APPLICATION

Please follow the Guidelines and Application Instructions to complete this application. Applicants must submit an electronic copy of the completed application. If you are unable to submit electronically, please contact Sheri Jackson by email at Sheri\_Jackson@nps.gov or by phone at 470.388.8045.

**SECTION 1: NETWORK TO FREEDOM LISTING INFORMATION**

**a. Network to Freedom Listing Name:**        
**b. Network to Freedom Listing (select only one):**  Site  Program  Facility  
**c. Congressional District:**         
**d. New Applicant (Previously not awarded NTF grant):**  Yes  No   
**e. Owner:**         
**f. Address (number, street, and room or suite no.):**         
**g. City or town, state, and ZIP code**:        
**h. Telephone:**       **i. Email:**

**SECTION 2: PROJECT INFORMATION**

**a. Project Name:**         
**b. Project Type:**   Preservation  Research  Applied Research  Sign  
Note: A minimum of four (4) digital photographs must accompany the application. Two must be general views of the historic property, and the other two must document the threat or damage. A list of photographs should be included which provides a description of view indicating direction of camera, and the date of the photograph.

**c. Project Summary:**

In the space below only, BRIEFLY (in 250-300 words) summarize the proposed project and describe what tangible product or outcome will result from the grant. For preservation projects, discuss the current condition of the resource, the nature of any threats, the proposed preservation work and whether the project will accomplish enough work to preserve the structure and make it useable if the project is performed. Indicate what remaining work will be required after this grant-assisted work is performed. For research projects, describe the research need, proposed methodology, and how the information will be used to enhance preservation of Underground Railroad history. For applied research or sign projects, describe the product that will be created and the source of the information.

**d. Amount Requested (Federal Share): $**         
 **e. Cost Share Amount: $**         
 **f.** **Total Project Cost: $**

**SECTION 3: APPLICANT INFORMATION**

**a. Applicant Name:**        
**b. Organization:**        
**c. Congressional District:**         
**d. Address (number, street, and room or suite no.):**         
**e. City or town, state, and ZIP code**:        
**f. Telephone:**       **g. Email:**

**SECTION 4: PROJECT DIRECTOR INFORMATION**

**a. Project Director:**        
**b. Organization:**        
**c. Congressional District:**         
**d. Address (number, street, and room or suite no.):**         
**e. City or town, state, and ZIP code**:        
**f. Telephone:**       **g. Email:**

**SECTION 5: PROJECT DESCRIPTION**

**a. WHAT IS THE PROJECT NEED? (30 POINTS)**

For preservation projects, describe in detail the current condition of the property and the source and effect(s) of the threat, danger or damage to the historic property. For research projects, describe in detail the information gap that the research would address and why this information is required to further the goals of the Network to Freedom Program. For applied research or sign projects, describe the current interpretive materials or signs and identify what gaps exist in educating the public about the NTF listing.

**b. DESCRIBE THE PROJECT WORK PLAN AND TIMELINE?** **(20 POINTS)**

Describe in detail the key project work elements to be supported by this grant and any non-Federal matching share and the expected product or outcome. Describe how the work will address the need described above. For research projects, provide a research plan that describes sources and archives to be consulted and the research questions that will be addressed. Describe how the project objectives, activities, and desired results will be designed and achieved, including a timeline for project completion (Remember, that all projects MUST be completed by SEPTEMBER 30, 2021). List project personnel, including their qualifications and experience, and describe their responsibilities in carrying out the project. Describe the criteria that will be used to competitively select any consultant services.

**c. WHAT IS THE BENEFIT OR OUTCOME OF THIS PROJECT? (20 POINTS)**

Describe in detail how the project will benefit the NTF listing. Describe the impact that the project will have on the resource; be sure to note any ground-disturbing activities. What tangible products will be produced? What is the expected outcome or benefit of this project? For research and applied research projects, describe the educational, interpretive and/or training value of this project. How will this project enhance the condition or quality of the NTF listing? How will it enhance the values or Underground Railroad associations which were recognized in NTF listing.

**SECTION 6: PROJECT BUDGET AND JUSTIFICATION**

**a. PROJECT BUDGET (15 POINTS)**

Outline the project budget; add rows to the tables as necessary. Each cost item must clearly show how the total charge for that item was determined. All major costs must be listed and be directly relevant to the project objectives. The purchase of equipment (durable items over $5000) and indirect costs are not allowed. The budget must include the match if applicable. All non-Federal matching shares must be cash and expended during the grant period, which begins when the grant agreement is signed by both the grantee and ASALH. The totals in the budget summary below should match the amounts listed in Section 2d-f.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.** **Consultant Fees.** List payments for professional and technical consultants participating in the project. | | | | | |
| **Name and Type of Consultant** | **# of days** | **Daily Rate of Compensation** | **NPS Grant Funds** | **Match/Cost share**  **(if any)** | **Total** |
|  |  | **$** | **$** | **$** | **$** |
|  |  | **$** | **$** | **$** | **$** |
|  |  | **$** | **$** | **$** | **$** |
|  |  | **$** | **$** | **$** | **$** |
|  |  | **$** | **$** | **$** | **$** |
| **Subtotal** | | | **$** | **$** | **$** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2. Labor.** List payments for construction workers such as carpenters or masons. | | | | | |
| **Name and Type of Consultant** | **# of days** | **Daily Rate of Compensation** | **NPS Grant Funds** | **Match/Cost share**  **(if any)** | **Total** |
|  |  | **$** | **$** | **$** | **$** |
|  |  | **$** | **$** | **$** | **$** |
|  |  | **$** | **$** | **$** | **$** |
|  |  | **$** | **$** | **$** | **$** |
|  |  | **$** | **$** | **$** | **$** |
| **Subtotal** | | | **$** | **$** | **$** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **3. Travel and Per Diem.** Listthe number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs. | | | | | | | |
| **From/To** | **# of people** | **# of Travel Days** | **Subsistence Cost**  **(Lodging and Per Diem)** | **Transportation Costs**  **(Airfare and Mileage)** | **NPS Grant**  **Funds** | **Match/ Cost**  **Share**  **(if any)** | **Total** |
|  |  |  | **$** | **$** | **$** | **$** | **$** |
|  |  |  | **$** | **$** | **$** | **$** | **$** |
|  |  |  | **$** | **$** | **$** | **$** | **$** |
|  |  |  | **$** | **$** | **$** | **$** | **$** |
|  |  |  | **$** | **$** | **$** | **$** | **$** |
| **Subtotal** | | | | | **$** | **$** | **$** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4. Supplies and Materials.** List consumable supplies and materials to be used in the project. Supplies are generally defined as items with an acquisition cost of $5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project. | | | | |
| **Item** | **Cost** | **NPS Grant Funds** | **Match/Cost share**  **(if any)** | **Total** |
|  | **$** | **$** | **$** | **$** |
|  | **$** | **$** | **$** | **$** |
|  | **$** | **$** | **$** | **$** |
|  | **$** | **$** | **$** | **$** |
|  | **$** | **$** | **$** | **$** |
| **Subtotal** | | **$** | **$** | **$** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5. Equipment Rental.** List rental costs of construction or other equipment to be used in the project. | | | | |
| **Item** | **Cost** | **NPS Grant Funds** | **Match/Cost share**  **(if any)** | **Total** |
|  | **$** | **$** | **$** | **$** |
|  | **$** | **$** | **$** | **$** |
|  | **$** | **$** | **$** | **$** |
|  | **$** | **$** | **$** | **$** |
|  | **$** | **$** | **$** | **$** |
| **Subtotal** | | **$** | **$** | **$** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **6. Construction/Conservation Materials.** List the cost of materials related to theconstruction, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property. | | | | |
| **Item** | **Cost** | **NPS Grant Funds** | **Match/Cost share**  **(if any)** | **Total** |
|  | **$** | **$** | **$** | **$** |
|  | **$** | **$** | **$** | **$** |
|  | **$** | **$** | **$** | **$** |
|  | **$** | **$** | **$** | **$** |
|  | **$** | **$** | **$** | **$** |
| **Subtotal** | | **$** | **$** | **$** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **7. Other (specify).** List direct costs items required for the project which do not fit clearly into other categories. | | | | |
| **Item** | **Cost** | **NPS Grant Funds** | **Match/Cost share**  **(if any)** | **Total** |
|  | **$** | **$** | **$** | **$** |
|  | **$** | **$** | **$** | **$** |
|  | **$** | **$** | **$** | **$** |
|  | **$** | **$** | **$** | **$** |
|  | **$** | **$** | **$** | **$** |
| **Subtotal** | | **$** | **$** | **$** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Summary (enter category totals)** | | | |
| **Category** | **NPS Grant Funds** | **Match/Cost share**  **(if any)** | **Total** |
| **1. Consultant Fees** | **$** | **$** | **$** |
| **2. Labor** | **$** | **$** | **$** |
| **3. Travel and Per Diem** | **$** | **$** | **$** |
| **4. Office Supplies and Materials** | **$** | **$** | **$** |
| **5. Equipment Rental** | **$** | **$** | **$** |
| **6. Construction/Conservation Materials** | **$** | **$** | **$** |
| **7. Other** | **$** | **$** | **$** |
| **Total Project Cost** | **$** | **$** | **$** |

**b. BUDGET JUSTIFICATION (15 POINTS)**

Explain all cost items listed in the budget and show why they are required to achieve project aims and objectives. Budget categories in the justification should appear in the same order as in the budget.

**SECTION 7: BONUS POINTS**

**a. NEW APPLICANT (5 BONUS POINTS)**

Have not previously been awarded an NTF Grant. Listings that have not been awarded grants in the past, will be assigned higher priority than those who have received a grant previously.

Yes  No

**b. IF USING A MATCH, WHAT ARE THE SOURCES OF THE NON-FEDERAL MATCHING SHARE (5-10 BONUS POINTS)**

List the sources and amounts of the non-Federal matching share. All of the match must be cash, not in-kind. Cash Cost Match - encompasses all contributions to the project incurred and paid for during the project. This includes payments for personnel, supplies, equipment, activities and items necessary for the project. Project administration costs may not be used as matching share. All of the non-Federal matching share must be expended during the grant period.

Projects for these bonus points, applicant must submit signed and dated Match Certification Form and provide appropriate supporting information documenting the match as “in hand” by MAY 29, 2020. Any proposal that includes matching funds that cannot provide the documentation of availability by that date will not receive the bonus points in their final ranking by the review committee.

|  |  |
| --- | --- |
| **SOURCE** | **AMOUNT** |
| **1.** | $ |
| **2.** | $ |
| **3.** | $ |
| **4.** | $ |
| **TOTAL CASH** | **$** |

**c. WOMEN’S HISTORY (5 BONUS POINTS)**

In recognition of the 100th Anniversary of Women’s Suffrage and the interconnected history of women’s rights and the struggle against slavery, proposed projects that deal with women and the Underground Railroad will be awarded bonus points in their evaluation. Discuss how the project addresses women’s history.

**ACKNOWLEDGEMENT OF NPS FUNDING**

A Project Sign must be erected at the site of the grant-assisted repair work during the duration of the project to acknowledge NPS grant assistance. For non-construction projects, NPS grant assistance must be acknowledged on any products resulting from the grant.

**APPLICATION SUBMISSION**

Applications must be submitted electronically by e-mailing completed applications to Sheri\_Jackson@nps.gov. All submitted applications, MUST use the following naming convention in the subject line of the email: 2020 NTF Grant\_[NTF listing name]. If you are unable to submit the application electronically, please contact Sheri Jackson by email at Sheri\_Jackson@nps.gov or by phone at 470.388.8045. Applications received after the deadline of May 29, 2020 AT 11:59 am EDT and incomplete applications will not be considered. Additional materials sent separately from an application will not be considered part of the application and will not be included in the evaluation of the application.

**APPLICATION CHECKLIST**

One electronic application.

An Owner Concurrence Form signed and dated by the owner of record for the listing, if the applicant is not the owner.

A signed and dated Applicant Certification Form.

For preservation projects, minimum of four (4) digital photographs which illustrate the property in general with details

of the area proposed for preservation.

Detailed budget, including Match Certification Form and documentation of the non-Federal match, if applicable. The

Match Certification Form must be signed by a person legally authorized to commit the funds to the grant project. In-

kind matches are not eligible. Please make sure to **black out** any **account numbers** or **personally sensitive**

**information** contained in financial documentation that is submitted.

***This is a request for consideration for a grant, and not a promise for funding, from ASALH and/or the NTF Program. No work covered in this application is to begin until the applicant has been notified in writing that funds have been awarded, and has accepted in writing the terms and conditions of the grant.***