Sample History Fund Application 2021-2022
For Reference Only

You will find attached a sample History Fund application and Budget Spreadsheets for the 2021-2022 grant cycle. We share the application and spreadsheets so that you can access the without having to log into the Fund’s online grant application system.

If you decide to apply (and we hope you do), you must log into the system and create an account. It’s easy to do and free, and has been completed by approximately 400 applicants since the History Fund began in 2012. For more information about creating an account, see “Creating a New Account in Grant Software,” also attached.

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

To create an account and log in, go to www.ohiohistory.org/historyfund. Then click on “Apply for a Grant,” and then “Access the online application.”

Questions? Contact:

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Ohio History Fund and Outreach Manager
State Historic Preservation Office / Ohio History Connection
800 East 17th Avenue / Columbus, OH 43211
614-562-4490 (cell) / 614-297-2341 (office) / averhoff@ohiohistory.org
History Fund 2021-2022 (FY22)

Ohio History Connection

Introduction

Application deadline: September 28, 2021 by 11:59 pm. This deadline is firm and will not be extended.

There are seven parts to the History Fund application:
1. Grant Project Data
2. Applicant Information
3. Elected Officials
4. Project Narrative
5. Budget Form
6. Abstract
7. Signatures

Complete the Applicant Data, Project Narrative, and Budget Spreadsheet first. You can then use this information to finish the Grant Project Data and Abstract sections. Complete the Elected Officials section at anytime.

For descriptions of sections, click here for the Application and Application Instructions.

To make the online application process go smoothly:

- To see the criteria our reviewers will use to evaluate all applications, click here to see Sample Reviewer Forms.
- Compose your application “off line.” You can copy and paste your answers into the online application. Save a copy of your application for your files.
• **Uploads:** There are documents you will need to electronically attach ("upload") to your online application. You will need to scan these documents, save them on your computer, and upload them to the application. You may also use the Fax to File tool to fax documents to a toll-free number, save them to your computer, and then upload them to the application where requested.

• Five forms are provided in the application: 1) Master Budget Worksheet, 2) Construction Budget Worksheet Form, 3) Match Summary Worksheet, 4) Work Schedule, and 5) Signatures of Authorization form. The three budget worksheets comprise the **Budget Spreadsheet**.

• To use all forms: click on a form, save it to your computer, fill out the form on your computer, and upload the saved form to the application.

• **All uploads must be legible.** Applications with illegible attachments will not be reviewed.

• Create a folder to file all of your History Fund application-related documents for handy retrieval later.

• **Uploading multiple photographs and documents:** where indicated throughout the application, save into a single Word or PDF attachment all photographs and documents required. Upload that one attachment. Do not attempt to upload multiple photographs/documents directly into the grant software. It will allow only the one document. The "workaround" is to save all your photographs/documents into a single attachment (Word or PDF) and upload that one attachment. If the attachment includes photographs, include a "key," or description of the photographs.

• Shoot and save your photos at high resolution (300 ppi). Upload low resolution (72 ppi) versions of the photos to your document. If your proposal is funded, high resolution images will be required later.

• When writing information in fields, pressing the "Enter" key will automatically cause the application to save. Press the "continue" button to return to the application. To avoid this for each entry, press the "Tab" key to jump to the next field.

• **Regularly save your application with "Save Application" button. Save your application each time you upload a required document.**
If you are awarded a grant, **plan to attend Statehood Day**, at which the Ohio History Connection publicly recognizes grant recipients on their achievement. Statehood Day is scheduled for Tuesday, March 1, 2022.

**Project Name**

*Project Name*

*Character Limit: 100*

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1. **Grant Project Data**

Click here for instructions for completing the Grant Project Data section. The link is to the History Fund's *Application Instructions*.

**Funding Category**

Select the category which describes your project: Bricks & Mortar, Organizational Development, or Programs & Collections. Click here to see descriptions of categories from the History Fund's *Guidelines*. (At the webpage, scroll down to see the three categories.)

*Choices*

- Bricks & Mortar
- Organizational Development
- Programs & Collections

**Project Budget Summary**

Complete the Project Budget Summary *after* you finalize your Project Narrative and Budget Spreadsheet. Indicate the 1) requested grant amount, 2) match amount, and 3) total project cost. Match amounts must equal or exceed the percentages stipulated in "What activities are eligible for funding?" in the *Guidelines*. Grant applications that do not meet Match minimums are not eligible for consideration and will not be reviewed.

**Grant Request**

Indicate the dollar amount of your grant request here *after* you finalize the application's budget. The amount recorded here must be identical the total recorded in the "History Fund Grant Request" column in the Master Budget Worksheet (see "Budget" section below).

*Character Limit: 10*

**Match**

Indicate the dollar amount of your match here *after* you finalize your project's budget. Use the Match Summary Worksheet in the Budget Spreadsheet (below) to calculate the amount of the match. The amount must be identical to the total of "Match" column of Master Budget
Worksheet.

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

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.

Character Limit: 10

**Percent match is to total project cost**
Match is ____% of the total project cost. Match requirements described in section "What activities are eligible for funding?" in the Guidelines.

To calculate the Match percentage, divide amount of the Match by the Total Project Cost.
Example: $5,272 / $8,722 = .60 or 60%.

Character Limit: 3

**Total Project Cost**
Total Project Cost = Grant request + Match. Fill in the total project cost here after your finalize the application's budget. This amount must be identical to the total recorded at the bottom of the Total column in the Master Budget Worksheet (see section 5, "Budget" below).

Character Limit: 10

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

Record project dates in this section after you finalize your project Work Schedule, part of the Project Narrative section below. The project dates you record in this section must match those in the Work Schedule.

Exact dates are required. If exact dates are not known at the time of application, enter the 1st of the month.

Click here for information about Project Dates, from the program's Application Instructions.

**Project Start Date**
A date indicating the start of the project is required. Projects must start after May 1. Do not enter a start date for your project that falls before May 1.
Request for Proposal (RFP) Review Date
If your project requires a Request for Proposal (RFP), enter the date you will submit your draft for review to the Ohio History Fund. Reviews take approximately two-three weeks for our staff to complete. For more about RFPs and whether they may required for your project, click here and scroll to "Procurement."

Character Limit: 10

Mid-Project Report Submission Date*
A date for the submission of a Mid-Project Report is required. Record the date when you plan to submit your Mid-Project Report below. The date when you submit the report should be at the approximate midpoint of your project. Example: for a project that starts May 1 and end November 1, plan to submit the Mid-Project during the middle of August, or as near to it as possible after achieving a project milestone at the midpoint of the project. To see a sample Mid-Project Report, click here.

Character Limit: 10

Project End Date*
A date indicating the end of the project is required. Bricks & Mortar and Programs & Collections projects can be up to 24 months in duration, but cannot exceed that limit. Organizational Development projects cannot exceed 12 months in duration.

Character Limit: 10

Final Project Report Submission Date*
A date for the submission of a Final Project Report is required. Final project reports are due no later than 30 days after the Project End Date. To see a sample Final Project Report, click here.

Character Limit: 10

2. Applicant Information
Click here for instructions for completing the Applicant Information section. The link is to the History Fund's Application Instructions.

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

Organization Status*
Choices
Nonprofit organization incorporated in Ohio
Public entity (unit of local government, educational institution, public library, etc)
State of Ohio Nonprofit Entity Number
Nonprofit organizations: Enter your State of Ohio Nonprofit Entity Number. Click here to find your nonprofit entity number. and enter your organization's "Business Name" (even though your are a nonprofit).
Character Limit: 20

IRS Letter of Determination
Nonprofit organizations: Attach your organization's IRS letter of determination proving nonprofit status (required).
File Size Limit: 2 MB

IRS Form 990
Non-profit organizations: Upload your latest Form 990 at the end of the application, in Section 7. Signatures & IRS Form 990. NOTE: Applications from nonprofit organizations that do not include a Form 990 will not be considered.

Federal Tax Identification Number (also known as EIN)
Public entities: Indicate your tax ID number (required). To find a lost or misplaced EIN click here.
Character Limit: 20

Project Director
The Project Director is responsible for coordinating the grant project. They serve as the contact between the applicant organization and the History Fund. The project director is also responsible for certifying compliance with History Fund regulations and for submitting required mid-project and final project reports. The project director may serve as the authorizing official for a project. The project director may not serve as the project bookkeeper.

First Name of Project Director*
Character Limit: 100

Last Name of Project Director*
Character Limit: 100

Position or role in applicant organization*
Character Limit: 100

Same phone number as applicant organization?*
Choices
Yes
No

If no, indicate project director's phone number
Character Limit: 12
Same email address as applicant organization?*  
**Choices**
Yes
No

If no, indicate project director's email address  
*Character Limit: 100*

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

First Name of Project Bookkeeper*  
*Character Limit: 100*

Last Name of Project Bookkeeper*  
*Character Limit: 100*

Position or role in applicant organization*  
*Character Limit: 100*

Same phone number as applicant organization?*  
**Choices**
Yes
No

If no, indicate project bookkeeper's phone number  
*Character Limit: 12*

Same email address as applicant organization?*  
**Choices**
Yes
No

If no, indicate project bookkeeper's email address  
*Character Limit: 100*

Authorizing Official  
The Authorizing Official has the authority to obligate the organization to the proposed grant project and, if funded, accepts overall responsibility for its completion. The project director may also serve as the authorizing official for a project.
First Name of Authorizing Official*
Character Limit: 100

Last Name of Authorizing Official*
Character Limit: 100

Position or role in applicant organization*
Character Limit: 100

Same phone number as applicant organization?*
Choices
Yes
No

If no, indicate authorizing official's phone number
Character Limit: 12

Same email as applicant organization?*
Choices
Yes
No

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

3. Elected Officials
Indicate the name and district numbers of your organization’s Ohio House, Ohio Senate, and U.S. Congressional representatives at the time of the application.

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

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

Ohio House District Number and Representative Name
To find your district number and representative, go to www.legislature.ohio.gov/legislators/find-my-legislators

Ohio House District Number*
Character Limit: 10
4. Project Narrative
Click here for instructions for completing the Project Narrative section. The link is to the History Fund’s Application Instructions.

The application review committee will base its funding decision primarily on the Project Narrative and associated budget.

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

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

1) Applicant Organization Profile*
Briefly describe your organization. Grant reviewers want to know:
- What is your organization’s mission?
- How long has your organization existed?
- Describe three or four of your organization’s recent achievements.
- [https://www.ohiolibrary.org/preserve/local-history-office/history-fund/history-fund-application/project-narrativeClick here for how-tos and tips that will help you answer these questions.](https://www.ohiolibrary.org/preserve/local-history-office/history-fund/history-fund-application/project-narrative)

**National Register of Historic Place Reference Number**

*NOTE: 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.*

To find a reference number, go to the National Register Searchable Database at the website of the State Historic Preservation Office of the Ohio History Connection.

If 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.

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

**2) Statement of Need***

Grant reviewers need to know:

- What do you plan to do?
- Why are the historical materials or information that are the focus of this project important?
- 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...” [https://www.ohiolibrary.org/preserve/local-history-office/history-fund/history-fund-application/project-narrative](https://www.ohiolibrary.org/preserve/local-history-office/history-fund/history-fund-application/project-narrative)
- **Click here for how-tos and tips that will help you answer these questions.**

**3) Description of Impact***

Grant reviewers need to know:
• Who will be served by this project? Why this audience(s)?
• How will you demonstrate to the public that this project is a success?
• How will the project improve your organization?
• How will this project strengthen your community?
• Click here for how-tos and tips that will help you answer these questions. See "Some examples" after clicking the link. Applications that answer questions such as "how many," “when,” “where,” “what,” “who” are more competitive than those that don’t.

Character Limit: 2500

4) Project Design & Resources*

• 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.

• Identify the professional standards relevant to this project and explain to grant reviewers how it will meet those standards. For lists of standards and best practices, click here.

• Who will do the work? Explain that qualified people have been secured or will be hired to complete the work and explain why they are qualified to execute the project. Upload below statements of qualifications and/or resumes of project personnel.

• Compile a budget using the Budget Spreadsheet included in this application. Refer to the Budget Spreadsheet section for instructions. Use of these spreadsheets is required.
  o See "Note and Reminder about Match" below, under "Budget Spreadsheet" (Section 5)
  o https://www.ohiohistory.org/preserve/local-history-office/history-fund/history-fund-application/project-narrative
    Click here for how-tos and tips that will help you answer these questions.

Character Limit: 5000

Work Schedule*
http://www.ohiohistory.org/File%20Library/Local%20History/History%20Fund/History-Fund-Work-Schedule-2014.xls
http://www.ohiohistory.org/File%20Library/Local%20History/History%20Fund/History-Fund-Work-Schedule-2014.xls
Click here for a blank Work Schedule. Fill out the Work Schedule and upload the completed form. For help with this section, click here to go to the Application Instructions.

The Work Schedule must include the Start and End Dates for the project and the dates for submission of Mid-Project and Final Project Reports.

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

The form will not be attached to the application until you click Save Application below
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<th>Work to be accomplished / Outcome</th>
<th>Work days (refers to the number of days it will take to complete task, not the names of the days of the week)</th>
<th>Start date (mm/dd/yyyy)</th>
<th>Completion date (mm/dd/yyyy)</th>
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Images
Applicants are required to upload at least one photograph or image to illustrate their projects. For details, see "Uploading photographs" by clicking here.

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

Uploading photographs: save into one Word or PDF document all the photographs that you want to submit with your application. Upload that one document. Do not attempt to upload multiple photographs directly into the grant software. It will only allow the one photograph. The "workaround," described above, is to save all your photographs into one document (Word or PDF) and upload that one document, which is to contain many photographs and the "key" (the description of the photographs).

Project Personnel
Grant reviews need to know that the people assigned to your project are qualified to complete it. We require that you upload statements of qualifications or resumes of project personnel, including those for the Project Director, Project Bookkeeper, and others responsible for the success of the project.

If you intend to hire staff or interns to help complete the project, upload a job description for the position(s).

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

For help with this section, click here for the Application Instructions.

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

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

Letters of commitment are required if the applicant is a "Friends" group whose project is in support of its parent site.
If the project’s success depends on partnerships with other organizations, the director or president of a partner must write a letter indicating that it will fulfill its role as described in the application.

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

See the Application Instructions to help you determine whether letters of commitment are required.

File Size Limit: 1 MB

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

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

File Size Limit: 1 MB

5. Budget
Make sure to label and classify every expense; no expense labeled “miscellaneous” is allowed. Use the Budget Narrative field (below) to elaborate on any budget items that are complex or require additional explanation. Click here for instructions for completing the Budget Spreadsheet section. The link is to the History Fund’s Application Instructions.

Budget Spreadsheet
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 (required of ALL applicants). Click on the tabs at the bottom of the spreadsheet to view individual worksheets. See Application Instructions for help in completing the Budget Spreadsheet.

Note and Reminder about Match: 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 “Project Design and Resources” above indicate how you plan to complete the project if sources of match labeled “pending” do not materialize.
Wage Rate for Volunteer Time: the time of unpaid volunteers is to be valued at no less than State of Ohio minimum wage. For the 2021-2022 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.

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

Reminder: The Budget Spreadsheet consists of three separate worksheets: 1) Master Budget, 2) Construction Budget and 3) Match Summary. Navigate among them by clicking the colored tabs at the bottom left side of the spreadsheet.

A completed Master Budget Worksheet and Match Summary Worksheet are required for ALL applications. The Construction Budget Worksheet is required, in addition, for Bricks & Mortar applications.


Click here for Match Summary instructions.

Click here for Construction Budget Worksheet instructions.

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

File Size Limit: 2 MB

Budget Narrative (if neccessary, see above)  
Please limit to 3000 characters (500 words)

Character Limit: 3000

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

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

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

File Size Limit: 3 MB

6. Abstract

Abstract*
The abstract summarizes your project in one paragraph. Write the abstract after you have finalized 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 to summarize it 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?

Click here for instructions for completing the abstract.

Character Limit: 900

7. Signatures & IRS Form 990

Signatures of Authorization*
Click here to access the grant submission authorization agreement. Complete the agreement, have the appropriate parties sign it, and upload here. You can scan the form and upload the scanned document or use the Fax to File tool to upload. Click here for more information.

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

File Size Limit: 2 MB
SIGNATURES OF AUTHORIZATION

History Fund Grant Application
Ohio History Connection

Grant Project Title: ____________________________________________

Applicant Organization: _______________________________________

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

- All information in the application is accurate to the best of our knowledge and we can, if requested, provide proof of same.

- We and our subordinates will execute the project and expend all project funds as described in the application, or in modifications to subsequent agreements, describing the project and can, if requested, demonstrate same.
  
  o Furthermore, if awarded a grant, we will return to the Ohio History Connection a signed grant agreement and associated forms no later than 30 days following receipt of the grant agreement and forms. Noncompliance may result in forfeiture of the grant.

- The project adheres to all requirements for the History Fund as described in the History Fund Grant Guidelines

<table>
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<th>Signature of applicant organization’s Authorizing Official</th>
<th>Printed Name</th>
<th>Date</th>
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<tr>
<th>Signature of Project Director</th>
<th>Printed Name</th>
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<tr>
<th>Signature of Project Bookkeeper</th>
<th>Printed Name</th>
<th>Date</th>
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Upload and attach this form, with signatures, to your online History Fund grant application in the section titled “Signatures.”

6/2019
Form 990
Nonprofit organizations: Attach your latest Form 990 tax return, a snapshot of your organization's financial condition. **Note:** Applications from nonprofit organizations that do not include a Form 990 will not be considered. [Click here](#) for more information.

*File Size Limit: 5 MB*
Budget Spreadsheet
Sample History Fund Application 2021-2022
For Reference Only

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

The Budget Spreadsheet consists of three separate worksheets:

1) **Master Budget Worksheet** - required of ALL applicants
2) **Construction Budget Worksheet** - required only for Bricks & Mortar applicants
3) **Match Summary Worksheet** - required of ALL applicants

The online Budget Form is an Excel Spreadsheet. Click on the tabs at the bottom of the Excel spreadsheet to navigate among individual worksheets.

See the *Application Instructions* for help in completing the Budget Spreadsheet.

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

Master Budget Worksheet - History Fund
Grant Project Title:
Applicant Organization:

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.

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### Match Summary Worksheet - History Fund

**Grant Project Title:**

**Applicant Organization:**

### Match Summary

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<th>Donor</th>
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<th>Kind**</th>
<th>Amount</th>
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**Total Match:** $ __________

*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.
Creating a New Account in Grant Software
Ohio History Fund

The Ohio History Fund uses the cloud-based software Foundant GLM to accept and manage grant applications. To get to the application, you have to first create an account in the software. It’s free and your information is secure.

If you think that you or someone at your organization has already registered in the system, do not create a new account. Please enter your credentials and log in. If you forgot your password, please use the “Forgot your Password” link to the left to reset your password.

If you are sure whether your organization has an account, contact grant administrator Andy Verhoff at 614-562-4490 (cell); 614-297-2341 (office), or averhoff@ohiohistory.org. The History Fund is happy to help!

To create a new account, you will need this information handy. Items marked with asterisks * are required:

- Name of the organization applying for the grant*
- Organization’s Tax ID – your organization’s Federal Tax ID number, also known as your EIN, or Employee Identification Number.
- Organization’s Web Site URL, Telephone Number*, Email Address, Surface Mail Address* and City*, State*, and Postal (ZIP) Code*, and the County* in Ohio the applicant organization is in.

Next, the software will ask for “User Information” and information about the applicant organization’s “Executive Officer.” The “User” and “Executive Officer” may be the same person, or two different people.

The “Executive Officer” is the same as the Authorizing Official in the History Fund application. The Authorizing Official / Executive Officer 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.

Enter the User and Executive Officer's:
- Names*
- Titles
- Email addresses*
- Telephone numbers*
- Mailing addresses*, city*, state*, and postal (ZIP) codes*

Finally, create a Password* for your account. Write down your password and keep it secret and keep it safe.

Passwords must be at least six characters long and include at least one Uppercase letter, one lower case letter, one numeral, and one punctuation mark or other symbol (aka, “non-alphanumeric” characters).

Note: the History Fund does not know — and can never know — the password you create. If you forgot your password, the best we can do is reset it. Write down your Password. Keep it secret and keep it safe.