

Maritime Heritage Grants--How to Apply

Application Announcement:

Prior to the start of the new fiscal year and the beginning of a new grants cycle, availability of Maritime Heritage Education and Preservation Grants will be announced through maritime heritage publications and other media. The following information will be included in the announcement:

- a brief description of the Grants Program
- minimum and maximum funding levels
- project funding priorities
- brief description of project categories
- point of contact for more information and application materials
- application deadline
- any other relevant information

Application Process:

Please contact your State Historic Preservation Officer (SHPO) or Tribal Historic Preservation Officer (THPO) early in the application completion process, before you submit your application package. Applicants will consult with SHPOs to determine whether it will be necessary to initiate Section 106 consultation. Please see the *Application Guidelines and Grant Manual* for more information about Section 106.

Funding for Maritime Heritage Grants is competitive and consists of an application process and an award process. Organizations seeking financial assistance must first complete an application form describing their project proposal. Once projects are selected through this process, successful applicants will be provided with instructions for obligation of funds. Application forms for all projects will be available on www.grants.gov. In order to apply for funds, each organization must complete the grants.gov registration process. This can take between three to five business days, or much longer if all information is not complete. Please plan accordingly. A complete application package will include all required information specific to the Maritime Heritage Grant, as well as SF424, Application for Federal Assistance, a standard form used by all federal government agencies to furnish required administrative information.

Project applications are submitted through www.grants.gov to be picked up by the National Maritime Heritage Program. The NMHP will screen all application packages for completeness and prepare them for review by a review committee. The committee will review applications and make funding recommendations to the Secretary of the Interior, who will make final decisions regarding distribution of awards.

Application Description:

The Maritime Heritage Grants application form consists of several parts which are briefly summarized below. Please refer to the grant application form, and the Maritime Heritage Grants Application Guidelines and Grant Manual for more details. If you have further questions about how to complete the form, please contact NMHP staff.

Part 1. General Project Data.

This part summarizes all essential information about the applicant and project.

Part 2. National Environmental Policy Act (NEPA) Compliance

This part requires answering a series of questions about your project's effect on resources.

Part 3. The Project Description.

This part requires submission of narrative responses to the following statements:

- Describe the objectives of your project, the work to be performed, and the products or results to be accomplished by your efforts.
- Identify the important aspect of maritime history, technology, or culture that is to be addressed in your project and describe how it is significant to the maritime heritage of the United States.
- Describe how your efforts will reach a broad audience and how they will enhance public awareness and appreciation for the maritime heritage of the United States.

Part 4. The Budget.

Applicants must include project budget estimates. The budget should include the project costs which will be charged to grant funds (NPS) as well as those that will be supported by nonfederal assets (matching shares).

Part 5. The Project Completion Schedule.

Applicants are asked to prepare a timeline, calendar, or production table outlining a schedule for completing the activities discussed in Part 2, The Project Description.

Part 6. Other Supporting Documents.

Applicants must include any other required supporting documentation such as resumes, letters of commitment, or predevelopment documentation.

Part 7. Submitting Instructions