

Roott County Museum and Heritage Fund Advisory Board

Capacity Building Grant Application

1. Applicant Organization

Organization Name:

Mailing Address:

City:

State:

Zip Code:

Telephone Number:

Signature of Legally Authorized Representative

Title

Date

2. Grant Recipient Contact Person

Contact First Name:

Contact Last Name:

Title:

Organization (*if different from applicant organization*):

Mailing Address:

City:

State:

Zip Code:

Telephone Number:

Email:

3. Grant Cycle

Spring Fall

4. Project Type (*choose one that reflects the majority of the proposed project*):

Acquisition & Development Those projects that involve excavation, stabilization, restoration, reconstruction, or acquisition of a designated property or site.

Survey & Planning Those projects that involve identification, recording, evaluation, designation and planning for the protection of significant historic buildings, structures, sites and districts.

Education Those projects that provide historic preservation information or information about historic sites to the public.

5. Project Title:

Routt County Museum and Heritage Fund Advisory Board

Capacity Building Grant Application

6. Brief Summary of Project:

7. Grant Request and Cash Match:

Grant Request:

Cash Match:

In Kind:

Total Project Budget:

8. Narrative

A. *Applicant Capacity:* Write a brief introduction to the applicant organization and its experience with similar projects.

This category demonstrates the applicant's ability and commitment to successfully complete the proposed project.

Routt County Museum and Heritage Fund Advisory Board

Capacity Building Grant Application

B. *Property or Project History:* Write a brief history and description of the property or a description of the project and its relationship to historic preservation. *This category tells us why this preservation project is important.*

Routt County Museum and Heritage Fund Advisory Board

Capacity Building Grant Application

C. Project Description: Provide a detailed description of the project.

This section demonstrates the appropriateness of the project and your knowledge of what is needed to complete it.

Routt County Museum and Heritage Fund Advisory Board

Capacity Building Grant Application

D. *Timeline:* Create a list with key project milestones and corresponding month/year showing how your project will be carried out. *This category shows you have adequately considered how to complete your project within a 24-month period.*

Routt County Museum and Heritage Fund Advisory Board

Capacity Building Grant Application

E. *Public Benefit:* Tell us how/why the community supports and benefits from this project.
This category shows the overall benefit of the project to the community.

Routt County Museum and Heritage Fund Advisory Board

Capacity Building Grant Application

9. Proposed Scope of Work & Budget

A. *Combined Scope of Work and Budget:* Write a detailed outline of the work you propose to accomplish in this grant, with corresponding costs for each task. *Please see sample budget in the Instructions Documents.*

Routt County Museum and Heritage Fund Advisory Board

Capacity Building Grant Application

10. Application Checklist: *Use this checklist to ensure you have included necessary copies and attachments.*

- Original, completed application with eight (8) copies, including all attachments. Double-sided is acceptable, but please ensure the original, signed application is single-sided only.
- No cover letter attached; no binding, notebooks, or folders used.
- Attachments (provided for each copy)
 - Clear, readable photographs with informative captions (color if possible). No matter what the project type, photographs aid the reviewer in understanding the resource(s) under consideration. Photos should show current views of the resource, both overall and in detail, and should demonstrate the need for the proposed work and its urgency. Historic photos are also helpful.
 - Bids or estimates to show how you determined your costs.
 - Maps, site plans, or enlightening drawings as needed.
 - Letters of support.