



# GRANT SUBMISSION CHECK LIST

## Ohio History Fund

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

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 applications.

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

Information is listed in order as it appears in the online application form.

**Project Name & Funding Category** – self-explanatory, no check list items

### Abstract

- Abstract written *after* the project narrative and budget finalized.
- Abstract summarizes the project as described in the project narrative and budget.

### Applicant Information

- If nonprofit organization, State of Ohio Nonprofit Entity Number indicated.
- *UPLOAD*: IRS letter of determination. Required if applicant is a 501(c)3 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 in 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).

- Start Date for Project included in Work Schedule. *Double check:* confirm that this same date is recorded in the Start Date field of the Grant Project Data Section.
- *Optional* - 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.
- End Date for Project included in Work Schedule. *Double check:* confirm that this same date is recorded in the End Date field of the Grant Project Data Section.
- *Optional* - 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 images/photographs copied and pasted into a single Word or PDF document.
- *UPLOAD:* Photos of project and/or applicant organization. For a 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.
  - Hiring staff or interns for your project? Copy and paste the job description into your Statement of Qualification / Resume document
- *UPLOAD:* Statements of Qualifications and/or Resumes of project personnel.
- *UPLOAD:* Letters of Commitment to project, if applicable.
- *UPLOAD:* current Site Management Agreement – **ONLY** required for **Ohio History Connection** management sites.

## Budget

- Grant Request is not less than \$2,000 or more than \$20,000 for Bricks & Mortar or Programs & Collections projects. For Organizational Development projects, grant request is not less than \$1,000 or more than \$4,000.
- Match equals or exceeds 40% of Total Project Cost for Bricks & Mortar or Programs & Collections projects. For Organizational Development projects, Match equals or exceeds 20% of Total Project Cost.
- Budget Spreadsheet completed and includes the following:
  - Following columns of the Budget Spreadsheet completed: “Budget Item,” “Units,” “Rate/Unit,” “Total Cost,” “History Fund Grant Request,” “Match,” and especially the “Source of Match,” “Kind of Match,” and “Match Pending (P) or Confirmed (C)” columns. *All are required.*

- All amounts rounded to nearest dollar whenever practicable
- Cost of Project Director’s time included
- Cost of Project Bookkeeper’s time included
  - NOTE:** 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 \$15.00 per hour.
  - NOTE:** If higher rate used, it was approved by the Ohio History Fund and approval is noted in the Budget Narrative.
- Cost of sign to acknowledge History Fund support included Budget Spreadsheet (usually for Bricks & Mortar projects, which can require larger outdoor signs or banners).
- For Bricks & Mortar projects only - Construction Budget Spreadsheet completed.
  - Amount recorded in “Construction Budget Subtotal” cells in Budget Spreadsheet are identical to amounts in the “Construction Subtotal” cells in Construction Budget Spreadsheet.
- **UPLOAD:** Budget Spreadsheet.
- Budget Narrative completed to explain line items in the budget. For example, if a higher wage rate is used for volunteers, note that you received the approval of the Ohio History Fund in the Budget Narrative.
- Cost estimates for major project items copied and pasted into a single Word or PDF document.
- **UPLOAD:** Cost estimates.

## Grant Project Data

- NOTE:** If the dates and/or sums recorded in this section do not match those in the Work Schedule or Budget Spreadsheet uploaded to the application, the History Fund will use the dates/sums in the Work Schedule/Budget Spreadsheet.
- Amount recorded in Grant Request field is identical to the total at the bottom of History Fund Request column in Budget Spreadsheet.
- Amount recorded in Match field is identical to the amount at the bottom of the Match column in the Budget Spreadsheet.
- Amount recorded in Total Project Cost field is identical to the amount at the bottom of the Total Cost in the Budget Spreadsheet
- Percentage of Match to Total Project Cost is calculated correctly (Match amount divided by Total Project Cost amount)
- Project Start Date is after May 1. *Double check:* the date in the Project State Date field is identical to that in the Work Schedule.

- Date of Request for Proposal submission is indicated, if required. *Double check:* the date in the Request for Proposal (RFP) Review Date field is identical to that in the Work Schedule.
- *Optional* - Mid-Project Report date is recorded and falls at the approximate midpoint of your project. *Double check:* the date in the Mid-Project Report Submission Date field is identical to that in the Work Schedule.
- Project End Date in application field is identical to that 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 projects.
- *Optional* - Final Project Report date is recorded and falls no later than 30 days after the Project End Date. *Double check:* the date in the Final Project Report Submission Date field is identical to that in the Work Schedule.

## Elected Officials

**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.)

- Name and district number of Ohio House of Representatives member recorded
- Name and district number of Ohio Senator recorded
- Name and district number of member of the U.S. House of Representatives recorded.  
*Double check:* make sure you recorded the name/district of your member of the *U.S. House of Representatives*, not the names of United State senators from Ohio.

## 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?

See the Application form online or contact the History Fund. We are happy to help!

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