Lewis and Clark in Kentucky
Grants Program

2005-2006 Guidelines and Application

Sponsored by the Kentucky Lewis and Clark Bicentennial Commission and the Kentucky Historical Society. The Kentucky Historical Society is an agency of the Commerce Cabinet.
LEWIS AND CLARK IN KENTUCKY GRANTS PROGRAM

In commemoration of the Lewis and Clark Bicentennial (2003-2006), the Kentucky Lewis and Clark Bicentennial Commission and the Kentucky Historical Society will offer grants up to $1000. The grants are available to museums, historical organizations, educational institutions, city and county governments, and other community groups. The grants are available for a variety of Lewis and Clark in Kentucky projects such as educational programming, exhibits, community celebrations, and publications.

WHY COMMEMORATE LEWIS AND CLARK IN KENTUCKY?

An especially appropriate place to honor the Corps of Discovery is here in Kentucky. Our state played an important role in the expedition. From Meriwether Lewis and William Clark meeting in Louisville to one-half of the expedition members having Kentucky ties, it is a legacy of which all Kentuckians can be proud.

IN 2003, WHAT DID ORGANIZATIONS IN KENTUCKY DO TO COMMEMORATE LEWIS AND CLARK?

- The Filson Historical Society created an exhibit about Lewis and Clark and related educational programs, such as lectures. They also created a history trunk to be used in local area schools.

- Historic Locust Grove sponsored many events in 2003, including a teacher workshop and “A Taste of Lewis & Clark and Wild Beast Feast.”

- Paducah hosted reenactments on the river. Replica boats were set up and schoolchildren toured them.

- The Kentucky Historical Society created a Museums to Go panel exhibit about Lewis and Clark in Kentucky and loaned it to many local history museums.

(For more ideas, visit this Web site: http://www.lewisandclark1803.com/)
KENTUCKY COUNTIES WITH LEWIS AND CLARK CONNECTIONS

1803 Ohio River
Boyd, Greenup, Lewis, Mason, Bracken, Pendleton Campbell, Kenton, Boone, Gallatin, Carroll, Trimble, Oldham, Jefferson, Hardin, Meade, Breckinridge, Hancock, Daviess, Henderson, Union, Crittenden, Livingston, McCracken, and Ballard

1806 Return Trip
Jefferson, Shelby, Franklin, Anderson, Mercer, Boyle, Lincoln, Rockcastle, Laurel, Knox, and Bell

William Clark’s 1809 Trail through Kentucky
GENERAL INFORMATION

ELIGIBILITY REQUIREMENTS
Organizations that wish to apply for a Lewis and Clark in Kentucky Grant must be nonprofit institutions in Kentucky or affiliated with an educational institution or a city/county government. If nonprofit, a copy of your organization’s 501(c)(3) status letter from the IRS must be included with your application.

COMPLETING THE APPLICATION
Complete the two-page cover sheet, budget sheet, and the narrative questions.

MAILING THE APPLICATION
Please mail the original plus three copies of the complete application to: Kate Hesseldenz, Kentucky Historical Society, 100 W. Broadway, Frankfort, KY 40601.

DEADLINES
Grants will be accepted on a rolling basis. The Kentucky Historical Society must receive your application 60 days prior to the beginning of your project. You may apply between the months of August 2005 and May 2006. Projects must occur between the months of October 1, 2005 and December 31, 2006. A 50/50 cash or in-kind match is required.

Application Deadline: Rolling Basis
Range of Funds: $250-$1000
Notification: One month after you apply
Funds Available: Two months after you apply
Funds Must Be Spent By: December 31, 2006
Final Report Due By: March 31, 2007

EXAMPLE CHART
<table>
<thead>
<tr>
<th>Application received by KHS</th>
<th>August 1, 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification</td>
<td>September 1, 2005</td>
</tr>
<tr>
<td>Funds available/</td>
<td>October 1, 2005</td>
</tr>
<tr>
<td>Project begin date</td>
<td></td>
</tr>
<tr>
<td>Funds spent by</td>
<td>December 31, 2006</td>
</tr>
<tr>
<td>Final report due</td>
<td>March 31, 2007</td>
</tr>
</tbody>
</table>
APPLICATION GUIDELINES

LEWIS AND CLARK IN KENTUCKY GRANTS

Grants may be used by a museum or history organization, a city or county government, or other community organization for a project that helps to increase public appreciation and awareness of some aspect of Lewis and Clark in Kentucky history. They may also be used to develop Lewis and Clark in Kentucky related exhibits or educational programs for the public or for schools.

EXAMPLES OF ACCEPTABLE USES OF FUNDS

- **COMMUNITY CELEBRATION OR FESTIVAL** – pay for costs associated with developing a Lewis and Clark community celebration, festival, or other activity that brings attention to Kentucky’s or your area’s Lewis and Clark history.

- **HISTORY RESEARCH/PUBLICATION** – pay for costs associated with producing a book, brochure, or pamphlet about Lewis and Clark in Kentucky. Funds may be used to hire staff to conduct research for the project, pay design, layout, or printing costs of a publication, or produce promotional material.

- **COMMUNITY HISTORY TOURS** – pay for costs associated with developing or promoting tours of the Lewis and Clark historical aspects of a community, including walking and driving tours. Funds may be used to develop or print brochures, hire support staff, or purchase equipment necessary to carry out the tours.

- **LEWIS AND CLARK EXHIBITS** – hire a consultant/designer to plan an exhibit; hire someone to construct and/or install a new exhibit; purchase exhibit cases or display equipment; pay for printing costs of exhibit labels; pay for reproductions of photos, maps, or other graphics for an exhibit; pay a scholar to research information for an upcoming exhibit; pay for the printing of an exhibit catalog.

- **LEWIS AND CLARK INTERPRETIVE MARKERS/WAYSIDE EXHIBITS** – hire a consultant/designer to plan interpretive trail markers or wayside exhibits; hire someone to construct and/or install the markers or exhibits; pay for reproductions of photos, maps, or other graphics; pay a scholar to research information for the wayside exhibits or markers.

- **LEWIS AND CLARK PUBLIC OR SCHOOL PROGRAMS** – pay for the costs of bringing in speakers or demonstrators for a lecture, seminar, fair, or other educational program; pay for living-history presenters or pay for costs to produce a dramatic play or musical performance; purchase supplies required for an educational program; print materials to be used as handouts in a museum or at a public program; pay for brochures or mailing expenses to market a program or series of programs.
INSTRUCTIONS

1. Complete the Two-Page Cover Sheet (pages 7 and 8).
   DON’T FORGET TO:
   A. Get the signature of an authorizing official from your institution. Note that the
      project director may not sign as the authorizing official.
   C. Provide your federal ID number. If a nonprofit organization, please provide a
      copy of your 501(c)(3) status letter from the IRS.

2. Complete the grant budget page (page 9).

3. Complete the narrative questions (page 10).

4. Optional: Supporting materials
   If you wish, you may include materials that support your application, such
   as photographs, an organizational brochure, or other materials. Up to two letters
   of support from members of your community may also be enclosed.

5. Copies: Please send the original plus three copies of the complete grant
   package to the Kentucky Historical Society. Grant applications without the
   additional copies will be considered incomplete.

Mail application to:
Kate Hesseldenz
Kentucky Historical Society
100 W. Broadway St.
Frankfort, KY 40601

Questions? For more information about your grant application, please contact
Kate Hesseldenz at 502-564-1792, ext. 4477 or kate.hesseldenz@ky.gov.
**LEWIS AND CLARK IN KENTUCKY GRANT APPLICATION**

**COVER SHEET (required for all applications)**

<table>
<thead>
<tr>
<th>Type of Institution:</th>
<th>KHS Office Only:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Nonprofit organization</td>
<td>Date received _____</td>
</tr>
<tr>
<td>☐ Educational institution</td>
<td>Grant App.# ______</td>
</tr>
<tr>
<td>☐ Government institution</td>
<td>Complete ________</td>
</tr>
<tr>
<td></td>
<td>Orig/3 copies ______</td>
</tr>
</tbody>
</table>

Organization Name_____________________________________________________
Address/City/State/Zip__________________________________________________
Phone Number ___________________________ Fax Number_________________

Grant Project Director ________________________________________________
Address/City/State/Zip___________________________________________________
Phone Number ______________________ Fax Number _______________________
E-mail Address_________________________________________________________

__________________________________________
Signature of institution official       Print name and title
(Nota: The project director is not eligible to sign as the institution official)

**AMOUNT OF FUNDS REQUESTED FROM LEWIS AND CLARK GRANT** $_______________

**AMOUNT OF CASH MATCH FROM ORGANIZATION (IF ANY)** $_______________

**Total Cost of Project** $_______________

Organization’s Federal ID number:_______________________________________
If a nonprofit organization, please include a copy of your 501(c)(3) status letter from the IRS with this application.

<table>
<thead>
<tr>
<th>Name and Address of Local Newspaper</th>
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<tr>
<td>__________________________________</td>
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</tbody>
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<table>
<thead>
<tr>
<th>State Senate District</th>
<th>State House District</th>
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<tbody>
<tr>
<td>____________________</td>
<td>____________________</td>
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<tr>
<th>U. S. Congressional District</th>
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<tbody>
<tr>
<td>__________________________</td>
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</tbody>
</table>
COVER SHEET (page 2) – required for all applications

1. Title of Project:

2. Brief Description of Project (two-three sentences):

3. Project Timetable:
   
   Start date of the project ________________________________
   
   Completion date ________________________________

4. Organizational Questions:
   
   a. What is the mission of your organization?
   
   b. What services does your organization provide to your community?
**LEWIS AND CLARK IN KENTUCKY GRANT BUDGET**

Please give a detailed list of all items to be purchased with grant funds and matching funds. You may create your own form as long as all the categories below are included.

<table>
<thead>
<tr>
<th>List items that grant funds, cash match, and in-kind matching funds are to be used for.</th>
<th>Amount from grant funds</th>
<th>Amount from in-kind match</th>
<th>Amount from cash match</th>
<th>Total amount for item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel/Consulting Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Travel, Lodging, Registration Fees</td>
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<td></td>
<td></td>
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<tr>
<td>Supplies, Materials, and Equipment</td>
<td></td>
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<tr>
<td>Postage and Printing</td>
<td></td>
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<tr>
<td>Services</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Space Rental</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>Total from grant funds</strong></td>
<td><strong>Total from in-kind match</strong></td>
<td><strong>Total from cash match</strong></td>
<td><strong>Total for project</strong></td>
</tr>
</tbody>
</table>
**NARRATIVE QUESTIONS**

Please answer the narrative questions. Retype each question before answering it. Total length for all narrative questions should be no longer than four pages.

1) Describe the proposed project.
2) Describe the goal of the proposed project and how the project will promote awareness and appreciation of the history of Lewis and Clark in Kentucky.
3) How will the public benefit from this project?
4) Briefly describe how the funds will be used to implement the project.
5) Who is the project director and what are his/her qualifications for this project?
6) Name any other key personnel for this project and briefly describe his/her qualifications.
7) How will you publicize this project to your community?
8) How will you evaluate the project?

**APPLICATION CHECKLIST**

**HAVE YOU INCLUDED?**

- Cover sheets with official signature
- Completed narrative (one-four pages)
- Completed budget page
- Copy of your organization’s 501(c)(3) status letter
- Any required or optional supporting materials
- Original plus three additional copies of the complete grant application

**MAIL COMPLETED APPLICATION TO:**

  Warren Greer  
  Kentucky Historical Society  
  100 W. Broadway St.  
  Frankfort, KY 40601

Application may also be faxed to: 502-564-0475