KENTUCKY LOCAL HISTORY TRUST FUND

Kentucky Local History Trust Fund
2018 Grant Information and Application
(for projects to begin January 2019)

The Kentucky Local History Trust Fund

The Kentucky Local History Trust Fund is designed to build stronger museums and local history organizations across the Commonwealth. Grants provided by the Kentucky Local History Trust Fund will assist museums and history-related organizations with their long-term growth, development, and sustainability.

The Kentucky Historical Society (KHS) administers this grant program. Funds for the Kentucky Local History Trust Fund are raised through the generosity of individual Kentuckians, who have donated a portion of their Kentucky state income tax refund to assist history-related organizations.

For additional information about the Kentucky Local History Trust Fund, visit KHS at **history.ky.gov/local-history-fund**.

Who is eligible to apply for grant funds?

Kentucky museums, local history organizations, libraries, educational institutions, and applicable governmental agencies are eligible to apply for a Kentucky Local History Trust Fund grant.

As part of the application process, non-governmental entities must show that they are a 501(c)3 not-for-profit organization. Grant funds will **not** be awarded to for-profit businesses or to private individuals. Organizations may only apply for one grant during each grant cycle.

NOTE: The Kentucky Historical Society (KHS), the administrator of the Kentucky Local History Trust Fund, firmly believes that field-based standards programs that teach best practices greatly contribute to the long-term success of local history organizations. Therefore, to receive a grant from the Kentucky Local History Trust Fund, organizations must be enrolled in a field-based standards program. If an organization is NOT currently enrolled in one of these programs, that organization must use the initial $290 to enroll in the American Association for State and Local History's Standards and Excellence Program for History Organizations (StEPs) or a similar program. For more information about StEPs, see **aaslh.org/steps**.

What types of grants are available?

Planning. These grants support research, collections assessments, exhibition planning, event/programming planning, etc. All planning grant recipients are required to enroll in AASLH's StEPs program, if not already participating. Planning grants should emphasize your organization's planning process and the impact a planning grant will have on the institution. They are ideal for organizations or grant managers who have not received grant funding before. Funding Range: $290-$1,000.

Implementation. These grants support such projects as exhibitions, collections management, educational programs, staff/board development, technology support, and improvements to visitors' services. Applicants *do not* have to apply for planning grants before applying for or receiving implementation grants. Applicants not already enrolled in AASLH's StEPs program must use the first $290 to do so. Funding Range: $290-$2,500.

What projects are NOT eligible?

Funds may not be used for:
- brick-and-mortar historic preservation projects (window replacement, roofing, etc.)
- purchasing collections (artifact or archival)
- public art
- state historical markers
- building maintenance, utilities, grounds keeping, insurance costs, interest or debt payments, or other projects that the Kentucky Historical Society considers to fall under an organization's day-to-day operations
- fundraising events
- oral history projects (the Kentucky Oral History Commission, administered by the Kentucky Historical Society, already offers a variety of grants for the preservation and creation of oral histories; see **history.ky.gov** for more information)

The Kentucky Historical Society reserves the right to disqualify any application that does not meet the minimum requirements or the purpose of the grants. Final funding decisions will be made by the staff of the Kentucky Historical Society.

Questions about eligibility?

If you have questions about your organization qualifying for a grant, please call the Kentucky Historical Society, 502-564-1792, ext. 4440, or email Amanda Higgins at Amanda.higgins@ky.gov

How to Apply

Please fill out the following application. Your application should show that **your project directly and positively affects the growth and/or sustainability of your organization**.

As you plan your project and write the grant, think about these questions:

- How will this project improve our organization over the long term?
- How does the public benefit from this project?
- How does this project showcase the relevance of history?
- How does this project demonstrate a measurable impact?
- How does this project make us a more sustainable organization?

When you have completed your grant application, **mail one copy** to:
Kentucky Local History Trust Fund, c/o The Kentucky Historical Society, 100 W. Broadway, Frankfort, KY 40601

Applications must be postmarked by **Friday, Oct. 12, 2018**. Applicants whose receive funding will be notified by **Friday, Dec. 7, 2018.** Following this notification, project and planning managers receiving grant funds will receive a grant agreement with additional information about funding requirements, deadlines, and final reporting.

Grant recipients are expected to send at least one representative to a grant announcement ceremony that will take place in Frankfort in January 2019. Grant recipients will receive details about this ceremony upon receiving their grant agreement.

Kentucky Local History Trust Fund 2018 Grant Application

Fill out this grant application and mail one copy to:

> Kentucky Local History Trust Fund
> c/o The Kentucky Historical Society
> 100 W. Broadway
> Frankfort, KY 40601

Applications must be postmarked by **October 12, 2018.**

Applicant Contact Information:

Name: _____

Organization: _____

Address Line 1: _____

Address Line 2: _____

City:_____ State: _____ Postal Code: _____

E-mail address: _____

Phone number:_____

Website: _____

Project/Planning Manager Contact Information:

The project/planning manager is the person who will be responsible for coordinating the grant project. The project/planning manager serves as the contact between the applicant organization and the Kentucky Historical Society (KHS). This person is also responsible for submitting the final report once the project is completed.

Project/planning manager name: _____

Project/planning manager title:_____

Organization: _____

Project/planning manager e-mail address: _____

Project/planning manager phone number: _____

Organizational Profile:

Name of Organization: _____

Address Line 1: _____

Address Line 2: _____

City:_____ State: _____ Postal Code: _____

E-mail address: _____

Continued on next page

Phone number:_____

Website: _____

This organization is:

- A 501(c)3 not-for-profit organization _____

- A library _____

- An educational institution _____

- A governmental agency _____

- Other _____

Federal Tax Identification Number (EIN): _____

Name of your State Representative: _____

Name of your State Senator: _____

Name of your U.S. Congressman: _____

Name of your local newspaper:_____

Name of other pertinent local media outlets: _____

Organization Mission Statement (100 words, maximum):

Field-Based Standards Program Confirmation:

Is your organization currently enrolled in the American Association for State and Local History's (AASLH) Standards and Excellence Program for History Organizations (StEPs)? If so, when did you enroll?

YES _____   Enrolled on (date): _____

NO _____

If your organization is NOT enrolled in StEPs, is your organization currently enrolled in any other field-based standards program?

YES _____   Name of Program: _____

NO _____

NOTE: If your organization is <u>NOT</u> enrolled in the AASLH StEPs program or another field-based standards program, $290 of your requested grant funds <u>must</u> be used to enroll your organization into that program. Please confirm plans to enroll in StEPs by noting it in your narrative and budget, below. For additional information about StEPs, see aaslh.org/steps.

Grant Application (continued)

Name of Grant Proposal: _____

Amount of funding requested (between $290 -$2,500): $_____

Type of Grant
Implementation _____
Planning _____

Please complete the appropriate section for your grant.

Type of Implementation Project (mark one):

Organizational Development/Management _____

Collections Management _____

Exhibits _____

Educational Programs _____

Visitor Services _____

Technology Support _____

Other (please specify) _____

Planning Need (mark one):

Research (program, exhibit, or services)_____

Collection assessment_____

Internal development_____

AASLH StEPs_____

Other (please specify)_____

Grant start date (must start in 2019): _____

 Grant end date: _____

Implementation or Planning abstract (250 words, maximum)
Describe the purpose, results, and products expected from this project or planning grant.

Implementation or Planning narrative (1,000 words, maximum)

Describe the overall implementation or planning process. Note how the funds will strengthen or build your organization's capacity and/or long-term sustainability and how the public will benefit. Include information about how the grant funds will be used to implement the project or planning and how you will evaluate the success of the project or planning process. If applicable, note the project/planning manager's qualifications and ability to complete the task. If your organization needs grant funds to enroll in the AASLH StEPs program or another field-based standards program, please note that cost in the narrative.

Outcomes

*First, <u>list</u> the direct outcomes (**no more than five**) of this project/planning process and how they will relate to the long-term goals and sustainability of your organization. Ensure that your outcomes are clear, achievable, measurable, and connected to the project/planning process.*

Second, The History Relevance Campaign *(**historyrelevance.com**) has published "The Value of History" statement that outlines several ways that history is essential: to ourselves (our identity, teaching critical skills), to our communities (history provides vital places to live and work and aids local economic development), and to our future (by creating engaged citizens, teaching leadership, and providing a long-term legacy). With this campaign in mind, <u>list</u> (**no more than three**) the ways that your project/planning process links to these values.*

Matching funds (250 words, maximum)

Although a match is not required for this grant, are there other funds that you will leverage to ensure your success? List the source of any funds that will serve as a match.

Implementation/Planning Budget Justification

Explain each line item in your attached project budget (see page 9) and how the expense was calculated. If grant funds are needed to enroll in the AASLH StEPs program or another field-based standards program, please list it in the budget justification and budget narrative.

Required Supplemental Materials

- Project budget form (required). Budget form is on page 9.
- Confirmation of 501(c)3 status (tax exempt determination letter required).
- List of board members with mailing addresses and email addresses. Governmental agencies should include the contact information of pertinent officials with a supervisory capacity over the organization (required).

Optional Supplemental Materials

- Up to two (2) letters of support
- Bids for services

Mail one (1) copy of this application to:
 Kentucky Local History Trust Fund
 c/o The Kentucky Historical Society
 100 W. Broadway
 Frankfort, KY 40601

Questions? Call the Kentucky Historical Society at 502-564-1792, ex. 4440 or email Amanda Higgins, Amanda.higgins@ky.gov.

Please help us continue to spread the word about the Kentucky Local History Trust Fund! Each year, Kentuckians can donate a portion of their state income tax refund to this program by checking a box on their state income tax return. Please ask your board, staff, members, and friends to donate to the Kentucky Local History Trust Fund—the more money that people give, the more grant funds we have to help organizations like yours!

Grant Budget

Please provide a detailed list of all items to be purchased with grant funds. You may create your own form as long as all the categories below are included. You do NOT need to include funds in each category. If your project

List items that grant funds will be used for. Also list any cash match, and in-kind matching funds (optional)	Amount from grant funds	Amount from cash match (optional)	Amount from in-kind match (optional)	Total amount for item
StEPs enrollment				
Personnel/Consulting Fees				
Supplies, Materials, and Equipment				
Travel, Lodging, Registration fees				
Marketing and Promotion				
Postage, Printing, and Publication				
Other				
Totals	**Total from grant funds**	**Total from cash match**	**Total from in-kind match**	**Total for project**