

HERITAGE GRANT APPLICATION FORM INSTRUCTIONS

The following instructions describe the format for the Heritage Grant (HG) application. Application format instructions must be followed, questions answered, and all requested data provided. Applicants are expected to utilize the forms provided, narrative format (where indicated), and cite the respective Funding Window (FW) eligibility criteria the project proposes in a clear and concise project application proposal.

PAGE – 1. Complete the Heritage Grant Application Form (*HG forms may be downloaded to fill in the text electronically at: <https://www.azgfd.com/Wildlife/HeritageFund/grantapply>*)

1. At the top of Page 1, enter the Heritage Dollars Requested, any Match/Donations and Total Project Costs anticipated (from Page 3, of the Project Budget Worksheet).
2. Applicant Information: Enter the **Agency, Organization, or Volunteer Group Name** followed by the name of the person submitting the application with identifying title and contact information.
3. Check the appropriate box for the HG sub-category you are applying for. **CHECK ONLY ONE BOX.**
4. **Project Title:** Provide a one line description of the project proposal, with a **short and concise** title of the project.
5. **Project Location:** Describe the proposed project location with a brief and concise description (e.g., legal description, intersection of two streets, GPS coordinate, etc.). If the Project Location needs maps or other descriptive documents, please indicate that the items are attached and include with the application when submitted.
6. **Legislative District & County:** List the legislative district(s) and county(s) where the project will have an impact. Please use current legislative district maps which are available on the Arizona Independent Redistricting Commission web page: www.azredistricting.org.
7. **The Project Summary Description (the Word application summary area will expand and populate as needed).** This should simply and concisely summarize the project (500 characters or less) stating the objectives, procedures, and resulting deliverables (products/services /outcomes), and how these address one or more of the eligibility criteria specified within the respective FW.
8. Complete the **Authorized Signature** section of the Application Face Sheet. Obtain the signature of the agency, organization, or volunteer groups' Chief Executive Officer (or legally authorized designee). Applicants that email their applications must sign, scan and email their applications or submit with an electronic signature. **Applications received via email without an appropriate signature will be rejected.**

Note: The Grant Application Form must be signed by an authorized agent of the public agency, NGO or volunteer group applying for the grant, and by signing, the authorized agent represents the applicant, who has authority to enter into agreements, accept funding, and fulfill the terms of the proposed project. This person, on behalf of the applicant, has authority to bind the applicant to the terms of the Grant Agreement. A **sample grant agreement can be viewed** on the Department's website at <https://www.azgfd.com/Wildlife/HeritageFund/grantapply> . If an applicant does not have access to the Department's website, they can call or email the Heritage Fund and Grants Administrator at **623-236-7530** or ldehart@azgfd.gov to request a hard copy or have a copy emailed to them.

PAGE – 2. PROJECT NARRATIVE (The Word application narrative area(s) will expand and populate as needed). In this section, you will provide a more detailed narrative of the project proposal, summarize the plan of operation, and describe the proposed actions deemed necessary and appropriate for the success of the project.

- 1. Project need, objectives and action plan.** Describe and document the problem being addressed and/or the need for the project. This description must:
 - Address at least one of the stated CRITERIA listed within the respective FW. Applications that **fail to meet** FW criteria **will be rejected** during the HG pre-screening process.
 - Describe the scope of the problem being addressed: local, regional and/or statewide.
 - List objectives that: are specific, measurable and relevant, and include a set deadline for accomplishment. These should relate to one or more of the FW eligibility criteria.
 - Describe the specific method/procedure/activity that will be employed to achieve each of the project objectives.
 - Describe the rationale for choosing the selected method/procedure/activity and the feasibility of the proposed solutions/strategies.
- 2. Are ground disturbing activities going to occur? If yes, has cultural compliance from the Arizona State Historic Preservation Office (SHPO) already been started or obtained?**
 - Describe if the proposed project has the potential to disturb the surface and/or subsurface of the ground.
 - Describe if there are any known prehistoric and/or historic archaeological sites within the project area that have the potential to be disturbed by the proposed activity.
 - Has cultural compliance been started or obtained from the State Historic Preservation Office - <https://azstateparks.com/shpo/> - **602-542-4009**.
- 3. Provide the anticipated duration of the project.**
 - List the anticipated beginning and ending dates.
- 4. Describe how you will measure the progress and success of the project.**
 - Include a list of planned milestones that are numbered, and results and/or deliverable oriented.
 - Provide a management plan for operating the project that includes a description of the skills required and the credentials of those involved in the project.
 - Provide an explanation of expected cost and benefits for the HG funding requested.
- 5. How will your organization promote this project and acknowledge the Department's Heritage Fund?**
 - This could include a list of activities where you will actively promote the Department's Heritage Fund.
 - Describe the steps taken to disseminate project findings and deliverables to others interested in the results.
 - Documents, reports, materials or grant products produced as a result of the grant are public documents. Describe how you will distribute such materials or products to the public and other organization.

6. **List any local community partners or constituents including their contact information.**
 - This should include partners that will assist you with planning, resourcing or any other activity needed for completion of the project.
7. **If the project receives less funding than the Heritage Grant requested amount, would the project still be able to be completed as described in the proposal.**
 - If only partial funding is received, indicate if project could be completed as described in proposal.

PAGE – 3. Project Budget Worksheet. The purpose of the budget worksheet is to formulate a line-item budget for the project to determine whether the project is well planned and reasonable in scope. Technical errors in the budget worksheet could result in a lower overall score for the project proposal. A completed budget worksheet should include the amount of Heritage funds requested, the amount of match/donations provided and an itemized breakdown of the overall anticipated costs of the project.

1. Complete the **Project Budget Worksheet** using the expenditure line items. When entering dollar amounts, round off to the nearest dollar (**Do Not Include Cents**). Provide the time period the budget covers, along with the amount of Heritage Fund Dollars requested, any Match funds and Donations and a roll-up of total project costs anticipated.
2. To substantiate the project budget, an itemized list with the cost breakdown of each budget line item amount requested, **is required**.
3. Indicate specific rates and amounts attributed to requested project funds and to fund match/donations, or other sources of funding. You **must complete** the Project Budget Worksheet and itemize associated expenditures by the line item listed below:

Personnel Costs: List project personnel involved in the project objectives and who would receive benefit from this grant, include title, name and organizational affiliation. **Estimate and itemize the number of hours, rates of pay and overall personnel associated costs anticipated.** For valuation of personnel and employee related expenses or fringe cost estimates, if the recipient entity does not have an established pay rate then the Bureau of Labor Statistics wage determinations for the corresponding geographic area should be used. The Bureau of Labor Statistics wage determinations can be found at: www.bls.gov/bls/blswage.htm. Any anticipated in-kind volunteer labor used as match/donation, should also use the same wage determination information to estimate any services directly related to or benefiting the project.

Development Project Costs: List all estimated development costs (include construction costs, equipment or labor charges, the value of donated materials or services, and purchase price of items procured) for all eligible scope items to be completed as a part of the project. Scope items should be shown in priority order with highest priority items listed first, and define any capital improvements to be constructed and the total estimated costs.

Other Costs: List any other anticipated costs not defined in the previous categories. However, in an effort to deliver project dollars to as many projects as possible, HG funds cannot be used for Pre-Agreement Costs, Overhead, and/or Indirect Costs. Such costs may be considered as match, if properly documented.

- For publications, itemize costs of design/layout, artwork, photos, color separations, and printing. Include the number of copies to be printed and how the publication will be disseminated.

- Funds awarded for grants may not be used for purposes to lease facilities, for student tuition or financial aid, or for programs and activities ineligible for state expenditures.
- Requested per-diem and travel costs should not exceed Arizona government employee allowable limits.
- Although not a requirement, applicants are highly encouraged to seek match opportunities whenever possible and list these within the project budget worksheet. **Any in-kind volunteer labor** anticipated to support project completion, **can and should be listed as Match/Donation**. To ensure full consideration, documentation supporting match contributions and/or donations should be included with the grant. **Match must be secured prior to submitting application**.
- For travel, state travel and reimbursement policies shall apply. Only travel necessary in support of the proposed grant project is allowed. List travel purpose and estimated costs.

Failure to provide a complete itemized budget worksheet in the format required may result in an application not receiving serious consideration for grant award funding.

NOTE: The State is not liable for any pre-agreement costs incurred by an Applicant (expenditures preceding a fully executed Agreement). Any such expenditure will not be reimbursed with Heritage funds.

PAGE – 4. Complete the Primary Contact List. The first contact listed on the form is the “Application Writer/Process Contact.” It is imperative that the Department is able to contact this person regarding questions about the application or any missing required documents or information. Each of the contacts listed should be actively involved in the project. If no one is available for contact, the approval process could be delayed or the application rejected for incomplete or missing information. **All of the primary contact information must be kept current at all times during the project duration. If a project contact changes during the project, participants MUST notify the Heritage Fund and Grants Administrator as soon as possible at 623-236-7530 or ldehart@azgfd.gov.**

ADDITIONAL INFORMATION or DOCUMENTS: Some projects (if applicable) require additional information or documentation that **MUST be submitted as enclosures** to your HG application submitted. Examples of these additional requirements are listed below:

LOCATION MAP/DRAWINGS. If applicable, Project Proposal must submit a Location Map clearly identifying project location(s) or project proposal areas.

General Requirements for all Project Maps. All maps should be on 8½ x 11 paper. Each map must include the project title, scale of the map, a north arrow, and the date the map was created or modified. Applications will be rejected if staff cannot locate the project, and/or project proposal area with the information provided by the applicant. Please submit more than one map as necessary and attach additional information needed for clarification.

Construction Projects. These proposals include roads, trails, piers, habitat development (including schoolyard habitats), habitat restoration, etc. It is important that the **location** includes any streets, access roads, trails, or other terms of locations (Section, Township and Range). Additionally, a **Site Plan(s) and/or Floor Plan(s)** must be submitted if applicable.

Site Plan - A site plan must be submitted if site development is part of the project proposal. It must define any existing, proposed, or future development (if known) as well as surrounding land uses. In the case of habitat development/restoration, these plans must include lists and locations of native plants to be planted, **and any** other habitat components of the habitat plan.

Design Plans - Design Plans (including Architectural, Engineering and/or Construction plans) must be submitted for proposed structures such as piers, interpretive kiosks, etc. If applicable, please indicate if the landowner has approved the plans.

Research Projects. Provide a map(s) that defines the general location(s) where the field work and data analysis will occur.

Class, Workshop, and Event Projects. Provide a map(s) that shows where the majority of the project activities will be completed. Additionally, define the location of these project activities.

Media Publications-Projects. Provide a map(s) that locates where the majority of the publication will be developed and define the distribution locations(s).

Urban Projects. Provide a map(s) that shows location(s) of project. If the project is located near the limits of an incorporated area, or within five (5) miles of the incorporated area, show the incorporated boundary and the five-mile limit boundary on the map along with the project location. Project areas outside of the five (5) mile boundary, **may also** be considered if they receive significant impact from human use, as determined by the Department. An applicant is responsible to provide detailed information/justification in their application submission, about project areas outside of the five-mile boundary, in order for the Department to make a determination of eligibility for award consideration under the Urban sub-category.

EVIDENCE OF CONTROL AND TENURE OF PROJECT SITE

Proposed facilities to be developed with awarded Heritage funds must be located on land and/or water which the applicant owns or manages. If the project site is **owned** by the applicant, a **copy of the appropriate legal document showing title in the name of the applicant and the legal description of the property** must be attached to the application. A letter from the applicant and signed by the agency signature authority is acceptable, stating that the applicant entity owns or controls the property on which the project is proposed.

If the proposed development site is **managed** by the applicant, a copy of the **lease, special use permit, intergovernmental agreement**, or other appropriate official instrument must be attached to the application. The terms and provisions of the applicant's management or control rights to the proposed site must be commensurate with the proposed investment in at least one of the following three respects:

1. Time remaining on the use agreement must be a term sufficient, in the judgment of the Department, to ensure a period of public use commensurate with the expenditure of awarded funds.
2. The use agreement cannot be revocable at will by the property owner and should provide for the option to renew by the managing agency.
3. Applicant must show evidence that public access exists to the proposed project site, **unless** the purpose of the project proposal is to specifically create or limit such access.

If the proposed project is a **research project** and the proposal relates to sites **not controlled** by the applicant, a copy of the permit or agreement (or; at a minimum, a letter of intent from the land manager) allowing the research **must** be attached to the application.

If a project requires any type of ground disturbance an **AZGFD or State Historical Preservation Office (SHPO) Certification** is required. If applicable, contact **LouAnn DeHart**, Heritage Fund and Grants Administrator, to discuss requirements for submission of this document at: **623-236-7530** or ldehart@azgfd.gov.