



State Historical Society of North Dakota Main Street Community Education Grants 2023-2025

The Cultural Heritage Grant Program is a state funded program administered by the State Historical Society of North Dakota.

As part of the Cultural Heritage Grant Program the SHSND has obligated \$30,000 to the Main Street Community Education Grants, these projects encourage a partnership between the teacher/educator and a local museum or history organization that will connect youth, young adults and the community to local and regional history. Teachers and educators are encouraged to apply.

Interested eligible organizations that have a project they wish to be considered for an award should thoroughly read the guidelines and submit an application. Grants will be awarded throughout the biennium until the funds are exhausted.

The application forms are available on the SHSND website as a PDF file: <http://history.nd.gov>

GRANT GUIDELINES

1. The following organizations are eligible to apply for Cultural Heritage Grants:
 - organizations with officially recognized 501(c)3 non-profit status
 - legally organized subsidiaries of city, county, or tribal government

2. The following are ineligible to apply for Cultural Heritage Grants:
 - Individuals
 - Foundations, friends groups
 - Projects that have been started or completed prior to awarding of the grant

3. Grant funds cannot be used to:
 - Establish endowments
 - Purchase collections
 - Fund-raising activities
 - Administer the grant

4. Qualified organizations may apply for a Project Grant of any amount up to and including \$15,000 and organizations are limited to one grant application per biennium. Field Trip grants are limited to (\$1,500 and under) **Grant application must be received a minimum of 4 weeks prior to event.**

5. A dollar-for-dollar match for grant funds must be demonstrated in the grant application. Matching funds may be in cash or in-kind. In-kind matches (donated labor, supplies, and equipment) must be used in the specific project supported by the grant funds, not for work

completed prior to the applications or award of the grant. Donated time for in-kind will be valued at \$25 per hour or as documented for professional services.

6. Upon receipt of application, it will be reviewed by the State Historical Society Staff and either an award letter or decline letter will be sent.
7. Projects to be funded under the 2023-2025 grant cycle must be completed by **May 31, 2025**.
8. On-site visits may be scheduled by Society staff during the term of the project. A midpoint Progress Report will be required. A final report identifying how the grant funds were used and describing the completed project in comparison with the grant proposal must be filed by within 30 days of completion of project or by May 31, 2025.
9. Grant funds will be distributed by reimbursement, after a project is completed, final report submitted with request for reimbursement and supporting documentation.
10. Any unused funds resulting from uncompleted or unacceptable projects may be allocated by the Society to other projects that can be completed by the deadline.
11. For any questions relating to the grant application, proposed projects or application process please contact:

Amy Munson
Grants & Contracts Officer
State Historical Society of North Dakota
612 East Boulevard Avenue
Bismarck ND 58505

Phone: 701-328-3573
Email: amunson@nd.gov

Or

Laura Forde
Education & Engagement Manager
State Historical Society of North Dakota
612 East Boulevard Avenue
Bismarck ND 58505

Phone: 701-328-2792
Email: ljforde@nd.gov

Main Street Community Education Grant ideas

Teachers and educators encouraged to apply for Main Street Community Education Grant. Projects should focus on a partnership with local or regional museum or history organization and will connect youth, young adults and community to local and regional history.

- Work with local museum, library or history organization to identify an artifact or series of artifacts in their collection that represents the community. Could be an event that occurred in the community, a series of photographs or a historical marker. Create learning opportunities and research Present research results in an exhibit, web-based material or community event.
- Discovering the history of buildings. Work with local historical society or historic preservation commission to identify historic buildings in the area. Research history of building and learn about the National Register of Historic Places. Present research results in an exhibit, web-based material or community event.
- America250 Projects. On July 4, 2026, our nation will commemorate the 250th anniversary of the founding of the United States. The journey toward this historic milestone is an opportunity to pause and reflect on our nation's past, honor the contributions of all Americans, and look ahead toward the future we want to create for the next generation and beyond.
- Oral History projects
- Bus trips to local Historical Society or history organization
- Bring a Guest speaker to the classroom.
- Field trip – Grants for field trips are limited to \$1,500 and under. Expenses may include bus rental, meals, and admission fees.

GENERAL APPLICATION GUIDELINES

One copy of the completed application materials is required and all sections of the grant application are to be completed. Grants will be awarded throughout the biennium until the fund is exhausted.

Applications should contain:

- Main Street Community Education Grant Form.
- A Narrative that addresses the Grant Application Criteria for either a Project Grant or a Field Trip Grant.
- Budget Worksheet.
- Letters of Support.

The **budget** must include details on each line item and needs to include supplies needed and all major work elements. A budget worksheet is provided to assist in formulating the budget. The line items should equal the total project cost (the grant and the match). The basis for the estimated cost of work must be explained. Copies of professional estimates need to be provided to verify budget figures. The sources of the cash match needs to be provided (city funds, personal funds, grants, etc.).

Letters of endorsement and support as well as letters of commitment from partners, presenters, or advisors are encouraged to be included with the grant request.

Applications are to be prepared and presented in a type-written, professional manner. A downloadable fillable pdf of the Application form is available on line or by request. Applications can be submitted electronically to amunson@nd.gov

Questions regarding the Cultural Heritage Grant Program may be directed to Amy Munson, State Historical Society of North Dakota (701)-328-3573.

Submit completed applications to:

Amy Munson
Grants & Contracts Officer
State Historical Society of North Dakota
612 East Boulevard Avenue
Bismarck ND 58505

Phone: 701-328-3573
Email: amunson@nd.gov

Main Street Community Education Grant Application Form

Field Trip Grant (\$1,500 and under) Project Grants (up to \$15,000)

Project Name: _____

Organization Name: _____

Contact Person: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____ **County:** _____

Phone: _____ **E-mail:** _____

Grant Funds Requested \$ _____

Matching Funds \$ _____

Total Project \$ _____

Certification

The applicant hereby certifies:

1. That to the best of the applicant's knowledge the information contained in this application is accurate and complete, and the application has been duly endorsed by the local governing body appropriate for the applicant.
2. That the applicant acknowledges that prior to any disbursement of grant funding a contractual agreement will be drafted and signed by the applicant and the State Historical Society of North Dakota, specifying detailed terms and conditions to include compliance with all federal, state and community licensing, permits, laws, and regulations.
3. That the applicant is officially recognized as having a non-profit status by the IRS and agrees to verify that status at the time of application or is a legally organized subsidiary of a tribal, city, or county governments.

Signature of Applicant _____ Date _____

Name and Title (printed) _____

GRANT APPLICATION CRITERIA – Field Trip (\$1,500 and under)

Section 1 – Field Trip

1. Where are you going? _____
2. Date of trip: _____

Section 2 - Project's Relevance to North Dakota History

1. How is the field trip related to history?
2. Describe how you are collaborating with the organization you are visiting in order for the students to get the most benefit from the experience.
3. How will attendance at this event meet educational goals and help your students achieve specific learning outcomes.

Section 3 - Financial & Budget Description

1. What is the overall cost of the field trip?
2. List all sources and amounts of cash funding or in-kind contributions.
Donated time for in-kind for volunteer services will be valued at \$25 per hour or as documented for professional services. (Please note: grant administration fees cannot be paid by grant funds; however, the value can be used as a match).

Section 5 –Publicity

1. Awardees are encouraged send a letter informing their state senator and representatives about the grant.

APPLICATION CRITERIA – Project Grants

Section 1 – Project Narrative

1. Description of project (what is the project, how will the grant funds be utilized and where will the project be located?)
2. What is the timeline for the proposed project?

Section 2 - Project's Relevance to North Dakota History

1. Describe how the project will benefit the organization, community, region and/or state.
2. How does the proposed project integrate with existing or planned projects and activities by other local and/or regional groups? (is this a one-time event or ongoing?)
3. What is the project's importance to the local area and how is it tied to the heritage of North Dakota?
4. List all people and/or organizations involved and their responsibilities.

Section 3 - Financial & Budget Description

1. What is the overall cost of the proposed project?

2. List all sources and amounts of cash funding or in-kind contributions. Donated time for in-kind will be valued at \$25 per hour or as documented for professional services. (Please note: grant administration fees cannot be paid by grant funds; however, the value can be used as a match).

Section 4 - Project Administration

1. Who is the project applicant? (name of entity making grant application)
2. Who will manage the project? (name of entity, and/or individual responsible for overall project management)

Section 5 – Evaluation, Sustainability & Publicity

1. How will the project's success be evaluated?
2. What are the long-term goals for the organization and/or project? Does your organization have a strategic or 5-year plan? If so, how does this project fit with the plan.
3. Describe how the applicant will publicly recognize the North Dakota Legislature and the State Historical Society for grant funding received in your advertising/marketing plan.

