



**ALABAMA HISTORICAL COMMISSION
2019 HISTORIC SITES GRANT
GRANT APPLICATION GUIDELINES**

The Alabama Historical Commission (AHC) will administer a \$750,000 state-funded Grant Program in Fiscal Year 2019 (October 1, 2018 – September 30, 2019). The grant funds are for improvements as well as educational programming at historic sites in Alabama.

Grants will be awarded to public or private entities who own and operate historic sites in Alabama. Grants will be awarded to entities that reflect an education-based mission, concentrate on educational programming, and reflect the geographical diversity of the state. Preference will be given to publicly-owned battlefields or structures constructed prior to 1840 that are listed in the National Register of Historic Places, and historic school structures. Grant amounts will not exceed \$20,000 for any one entity.

I. APPLYING FOR FUNDS

Applicants must complete an official 2019 Historic Sites Grant application available at the AHC website, http://ahc.alabama.gov/Resources/2019_Grant_Guidelines_App.pdf Print, complete, and sign the application. The authorized official of the organization who has the authority to apply for grants and sign grant agreements for the organization must sign the application. The application must retain the format of the original with the order, pagination, and spacing unchanged when printed or reproduced.

All applicants must have a Federal Employer Identification Number (FEIN) to be eligible to apply and must attach a copy of the completed and signed Certificate of Compliance with the Alabama Beason-Hammon Act, and a copy of the E-Verify Memorandum of Understanding (if applicable). Both of these forms can be obtained at https://ahc.alabama.gov/Resources/Disclosure_and_Compliance.pdf All applicants must register with STAARS, the state's accounting system at <https://procurement.staars.alabama.gov/webapp/PRDVSSIXI/AltSelfService>. Contact Tryon McLaney with any questions at 334.230.2674 / Tryon.McLaney@ahc.alabama.gov

Nonprofit organizations, in addition to the above forms, are required to submit their entity or charter identification number from the Secretary of State of Alabama or a copy of their tax exemption letter from the Internal Revenue Service. Nonprofit organizations are required to complete, sign and attach a copy of the notarized State of Alabama Disclosure Statement (Required by Act 2001-955). Nonprofit organizations are subject to verification of their non-profit status prior to being evaluated for funding.

Incomplete applications will not be reviewed. Applications must have all attachments and information requested (names and contact information of personnel, hours of operation, geographic area served, budgets, attachments, signatures, etc.). ****Please follow the checklist on page 8 of the application.****

II. DEADLINE

Applications must be hand-delivered or mailed to Tryon McLaney, Contracts and Grants, Alabama Historical Commission by **August 15, 2018**. If the application is mailed, a postmark no later than August 15, 2018, must be on the envelope. If the application is hand-delivered, it must be received by the AHC no later than 5:00 PM, August 15, 2018. If the application is sent, but not received by the AHC in time to be evaluated, the AHC cannot be held responsible. Faxed or emailed applications will not be accepted. AHC will announce the grant awards in October 2018.

Deliver to:

**Tryon McLaney
Contracts and Grants**

Mailing Address:

**Alabama Historical Commission
P. O. Box 300900
Montgomery, Alabama 36130-0900**

Physical Address:

**Alabama Historical Commission
468 South Perry Street
Montgomery, AL 36104**

III. DISTRIBUTION OF FUNDS

Grant funds will be authorized when the applicant and the AHC have received a fully executed agreement signed by the grantee, AHC Executive Director, and the Governor. Funds will be distributed in one lump sum.

IV. ELIGIBLE ACTIVITIES

These funds may be used for improvements or educational programming at historic sites in Alabama.

- Site must be currently open to the public.
- Eligible enhancement activities are any repairs to historic buildings that follow the Secretary of the Interior's Standards for Rehabilitation. These repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building's historic character.
 - Eligible activities include, but are not limited to work to correct any structural deficiencies; keeping moisture out of the building; correcting conditions that may pose a safety hazard to the building occupants or to the building itself; making any changes necessary to comply with the Americans with Disabilities Act (ADA); upgrading or repair of mechanical systems; roof repair or replacement; painting; and removal of vegetation.
- Eligible cemetery projects include grave marker cleaning and repair; fence repair, and removal of vegetation necessary for cemetery preservation. Repairs must follow good preservation practice.
- Funding historical markers is not an eligible activity.
- Pest control/mitigation is not an eligible activity.

All work on historic buildings must follow the Secretary of Interior's Standards, which can be found at: <http://www.nps.gov/tps/standards/rehabilitation.htm>. For questions about the Standards, contact Chloe Mercer at 334.230.2669 or Chloe.Mercer@ahc.alabama.gov. Please include current, good quality photographs of the property with the application.

V. INELIGIBLE ACTIVITIES

Funds may not be used to purchase alcohol, to fund social activities, ceremonies, banquets, entertainment, lobbying, as contributions to endowment funds, personnel, advertising, or to purchase real estate or historic artifacts.

VI. SELECTION OF APPLICATIONS TO BE FUNDED

Applications will be ranked and awarded based upon the Grant Application Criteria Scoring System.



I. APPLICANT

Name of Organization _____

Publicly Owned Non-Profit Organization

Date of incorporation: _____ FEIN # _____

County of incorporation _____

Organization Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____ Fax _____

Email _____ Organization Website _____

Contact Person _____

Contact Person's Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____ Fax _____

Email _____

2. HISTORIC SITE INFORMATION

Historic Site Name _____

Historic Site Address _____

City _____ State _____ Zip _____

County _____

Alabama Legislative District of Historic Site Location: Senate _____ House of Representatives _____

Go to www.legislature.state.al.us and find your Senator and Representative using the tab "Find Your Legislator"

Amount Requested in this FY 2019 application (\$20,000 maximum) \$ _____

Due to the high number of applications we expect to receive, if your project cannot be funded at the amount requested, what amount would you be willing to accept? \$ _____

Do you have any other funds to contribute to this project? \$ _____

Please explain: _____

3. HISTORIC SITE SUMMARY (Up to 10 points)

Provide a description of the site's operations and activities, including the ownership and management structure. Explain how the site reflects an education-based mission and concentrates on educational programming.

4. HISTORIC DESIGNATION STATUS (Up to 4 points)

Are any properties on the site listed on the National Register of Historic Places?

Yes No

Are any properties on the site listed on the Alabama Register of Landmarks & Heritage?

Yes No

Are any properties on the site listed on the Alabama Historic Cemetery Register?

Yes No

Explain why this site is important to Alabama's history, including the architectural and cultural significance of the site. Is the site endangered? If so, describe the threat and how this grant will benefit the site.

5. DETAILED DESCRIPTION OF USE OF FUNDS (Up to 6 points)

Provide a detailed description of how the grant funds will be spent using a detailed budget, work plan, and timetable.

6. ADDITIONAL SUPPORTING INFORMATION (Up to 5 points)

Explain how this historic site serves or benefits the community. Is the site open to the public? If yes, indicate the dates/times the site is open. Approximately how many people visit the site annually?

7. SIGNATURE of the authorized official of the organization who has the authority to apply for grants and sign grant agreements for the organization.

Signature: _____

Print Name: _____

Title: _____ Phone Number _____

Email _____

8. CHECKLIST OF REQUIRED MATERIALS:

- ✓ Certificate of Compliance with the Alabama Beason-Hammon Act – **all applications**
- ✓ E-Verify Memorandum of Understanding– **if applicable**
- ✓ State of Alabama Disclosure Statement (Required by Act 2001-955) - **nonprofits**
- ✓ IRS Tax Exemption Letter – **nonprofits, if applicable**
- ✓ Current, good quality photographs of the historic site.
- ✓ Completed application signed by authorized official only.
- ✓ Applications must be hand-delivered by 5:00 pm or postmarked by **August 15, 2018**. Faxed or emailed applications will not be accepted.