



**ALABAMA HISTORICAL COMMISSION  
2018 CAPITAL ENHANCEMENTS GRANT  
GRANT APPLICATION GUIDELINES**

The Alabama Historical Commission (AHC) will administer a \$300,000 state-funded Grant Program in fiscal year 2018 (October 1, 2017 – September 30, 2018), for capital improvements at historic sites in Alabama.

Grants will be awarded to historical skills centers, cultural heritage parks, sites, commissions, boards, agencies, authorities, any historic school structure, or any publicly-owned battlefield or structure constructed prior to 1840 that is on the National Register of Historic Places. Grants will be awarded to entities that reflect an education-based mission, concentrate on educational programming, and reflect the geographical diversity of the state. Grant amounts will not exceed \$50,000 for any one entity. The AHC will likely receive more applications than it is able to fund and will work to award grants broadly and fairly across the state.

## **I. APPLYING FOR FUNDS**

Applicants must complete an official 2018 Capital Enhancement Grant application available at the AHC website, <http://ahc.alabama.gov/grants.aspx>. 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 IRS form W-9, 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.

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, 2017**. If the application is mailed, a postmark no later than August 15, 2017, 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, 2017. 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 on October 2, 2017.

**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 released 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 equal quarterly amounts and not in one lump sum. In the event the Governor declares proration in the Education Trust Fund (across the board cuts), payments will be reduced accordingly. If awarded, all grantees must register with STAARS, the state's accounting system at <https://procurement.staars.alabama.gov/webapp/PRDVSSIXI/AltSelfService>  
Questions? Contact Tryon McLaney at 334.230.2674 / [Tryon.McLaney@ahc.alabama.gov](mailto:Tryon.McLaney@ahc.alabama.gov)

**IV. ELIGIBLE ACTIVITIES**

These funds are to assist historical skills centers, cultural heritage parks, sites, commissions, boards, agencies, authorities, any historical school structure, or any publicly-owned battlefield or structure constructed prior to 1840 that is on the National Register of Historic Places make capital enhancements at historic sites in Alabama.

Funds may be used for routine or cyclical maintenance or capital enhancement, such as painting, roof repair or replacement, brush clearance at a site, and improvements to facilities and buildings. If using these funds for work on a building or buildings, the treatment of historic properties must be in accordance with The Secretary of Interior's Standards <http://www.nps.gov/tps/standards/rehabilitation.htm>. For questions about the Secretary of Interior's Standards, contact Chloe Mercer at 334.230.2669 or [Chloe.Mercer@ahc.alabama.gov](mailto: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, programming, or to purchase real estate or historic artifacts.

**VI. SELECTION OF APPLICATIONS TO BE FUNDED**

Applications will be ranked and recommendations for funding will be based upon the Grant Application Criteria Scoring System.

# **AHC Grant Application Criteria Scoring System**

## **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.

## **HISTORIC DESIGNATION STATUS (Up to 4 points)**

3 points: nationally significant

2 points: statewide significance or a representative of a rare type

1 point: locally significant

\*Add 1 additional point if the building or site is endangered

## **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. Discuss who will perform the work.

## **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, attach a schedule indicating the dates/times the site is open. Approximately how many people presently visit the site? Use additional sheets as necessary.



**I. APPLICANT**

Name of Organization \_\_\_\_\_

**Publicly Owned**

**Privately 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](http://www.legislature.state.al.us) and find your Senator and Representative using search button "Find Your Legislator"*

Amount Requested in this FY 2018 application (\$50,000 maximum) \$ \_\_\_\_\_

### **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. Use additional sheets as necessary.

**4. HISTORIC DESIGNATION STATUS (Up to 4 points)**

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

Yes - attach a list                       No

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

Yes - attach a list                       No

Other: Attach a list of any other properties on the site you consider to be historic.

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 a capital improvement grant will benefit the site. Use additional sheets as necessary.

**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. Discuss who will perform the work. Use additional sheets as necessary.

**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, attach a schedule indicating the dates/times the site is open. Approximately how many people presently visit the site? Use additional sheets as necessary.



**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:**

- ✓ Form W-9 – **all applications**
- ✓ 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**
- ✓ List of National and/or Alabama Register listed properties on the site - **if applicable**
- ✓ Current, good quality photographs of the historic site.
- ✓ Completed application signed by authorized official only.
- ✓ All questions must be addressed and all required attachments included.
- ✓ Applications must be hand-delivered by 5:00 pm or postmarked by **August 15, 2017**. Faxed or emailed applications will not be accepted.

	Education Trust Fund	Earmarked Funds	Appropriation To- tal
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1	Black Belt Treasures		
2	...200,000		
3	Alabama Civil Air Patrol		
4	...75,000		
5	National Computer Forensics		
6	Institute ...250,000		
7	Adaptive and Disability Sports		
8	Education ...60,000		
9	Resource Conservation and De-		
10	velopment Programs (RC and D)		
11	...1,787,744		
12	Motorsports Hall of Fame		
13	...200,000		
14	Alabama Trails Foundation		
15	...95,000		
16	SOURCE OF FUNDS:		
17	(1) ETF.....	28,700,694	
18	(2) Federal and Local Funds ..		2,096,000
19	Total Higher Education, Ala-		
20	bama Commission on.....	28,700,694	30,796,694
21	In addition to the above ap-		
22	propriations, any scholarship		
23	funds transferred from the		
24	State Department of Education		
25	for the Alabama Teacher Re-		
26	ruitment Incentive Program		
27	(ATRIP) shall not revert.		
28	<b>21. Historical Commission, Ala-</b>		
29	<b>bama:</b>		
30	(a) Historical Resources Man-		
31	agement Program.....	900,000	900,000
32	Of the above appropriation to		
33	the Alabama Historical Commis-		
34	sion, \$300,000 shall be dis-		
35	tributed as grants to histori-		
36	cal skills centers, cultural		
37	heritage parks, sites, commis-		
38	sions, boards, agencies, and		
39	authorities that are not		
40	owned, operated, or otherwise		

	Education Trust Fund	Earmarked Funds	Appropriation To- tal
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1 under the control of the Ala-  
 2 bama Historical Commission.  
 3 Grants will be awarded to en-  
 4 tities that reflect an educa-  
 5 tion-based mission and concen-  
 6 trate on educational program-  
 7 ming. Preference shall be  
 8 given to: (i) the Alabama Con-  
 9 stitution Village in  
 10 Huntsville; (ii) battlefields  
 11 or structures constructed  
 12 prior to 1840 that are on the  
 13 National Registry of Historic  
 14 Places and that are publicly  
 15 owned; or (iii) any historical  
 16 school structure. Grant  
 17 amounts shall not exceed  
 18 \$50,000 for any one entity.  
 19 The first grant shall be for  
 20 the Alabama Constitution Vil-  
 21 lage in Huntsville. Notwith-  
 22 standing any other provisions  
 23 of law to the contrary, any of  
 24 the above funds which remain  
 25 unexpended on September 30,  
 26 2018, shall not revert to the  
 27 Education Trust Fund, but  
 28 shall be reappropriated in the  
 29 fiscal year beginning October  
 30 1, 2018, to be expended for  
 31 bicentennial programs.

32 SOURCE OF FUNDS:

33 (1) ETF..... 900,000

35 Total Historical Commission, 36 Alabama.....	900,000	900,000
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37 22. Human Resources, Department  
 38 of:

39 (a) Human Services Program - 40 Jobs Opportunities and Basic 41 Skills Training (JOBS) Pro- 42 gram and Family and Children 43 Services Program.....	12,952,589	12,952,589
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