

KENTUCKY LOCAL HISTORY TRUST FUND

Kentucky Local History Trust Fund 2017 Grant Information and Application

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/get-involved/support-local-history.

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 apply for only one grant during each grant cycle.

NOTE: The Kentucky Historical Society (KHS) administers the Kentucky Local History Trust Fund. KHS 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, an organization must be enrolled in a field-based standards program. If an applicant is NOT currently enrolled in one of these programs, it must use the initial \$290 of any grant it receives 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 projects are eligible to receive grant funds?

This year, applicants may apply for grants ranging from \$290 - \$1,500.

Grant funds can be used for a variety of projects to help history-related organizations grow, improve, and build capacity. These include, but are not limited to:

- Improving an organization's management (organizational development, including training for board and staff, volunteer or membership program development, assessments, strategic plans, etc.)
- Exhibits (research, development, and production)

- Educational programs (research, development, implementation)
- Collections management (archival supplies, conservation of artifacts, preventative conservation equipment, etc.)
- Technology support
- Improvements to visitor services (professional development for staff, assessments, professional surveys, technology, etc.)
- and more!

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/resources/kentucky-oral-history-commission/ 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. Staff of the Kentucky Historical Society will make the final funding decisions.

Questions about eligibility?

If you have questions about a specific organization or project qualifying for a grant, please call the Kentucky Historical Society, 502-564-1792, ext. 4474.

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 longterm?
- 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 (1) copy and supplemental materials to:

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

Applications must be received by **Friday, Oct. 13, 2017**. Applicants whose grants are accepted will be notified by **Friday, Dec. 2, 2017**. Following this notification, KHS will send project managers receiving a grant agreement that will include additional information about funding requirements, deadlines, and final reporting.

KHS expects grant recipients to send at least one representative to a grant announcement ceremony that will take place in Frankfort in **January 2018**. Grant recipients will receive details about this ceremony upon receiving their grant agreement.

Kentucky Local History Trust Fund 2017 Grant Application

Fill out this grant application and mail one (1) copy and supplemental materials to:

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

KHS must receive applications by **Friday, Oct. 13, 2017**.

Applicant Contact Information:

Name: _____

Organization: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Postal Code: _____

E-mail address: _____

Phone number: _____

Website: _____

Project Manager Contact Information:

The project manager is the person who will be responsible for coordinating the grant project. The project 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 manager name: _____

Project manager title: _____

Organization: _____

Project manager e-mail address: _____

Project manager phone number: _____

Organizational Profile:

Name of Organization: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Postal Code: _____

E-mail address: _____

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 NOT enrolled in the AASLH StEPs program or another field-based standards program, \$290 of your requested grant funds must 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.

Project Grant Application (continued)

Name of Project: _____

Amount of funding requested (between \$290 - \$1,500): \$ _____

Type of project (mark one):

- Organizational Development/Management _____
- Collections Management _____
- Exhibits _____
- Educational Programs _____
- Visitor Services _____
- Technology Support _____
- Other (please specify) _____

Project start date: _____

Project end date: _____

Project abstract (250 words, maximum)

Describe the purpose, results, and products expected from this project.

Project narrative (1,000 words, maximum)

Describe the overall project. Note how the project will strengthen or build your organization's capacity and/or long-term sustainability and how the public will benefit from the project. Include information about how your organization will use the grant funds to implement the project and how you will evaluate the project's success. If applicable, note the project manager's qualifications and ability to finish the project. 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, list the direct outcomes (**no more than five**) of this project 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.*

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, list (no more than three) the ways that your project 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 a successful project? List the source of any funds that will serve as a match.

Project Budget Justification

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

Supplemental Materials

- Project budget form (required). Budget form is on page 9.
- Confirmation of 501(c)3 status (tax exempt determination letter required).
- Up to two (2) letters of support (optional).
- 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).

Mail one (1) copy of this application to:

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c/o The Kentucky Historical Society
100 W. Broadway
Frankfort, KY 40601

Questions? Call the Kentucky Historical Society at 502-564-1792, ext. 4474.

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 your organization will purchase with grant funds. You may create your own form as long as you include all categories listed below. You do NOT need to include funds in each category. If your project does not require funding in a category, simply leave it blank.

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