

**STATE HISTORICAL SOCIETY OF IOWA
HISTORICAL RESOURCE DEVELOPMENT PROGRAM**

FY2011 REGULAR ROUND: MUSEUMS

PROGRAM DESCRIPTION AND GRANT GUIDELINES

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STATE HISTORICAL SOCIETY OF IOWA

**HISTORICAL RESOURCE DEVELOPMENT PROGRAM
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PROGRAM HISTORY

Funding for the REAP/HRDP Grants Program was first appropriated for FY1990. What has been accomplished in 20 years of programming?

Over \$9 million in grant funds have been awarded for historical projects across the state.

Nearly 1000 projects have been funded.

Museum collections have been conserved.

Historical newspapers have been microfilmed.

Photographs have been preserved.

Museum exhibits have been installed.

Historic buildings have been rehabilitated.

Archaeological sites have been investigated.

... and the list goes on and on.

Some things have changed over the years. When the program began, the internet was not widely available; now every Iowan can access it directly. Many have personal computers in their homes. Public libraries across the state have internet connections, so those that don't own a computer can access the World Wide Web by visiting their local library.

We no longer print copies of the application forms and instructions. Instead, the program materials are available

via the internet. Applicants can download the materials as Word documents, and can complete the forms on their own computers. Once completed, an applicant must still print out the application form and mail it to the REAP/HRDP Program.

In Spring 2006, we announced that we were redesigning the REAP/HRDP Grants Program. Those of you familiar with the REAP/HRDP Grants Program will notice several changes. Our goal in updating the program has been to streamline the grants program; to make it more user-friendly; and to distribute grant funds more efficiently. At the same time, we are committed to continuing to fund projects that adhere to high professional standards.

Some new program features:

The program no longer requires multiple copies of an application. Applicants should submit only one copy of a grant application.

The program is no longer strictly a reimbursement program. Now, funded applicants (grantees) will receive 50% of their grant dollars at the time of award. At the conclusion of each project, the grantee is responsible for submitting a final report. The final report must document both the grant dollars and cash and in-kind match. Upon acceptance of the final report, the state will pay the grantee for the remainder of the grant. If a project is not completed in accordance with REAP/HRDP program requirements, the grantee must return grant funds to the state.

There will no longer be partially funded grants. Each application will either be funded in its entirety or not funded.

The application form includes a grant contract. Read it carefully before signing. If you are awarded a grant, the State Historical Society will sign the document and will issue a grant award

letter. The fully signed document will serve as the grant contract. This process will allow projects to begin more quickly, as a signed grant contract will already be in place.

Read all guidelines and instructions thoroughly before completing an application form.

APPLICATION DEADLINE AND PROJECT SCHEDULE

Grant applications for the REAP/HRDP FY2011 regular grant cycle must be postmarked by May 17, 2010. If an application is hand-delivered, it must be in the grants program office by 4:30 p.m. on May 17, 2010.

Mailing address for submissions is:

REAP/HRDP Grants Program
State Historical Society of Iowa
600 East Locust Street
Des Moines, Iowa 50319-0290

ATTN: Grants Manager

Projects funded in this grant cycle will begin on July 1, 2010. Projects must be completed by November 30, 2012.

REVIEW CRITERIA

Projects will be evaluated on the following four criteria:

The significance of the historical resource;

The proposed scope of work;

The project's impact on the local community;

The degree to which the budget is reasonable, appropriate to the project, complete and mathematically correct.

APPLICATION REVIEW AND APPROVAL

All applications will be reviewed by HRDP grant program staff for eligibility.

Eligible applications will be reviewed and scored by the grant review panel. The museum review panel will be composed of a minimum of three members, including at least two public members and one historical division staff member. The public members will be Iowa museum professionals. The historical division staff member serving on the museum review panel will be professionally trained in the museum discipline. The recommendations of the review panel will be forwarded to the State Historical Society Board of Trustees.

The Society Board of Trustees will consider the panel recommendations, and then make a recommendation to the administrator of the historical division.

NOTIFICATION

All applicants will be notified of funding decisions by letter on July 1, 2010. The State Historical Society will sign and date the contracts in the applications that are awarded funds. The State will retain one fully-signed contract and will return the other fully-signed contract to the grantee. Upon receipt of the signed contract, the grantee may proceed with the project.

GENERAL GUIDELINES

The Historical Resource Development Program (HRDP) is established in the Code of Iowa, Chapter 303.16. Administrative rules for the program are found in Iowa Administrative Code 223-49. The following items apply to all projects funded through HRDP.

The Resource Enhancement and Protection/Historical Resource Development Program (REAP/HRDP) is funded by the Resource Enhancement and Protection Act (REAP). The purpose of the REAP/HRDP Grants Program is to provide funds to preserve, conserve, interpret, enhance, and educate the public about the historical resources of Iowa.

All projects must involve Iowa's historical resources. Non-residents may apply if the project resource is located in Iowa.

All projects involving personal property must, upon request, document a legal relationship to the property and/or owner agreement to the project.

Funded projects will encourage and support the economic and cultural health and development of the state and the communities in which the resources are located.

PROJECT TYPES

The following broad project types can be funded with HRDP Grants:

Acquisition and development of historical resources

Preservation and conservation of historical resources

Interpretation of historical resources

Professional training and educational programs on the acquisition, development, preservation, conservation, and interpretation of historical resources

GRANT CATEGORIES

All funded projects must fall within one of the following grant categories. This guide applies only to the Museums category.

Museums

Documentary collections

Historic preservation

The State Historical Society must allocate funds to all three grant categories each year. At least 20% of available funds, but not more than 60%, can go to any single category.

In previous grant cycles, a majority of the requests have been submitted in the historic preservation category. Likewise, a majority of the grants have been awarded in that category.

Each category has specific requirements. Carefully review the requirements that pertain to your project category.

ELIGIBLE APPLICANTS

The following entities are eligible to receive HRDP Grants:

- Nonprofit corporations

- Governmental units

- Traditional tribal societies and governments of recognized resident American Indian tribes in Iowa

- Individuals

- Private corporations and businesses

MATCHING FUNDS

All HRDP projects require matching funds. The match ratio varies depending upon the type of applicant. The match ratios are as follows:

All non-profit corporations, units of government, and American Indian tribes -- fifty cents, of which at least twenty-five cents must be in cash.

For individuals -- seventy-five cents, of which at least fifty cents must be in cash.

For businesses -- one dollar, of which at least seventy-five cents must be in cash.

<p style="text-align: center;">Non-profit Match Ratio</p> <p>(This match ratio applies to non-profit corporations, units of government, and American Indian tribes)</p>	<p style="text-align: center;">Individual Match Ratio</p>	<p style="text-align: center;">Business Match Ratio</p>
<p>For every grant dollar requested:</p>	<p>For every grant dollar requested:</p>	<p>For every grant dollar requested:</p>
<p>25 cents cash match</p>	<p>50 cents cash match</p>	<p>75 cents cash match</p>
<p>25 cents in-kind match</p>	<p>25 cents in-kind match</p>	<p>25 cents in-kind match</p>

Example: If you are an individual requesting \$10,000 in REAP/HRDP funds, you must have at least \$5,000 in cash match and \$2,500 in in-kind match.

The cash match amounts listed above represent the minimum cash match requirements. You may substitute additional cash to meet the in-kind match requirements. You cannot substitute in-kind match for the required cash.

Applicants are not required to have their match dollars in hand at the time of application, but the match dollars must be available, as appropriate, so that the project can be completed within the contract period. Final grant reimbursement will not be made until all required match has been spent.

Grant awards to combined applicants shall use the least favorable match ratio. Thus, for example, a private business and a non-profit organization could be co-applicants on a project, but the project would be required to use the business match ratio.

RESTRICTIONS

The law creating the HRDP program stipulates several restrictions. Read these restrictions carefully. The HRDP grants manager, the REAP/HRDP grants steering committee; the REAP/HRDP grants review panel, the State Historical Society Board of Trustees, and the administrator of the historical division will consider these restrictions as funding requests are evaluated. These restrictions are:

Grant funds shall not be used to support public relations or marketing expenses.

The REAP/HRDP program shall not award grants to be used for goods or services obtained outside the state, unless the grantee demonstrates that it is neither feasible nor prudent to obtain the goods or services within the state (See page 24 for information about finding goods and services).

Any applicant who receives a direct or indirect appropriation from the Legislature for a project or portion of a project is ineligible for an HRDP grant for that same

project during the fiscal year for which the appropriation is made. The "project" includes any related activities, such as construction, restoration, supplies, equipment, consulting, or other services.

No appropriated state funds shall be used by a grantee to match the grantee's historical resource development program grant.

An applicant shall not apply for or use any program funds for the purpose of regranting.

All government, nonprofit corporation, or Indian tribe applicants shall demonstrate that the historical resource is accessible to the public no less than an average of 16 hours per week or shall provide a statement concerning actions to be taken in the forthcoming 36 months after the grant award to provide the above-specified accessibility of the funded project to the public, unless access is restricted by specific federal or state code. Archaeological sites that are part of funded projects are not required by this program to be accessible to the public.

All private corporations, businesses, and individual applicants shall demonstrate that the historical resources which benefit from being acquired, developed or preserved, or the portions of the historical resource so benefited, shall be accessible to the public no less than an average of 96 hours per year or shall provide a statement concerning actions to be taken in the forthcoming 36 months after the grant award to provide the above-specified accessibility of the funded project to the public, unless access is restricted by specific federal or state code. Archaeological sites that are part of funded projects are not required by this program to be accessible to the public.

An applicant may not submit more than one application in any single category in any grant cycle.

Applicants funded in two consecutive fiscal years in the same grant category are not eligible to receive funding in the same grant category during the next fiscal year.

Not more than twenty percent of the grant funds allocated in a fiscal year shall be given to or received by state agencies and institutions, or their representatives or agents.

Not more than one hundred thousand dollars or ten percent of the annual appropriation, whichever is more, shall be granted to any single recipient or its agent within a single fiscal year.

Not more than one hundred thousand dollars or twenty percent of the annual appropriation, whichever is more, shall be granted to recipients within a single county in any given grant cycle.

PROFESSIONAL STANDARDS

All projects must comply with certain nationally-accepted professional standards. Applicants must demonstrate knowledge of, intention to, and ability to adhere to, the professional standards that pertain to the grant category to which they are applying.

Every project is strongly encouraged to involve a trained professional in a discipline appropriate to the project scope.

The applicable standards for Museums are as follows:

Museum Category:

Projects in the museum category must demonstrate the commitment and ability of the applicant to provide care for collections on a long-term basis. Applicants must demonstrate that they understand, and intend to adhere to, applicable national standards, or otherwise follow technical guidelines generally accepted by the museum profession. The review panel members will use their judgment to determine that the applicant has knowledge of, and a commitment to meet, acceptable standards for collections management and care.

If the application requests funding for a museum activity, then the project is strongly encouraged to include the services of an appropriate professional.

For guidance regarding museum practices, see *The Field Guide for Museums* <http://www.iowahistory.org/education-and-outreach/technical-resources.html>.

Additional guidance regarding museum practices can be obtained from the American Association of Museums at www.aam-us.org, and the Iowa Museum Association at www.iowamuseums.org.

INSTRUCTIONS FOR THE MUSEUMS CATEGORY

Each grant category has its own requirements. Carefully review the instructions that pertain to the category to which you are applying.

Museum Category:

If your project focuses on the care and collection of museum objects, you will want to apply in the museum category.

Projects in this category may include, but are not limited to:

- Public education, staff training, or consultation related to museum activities
- Cataloging
- Conservation survey of collections
- Treatment of collections
- Artifact acquisition
- Artifact conservation
- Interpretation of artifact collections
- Exhibitions
- Equipment, supplies, and facilities related to artifact preservation

Part 1: Application Cover Sheet

The *Application Cover Sheet* consists of two pages and requests basic information about the applicant and project, ownership of the historical resource, and public access to the historical resource.

Application Section

Name of Applicant: This is the name of the entity or individual that is requesting a grant. If a grant is awarded, it will be awarded to the entity named here.

Name and Title of Contact Person: This should be the individual most knowledgeable about the application and available for questions and discussions about the grant.

Address, City, State, Zip: Provide a full mailing address for the applicant. If a grant is awarded, the signed grant contract and grant funds will be sent to this address.

Email Address and Telephone: Provide email and telephone information for the contact person.

Type of Applicant: Specify the type of applicant. This information is used to determine the required match ratio.

Applicant Profile: Provide a brief (two- or three- sentence) description of the applicant. For organizations, include a brief description of mission, primary discipline area, and geographic area served.

Project Section

Project Title: Provide a brief project title. Titles should be informative, rather than clever or creative.

Project Category: This application is for the Museums category. Check the box if that is the correct category for your project. If not, please download the appropriate application.

Project Summary: Summarize the project for which you are requesting funds. Be precise and concise. This is essentially an abstract. If the project is awarded a grant, the State Historical Society will use the information in this summary for reports and press releases. Do not exceed the space provided.

County: Provide the name of the Iowa county in which the project is located. If the project involves more than one county, provide the name of the county where the applicant organization is headquartered.

Iowa General Assembly/Legislative District Numbers and U.S. Congressional District: Provide the State House and Senate District numbers, and the Congressional District number where the project is located. This information may be obtained from your county auditor, or from the following web site: www.legis.state.ia.us/FindLeg/. Be sure to provide the numbers of the districts, not the names of the Representatives and Senators.

Ownership Section

Indicate whether the applicant is the owner of the historical resource. If the applicant is not the owner, then provide the owner's name and contact information, and obtain the owner's written permission for the project.

Public Access

Indicate whether the historical resource is accessible to the public. If yes, explain how this access is achieved. If no, provide a reason why it is not possible or a plan to provide the required public access.

Part 2: Project Description and Specific Project Scope of Work

Project Description:

Each application includes a Project Description section. No matter what type of project, you need to address three major elements. Those elements are:

What is the historical resource? *Specifically identify the resource, and state its significance.*

In the Museums category, clearly identify and describe the resource, and state why this resource is significant.

What are you going to do to it? *Provide an overview of the activities you will complete.* [A detailed description of these activities will be provided in the specific project scope of work, below].

Why is that the right thing to do? *Explain how the proposed actions will assist the historical resource.*

Specific Project Scope of Work: This section is a critical part of the application. Here, you want to describe the specific project for which you are requesting grant assistance. This scope of work must clearly relate to the major work elements provided in the budget as line items. Provide a step-by-step description of how the project will be carried out. How much time will be allocated to each part of the project?

Part 3: Budget

The Budget consists of two sections, as follows:

Budget Section: Provide a detailed budget by categories of expenditures. The *Budget Section* includes five columns. In the first column, Projected Costs include the name of the expenditure, such as "Microfilming fees." In the second column, REAP/HRDP Grant Request, list the amount of grant dollars you are requesting for payment of those fees. Columns three and four are for the Applicant's Match. In column three, Cash, you list how much cash the applicant will provide for these fees. In column four, In-Kind, you list the value of any donated services for this line item. Column five, Row Totals, adds the amounts in columns two, three, and four.

Continue, line by line, completing the budget form. Be sure to include all expenses involved in your project.

The totals at the bottom of the page must reflect an adequate amount of cash and in-kind match required for the type of applicant.

The amount listed at the bottom of column two, REAP/HRDP Grant Request, is the amount of grant funds for which you are applying.

Budget Explanation: On a separate sheet, provide an explanation for how each budget line item was calculated. For example, you might have a budget line item for "Mileage," and the total for that line is \$312.00. In the budget explanation, you would state "Mileage, 4 round trips X 200 miles per trip @ 39 cents per mile = \$312.00."

See page 25, *Developing the Project Budget*, for specific guidance in preparing your budget.

Part 4: Photographs

Provide color photographs to illustrate various aspects of the proposed project. All images must be labeled, and should be in focus with proper exposure. Photographic prints should either be submitted in an 8½" X 11" protective plastic sleeve, or attached to 8½" X 11" paper. Images taken with a digital camera should be at a minimum resolution of 300 dpi. Do not provide the electronic file; instead, provide printed copies of the images.

Every project application must include at least one photograph. Beyond that, the specific number of photographs submitted is left to the discretion of the applicant. The number and type of photographs submitted should be sufficient to adequately illustrate the proposed project. For example, a project that proposes to microfilm newspapers might need only two photographs that illustrate the extent and general condition of the collection to be microfilmed.

Part 5: Minority Impact Questionnaire

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a

Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups. Please follow the instructions on the form provided.

Part 6: Contract

Every application must include two signed originals of the *Contract*. If your application is funded, this document will serve as the project contract, and you will be responsible for fulfilling all the requirements. The contract must be signed by an individual that has authority to legally obligate the applicant. The highlighted lines on the *Contract* must be completed by the applicant.

Be sure to submit two signed originals of the *Contract*. Please sign the contracts in ink, in any color other than black. (It is difficult to determine whether a document contains an original signature when black ink is used).

Part 7: Substitute W9/Vendor Update Form

Every application must include a signed *Substitute W9/Vendor Update Form*. If your project is awarded a grant, then this form will be forwarded to our department's business office. The business office needs to enter the W9 information into the state's accounting system in order to issue a grant payment.

Note that the Name of Applicant and Address, City, State, and Zip on the *Application Cover Sheet* must match the information provided on the *Substitute W9/Vendor Update Form*.

If you have questions about the *Substitute W9/Vendor Update Form*, please contact Dee Richards in our business office. Dee can be reached by email at dee.richards@iowa.gov, or by phone at 515-281-6345.

STAFF RESOURCES

As you prepare your application, you may have technical questions about specific types of resources and professional standards. The following staff resources are available:

Questions about Projects in the Museum Category:

Jodi Evans, Museum Registrar	Jodi.evans@iowa.gov	515-281-3295
Jack Lufkin, Curator	Jack.lufkin@iowa.gov	515-281-8295

Questions about Projects in the Documentary Collections Category:

Delpha Musgrave, Newspaper & Local Records Preservation Coordinator	Delpha.musgrave@iowa.gov	515-281-5655
Jeffrey Dawson, Deputy State Archivist	Jeffrey.dawson@iowa.gov	515-281-7801

Questions about Projects in the Historic Preservation Category:

Ralph Christian, Historian	Ralph.christian@iowa.gov	515-281-8697
Elizabeth Foster Hill, National Register Coordinator	Beth.foster@iowa.gov	515-281-4137
Jack Porter, Preservation Consultant	jack.porter@iowa.gov	515-242-6152
Doug Jones, Archaeologist	Doug.jones@iowa.gov	515-281-4358
Paula Mohr, CLG Coordinator	Paula.mohr@iowa.gov	515-281-6826

Questions about the grant application process:

Kristen Vander Molen, Grants Manager (until March 12, 2010)	Kristen.VanderMolen@iowa.gov	515-281-4228
Kathy Gourley, Interim Grants Manager (March 13, 2010-May 14, 2010)	Kathy.Gourley@iowa.gov	515-281-3989

STATE HISTORICAL SOCIETY OF IOWA
FY2011 REAP/HRDP Grants

**Locating Supplies for Museum and Documentary
Collections Projects**

The law establishing the HRDP program stipulates that grantees should give preference to Iowa vendors. Goods and services should not be obtained outside the state unless the grantee demonstrates that it is neither feasible nor prudent to obtain the goods or services within the state.

Our office has found that sometimes grantees have no choice but to choose an out-of-state vendor. For example, few archival supplies are available in quantity from Iowa vendors. There are some Iowa businesses that provide archival supplies, however. The following list is intended to provide guidance in locating archival products.

Some Sources of Archival Supplies

Within Iowa, the following supplier may have the archival materials you seek:

Archival Products

P.O. Box 1413

Des Moines, Iowa 50306-1413

800-526-5640

www.archival.com

Art supply stores in larger Iowa communities may also stock some containers and related supplies that are appropriate for storage of paper holdings.

There are several archival suppliers located in other states, including:

Bags Unlimited, Inc.
7 Canal Street
Rochester, New York 14608
800-767-2247
www.bagsunlimited.com

Gaylord Bros., Inc.
P.O. Box 4901
Syracuse, New York 13221-4901
800-448-6160
www.gaylord.com

Hollinger Corporation
P.O. Box 8360
Fredericksburg, Virginia 22404-8360
800-634-0491
www.hollingercorp.com

Light Impressions
P.O. Box 787
Brea, California 92822-0787
800-828-6216
www.lightimpressionsdirect.com

Metal Edge, Inc.
6340 Bandini Avenue
Commerce, California 90040
800-862-2228
www.metaledgeinc.com

University Products
www.universityproducts.com

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Finding a Professional to Work on Your Grant Project

Every HRDP project is strongly encouraged to involve appropriate professionals. Sometimes grant applicants ask our office for assistance in locating a professional. To assist in this task, our office has lists by category.

A grant applicant is not required to choose consultants from the names provided. These lists are simply provided as a service to you, to help in locating professionals.

Locating a Museum Professional

The Iowa Museum Association is a non-profit organization whose mission is to provide quality training and development to Iowa museum professionals and volunteers, advocate for support of member museums, and build a strong community of museums in Iowa. The Museum Association may be able to assist you in locating qualified professionals for your grant project. Contact:

Cynthia Sweet, Executive Director
Iowa Museum Association
1116 Washington Street
Cedar Falls, Iowa 50613
imasweet@cfu.net

Another source for professionals and museum supplies is:

Museum Marketplace
<http://www.museummarketplace.com>

DEVELOPING THE PROJECT BUDGET

All REAP/HRDP projects include both grant funds and match funds. See *Matching Funds* on page 10, above.

Please use only whole dollar amounts for your budget figures. Please round up or down accordingly. If you request \$1,000.50, we cannot enter it into our database and it will be rounded up to \$1,001. If you request \$1,000.49, we will round it down to \$1,000.

Match Definitions

Cash Match: The cash donations (including items or services) provided by the applicant and revenues and grants expected or received for the project.

In-kind Match: These are the goods and services (not cash) that are donated by individuals or organizations other than the applicant. The dollar amount should be calculated at verifiable fair-market value.

Donated labor shall be calculated at the minimum wage rate (presume \$7.25 per hour) unless the individual providing the donated labor is regularly employed in that occupation, and can document a higher wage rate. For example, if a carpenter donates his professional services to a project, and can document that he ordinarily charges \$25 per hour for such work, then the value of his donated time can be figured at \$25 per hour.

All costs must represent expenditures that are necessary to the accomplishment of the grant objectives and are outlined in the budget. Make sure that each cost in your budget represents an expense that is needed to support the proposed grant activity.

Indirect expenses (overhead) cannot be used as cash match, in-kind match, or grant expense. Overhead includes items such as, but not limited to, rent and utilities.

All expenditures (including grant dollars, cash match and in-kind match) must be made during the contract period.

The grant funds being awarded in this cycle are FY2011 funds.

Since the State Historical Society of Iowa does not have the authority to spend any FY2011 monies until July 1, 2010, grant projects cannot begin before this date. Expenses incurred prior to July 1, 2010 cannot be included in a project.

FICA and unemployment taxes are eligible expenses.

Costs of producing any required reports and products are eligible grant expenses.

Mileage costs should be calculated at 39 cents per mile.

The costs of preparing the grant application are not eligible grant expenses.

Lobbying is not an eligible grant expense.

Public relations and marketing are not eligible grant expenses.