\$	-
Conveying Systems		\$	-
Mechanical/Electrical		\$	-
Other, please specify:			\$ -
Construction Subtotal	\$ 20,000.00	\$ 9,038.28	\$ 29,038.28

Match Summary Worksheet, Bricks & Mortar example:

***Source:** The origin of the contribution. For example: general operating funds, other grants, or donations to the grant project

****Kind:** Type of contribution, whether cash, volunteer labor, or donated materials and supplies, etc.

See the Application Instructions for additional explanations of match.

This page intentionally blank. Instructions continue on following page.

Construction Budget Worksheet

Construction Terms - Use the following list to categorize construction costs. Bricks & Mortar project may have both construction and non-construction costs.

1. **General Conditions** (start-up costs, scaffolding, project sign)
2. **Site work** (subsurface investigation, demolition, drainage, underpinning)
3. **Concrete** (poured in place concrete, precast concrete, concrete restoration and cleaning)
4. **Masonry** (mortar, unit masonry, stone, masonry restoration and cleaning)
5. **Metals** (structural metal framing, metal finishes and restoration)
6. **Wood and Plastics** (rough carpentry, finish carpentry, architectural woodwork, and millwork)
7. **Thermal and Moisture Protection** (waterproofing, damp proofing, insulation, roofing, flashings)
8. **Doors and Windows** (doors and frames, entrances and storefronts, window repair and restoration, window replacement, hardware)
9. **Finishes** (lath and plaster, gypsum wallboard, ceramic tile, wood, brick, and stone flooring, painting)
10. **Specialties** (fire extinguishers and cabinets)
11. **Special Construction** (solar and wind energy systems)
12. **Conveying Systems** (elevators)
13. **Mechanical/Electrical** (plumbing, fire protection, heating, cooling, air distribution); electrical service and distribution; lighting)

Match Summary Worksheet

Match is proof of the applicant's and the community's support of a History Fund project. Sharing detailed information about match amounts also helps us document and publicize the many ways applicants leverage other support with the History Fund. List the donor, source, kind, amount, and status for each match.

Donor: Identifies who or what is providing the match, whether an individual, the applicant organization, a community foundation, or a unit of local government. Rather than listing every individual donor separately, individual donors may be listed as a group.

Source: The origin of the contribution – where it came from. For example: general operating funds, other grants, or donations to the project.

Kind: Type of contribution, whether cash, volunteer labor, or donated materials and supplies, etc.

Status: Is the match in hand (Confirmed), or are you awaiting a decision (Pending)?

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.”

Reminder: In the narrative section “Project Design and Resources” indicate how you plan to complete the project if sources of match labeled “pending” do not materialize.

Record the total amount of Match from the Master Budget Worksheet in the Grant Project Section of the application.

The percentage of the Match must meet the minimum required for the category of grant for which you are applying:

- **Bricks & Mortar:** Match Requirement: 60/40. The grant will pay 60% of the total cost of a project and the applicant will be responsible for a 40% match.
 - Example: for a \$15,000 project, the History Fund would provide \$9,000. The applicant’s match would be \$6,000.
- **Programs & Collections:** Match Requirement: 60/40. The grant will pay 60% of the total cost of a project and the applicant will be responsible for a 40% match.
 - Example: for a \$10,000 project, the History Fund would provide \$6,000. The applicant’s match would be \$4,000.
- **Organizational Development:** Match Requirement: 80/20. The grant will pay 80% of the total cost of a project and the applicant will be responsible for a 20% match.
 - Example: for a \$1,000 project, the History Fund grant would provide up to \$800 and applicant’s match would be \$200.

See the History Fund’s [Guidelines](#) for more information.

Note: Applications with ***incomplete*** Match Summary Worksheets ***will not be considered***.

6. ABSTRACT

The abstract summarizes your project in one paragraph. Write the abstract ***after*** you have finished the project narrative and budget. Limit to 900 characters (150 words). The History Fund uses the abstract to introduce your project to grant reviewers and in program publicity.

Answer these questions in your abstract:

- What will your project accomplish?
- How much are you requesting? How much is your match? What is the total cost of your project?
- How will you complete the project?
- How will the completion of the project benefit your organizations and your community?

7. SIGNATURES OF AUTHORIZATION & IRS FORM 990

All History Fund applicants must print and sign a “Signatures of Authorization” form. Applicants that are nonprofit organizations are required to upload their latest Form 990 tax return, a snapshot of their organization's financial condition.

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

On the “Signature of Authorization” form indicate the title of the grant project and the name of the applicant organization. By signing the form, the project’s Authorizing Official, Project Director, and Project Bookkeeper certify the following:

- All information in the application is accurate to the best of their knowledge and that they can, if requested, provide proof of same.
- The signers and their 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, the grantee 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](#)

All applicants must upload the completed “Signatures of Authorization” to their History Fund grant application where indicated in Section 7, “Signatures & IRS Form 990.”

Nonprofit organizations must upload their latest Form 990 where indicated.



Appendix

REQUEST FOR PROPOSAL INFORMATION

APPLICATION INSTRUCTIONS

Ohio History Fund

As noted in the Budget Form section in the History Fund’s *Instructions* under “Procurement,” grant recipients will be required to solicit competitive proposals under certain conditions. What follows are two documents to help you write a Request for Proposal: 1) a description of the elements of an RFP and 2) a sample RFP. RFPs need not be submitted at the time of application.

Elements of a Request for Proposal (RFP)

A Request for Proposal (RFP) is a tool for describing the proposed project and stating what is expected from the consultant or contractor (also called a “bidder.”) Using consultants/contractors successfully requires a clear understanding and agreement regarding the goals, expected outcomes and deliverables, responsibilities and schedules.

Prior to issuance and distribution, the History Fund must approve the RFP to ensure compliance with applicable standards. What follows is a checklist you can use to develop an RFP.

Purpose of Project:

- Concise statement describing the project or problem to be addressed.
- Pertinent background information about organization, agency, or community.
- Anticipated results and benefits of the project.
- Funding sources
- Amount of funding available for the project
- Project period (anticipated start and end dates)

Scope of Work:

- Tasks/services for which the bidder will be responsible
- Products or deliverables (drafts and final products)

- Schedule – submission dates of drafts, reports, etc.
- Meetings or presentations in which consultant is expected to participate (number, setting, type, etc.)
- Formats of deliverables
- Professional standards that products must meet
- Tasks/responsibilities of the requestor and any other parties

Personnel:

- Professional qualifications to be met by key personnel
- Desired skills and relevant prior experience

Submission Requirements:

- Format for response
- Required information in response
 - Name of consultant/firm
 - History of relevant experience
 - Qualifications of key staff assigned to project
 - Statement confirming understanding of scope of work
 - Description of scope of work, schedule for deliverables
 - References
- Cost of services
- Where/when proposal should be submitted
- Contact name/info for questions

Review Process

- Selection criteria to be used to evaluate proposals
- Timeframe for decision making
- Notification to successful/unsuccessful bidders

Sample Request for Proposal

Request for Proposal for Survey and Inventory of Buildings in the Anytown Historic District

The Village of Anytown seeks a proposal from consultants with proven experience in historic preservation to conduct an intensive level architectural survey of ## properties in the Anytown Historic District.

RFP Issuance: **June 28, 2012**
Deadline for Response: **July 20, 2012**

Questions regarding the RFP should be directed to [name], [title], [organization], at [phone] or [email].

Project Description

The Village of Anytown seeks a qualified preservation consultant meeting appropriate federal professional qualification requirements as published in the *Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation*, 48 FR 44716, to work with the Village Council, Architectural Review Board, Anytown Historical Society and interested parties to conduct an intensive-

level architecture survey of the Village’s historic properties, focusing on the properties in the National Register of Historic Places historic district. There are ## properties in this area, 9 of which are in the Ohio Historic Inventory (OHI). The OHI properties will be reevaluated and the remaining properties will be surveyed. There have been many changes since the original inventory and surveys were completed. This updated information will assist the Anytown Architectural Review Board (Review Board) in administering the Anytown Historic District Ordinance. The budget for this project is \$_____.

Background and Area Characteristics

The Village of Anytown has established the following goals and objectives for historic preservation within the designated Historic District:

- * To maintain and enhance the distinctive character of the historic structures and historic sites
- * To safeguard the architectural integrity through the establishment of an Architectural Review Board
- * To seek alternatives to demolition and incompatible alterations of historic buildings
- * To afford the widest possible scope of continuing vitality through private renewal and creativity with appropriate controls and standards
- * To encourage development of vacant properties in accordance with the character of the District
- * To contribute to economic, recreational, cultural and educational development by:
 - * Fostering civic pride in notable accomplishments
 - * Facilitating the reinvestment in older areas
 - * Promoting use of historic sites and structures
 - * Protecting property rights of owners whose property lies within areas of historic significance

Project Objectives

This survey is the first step to surveying all properties within the Historic District. The Anytown Historic District includes the National Register Area plus an expanded area designated in 2006 called the Protective Historic Area. The Review Board decided that the logical place to start is the National Register area because it is fairly compact and some inventory work has already been done. This project directly relates to the Village’s historic preservation goals because it will provide a detailed inventory of the properties thus giving the Review Board the information needed to maintain and enhance the distinctive character of the properties and safeguard the architectural integrity of said properties. The Review Board hopes to create an in-house database that can be quickly referred to. The survey will also assist in continued preservation planning within the expanded Historic area.

Scope of Work

- The consultant will develop a customized project work plan and coordinate with Village Council and the local project team to schedule meetings and notify stakeholders about the project.

The activities necessary to carry out the survey project are as follows:

- * The Village will draft a Request for Proposals for qualified professionals to provide the services necessary to carry out all aspects of the survey work. The Village will follow its local ordinances and requirements regarding professional services contracts. Following a competitive process, the Village will enter into a contract with the selected individual or firm.
- * The consultant’s first task will be to develop a research method report and obtain approval for the method from the Ohio Historic Preservation Office.
- * Once the research method is approved, the consultant will update existing inventory forms and complete new inventory forms for the remaining properties within the National Register area.

- * As research on each individual property is completed the contractor is expected to submit the electronic Ohio History Inventory data sheet associated with it using the online application known as I-Form.
- * Following the completion of all I-Forms, a draft survey report will be forwarded to the Ohio Historical Society. With the Society’s approval, the consultant will submit a final report, all survey documents, plus the electronic submission of required Ohio Inventory Forms.

Public involvement will be addressed in the following ways. The consultant and the Village will develop a press release and /or other informational pieces about the process that will be mailed to property owners in the National Register Area. The Village webpage and the Village newsletter will also provide the general public with information. The consultant will be required to attend one or more Village Council meetings to provide updates and to provide an opportunity for public interaction.

The survey will result in accurate records in a useful digital format that can serve as the basis for future historic preservation and designation efforts. The public involvement in the process will increase awareness in the community about the Village’s historic assets and hopefully spark more interest and support of the Architectural Review Board’s efforts.

Work Products

- ## revised and ## new Ohio Historic Inventory forms completed using the I-Form application.
- Survey Report meeting Ohio Historic Preservation Office report standards for intensive level History/Architecture survey.

Suggested Project Schedule

June 28, 2012	Issue RFP
July 13, 2012	OHS to review draft subcontract for consultant
July 20, 2012	Submission date for Response to RFP
August 3, 2012	Enter into contract with consultant
August 24, 2012	Develop Research Method Report
September 14, 2012	OHS review of Research Method Report
October 26, 2012	Survey 25% Completed including I-Form submission
November 23, 2012	Survey 75% Completed including I-Form submission
December 21, 2012	Survey 100% Completed and draft Survey Report submitted
February 1, 2013	OHS review of draft Survey Report
February 15, 2013	Final Report, all forms and electronic data submitted
March, 2013	Briefing to Historic District Review Board

Submissions should include

- A brief overview of company, length of time in business, and location of office(s), including contact person for this RFP.
- Describe firm’s experience in historic preservation including ability to meet completion schedules and performance standards.
- Detail which staff/subcontractor will be assigned to this project and in what capacity, including qualifications. Consultants must meet the appropriate Secretary of the Interior’s Professional Qualification Standards (48 FR 44716).
- Include name, address and telephone number of 3 (three) project references of similar project completed. Give a brief description of each project scope including size and nature of work.
- Describe proposed methodology to accomplish the required tasks as outlined in the scope of work. Include the organization and management plan for this project. If firm plans to use

subcontractors explain their roles in carrying out this project and provide detailed information on each.

- Work schedule including estimated time frame to complete the project, detailed by milestone or activity. Target dates completion of draft and final documents should be included, allowing 3 week review time at OHS for each draft work product developed.
- Not-to-exceed cost proposal, including all personnel and benefit costs, travel expenses, printing costs, and all other costs associated with the work.

Selection Criteria

The successful applicant will be selected using the following selection criteria:

- General quality and responsiveness of proposal
- Degree to which proposal addresses all items in Scope of Work and Work Products
- Methodology and approach to project
- Qualifications of key personnel
- Documented past performance conducting intensive level survey
- Cost of services

Terms and Conditions

- Proposals shall be valid for 60 (sixty) days from the proposal due date. The Village reserves the right to request an extension of time if needed.
- The Village reserves the right to accept or reject, in part or in whole, any or all proposals for any reason, to cancel in part or in whole the Request for Proposal, to re-advertise for new proposals, and to waive minor irregularities and informalities.
- The Village reserves the right to require an oral presentation from consultants who respond to the RFP to provide an opportunity for the firms to clarify or elaborate on the proposal but in no way change the original submission. A request for an oral presentation shall not constitute acceptance of a proposal.
- All proposals must be signed by a duly authorized individual.
- All proposals become the property of the Village of Anytown and the Village may, at its option, request oral presentation prior to selection. No public bid opening will be held.
- No applicant will be compensated for submission of a proposal or for any times or services provided as part of the proposal, evaluation or negotiation process.

Submission Process

Consultants/firms are to submit 3 copies of their proposal. Sealed submissions must be received no later than 4 PM EST Friday [date]. Faxed and emailed submissions will not be accepted.

Deliver or mail all proposals to:

[name]
[organization]
[address]
[city, state, zip]

All proposals should be clearly marked: “Survey and Inventory of Buildings in the Anytown Historic District.”