



American Battlefield Protection Program 2012 Battlefield Grant Application Guidelines

Announcement

The National Park Service's American Battlefield Protection Program (ABPP) invites non-profit groups, academic institutions, and local, regional, state, and tribal governments to submit grant applications for the protection of battlefield sites, and sites associated with battlefields, that are located on American soil and/or within U.S. territorial waters. The purpose of this program is to provide seed money for projects that lead directly to the preservation of battlefield land and/or their associated sites (*see Definitions below*).

The ABPP encourages an interdisciplinary, holistic approach to battlefield preservation. Grant proposals for projects that fit into a larger vision for the site are favored. To maximize effectiveness of battlefield protection efforts, applicant organizations are encouraged to work with partner organizations and Federal, State and local government agencies as early as possible to integrate their efforts into a larger battle site protection strategy.

Applicant organizations are strongly encouraged to discuss proposed projects with the ABPP Grants Manager or Program Chief before preparing an application (Grants Manager - Kristen McMasters (202) 354-2037, Program Chief - Paul Hawke (202) 354-2023.)

Definitions

Battlefield Land – Sites where armed conflict, fighting, or warfare occurred between two opposing military organizations or forces recognized as such by their respective cultures (not civil unrest).

Associated Sites – Sites occupied before, during, or after a battle at which events occurred that had a direct influence on the tactical development of the battle or the outcome of the battle. A site **must be associated with a battle** in order to be considered an Associated Site.

Application Due Date

Applications hand delivered by applicant or sent by commercial express delivery service must be received in the ABPP office by **4:00 p.m., January 18, 2012**. Applications sent by regular mail must be USPS postmarked by **January 2, 2012**. ABPP encourages applicants to use an express delivery service, as Grant Application Packages sent via regular USPS mail will be irradiated—a process that destroys photographs. **Late Battlefield Grant Application Packages will be discarded without action or notification.**

Eligible Activities

All grant applications must *clearly demonstrate* that the proposed activity will *contribute directly to the preservation of battlefield land or an associated site*. Any project that does not contribute directly to the preservation of battlefield land or an associated site will not be considered for an ABPP battlefield grant.

Eligible project types include, but are not limited to, the following:

Site Identification and Documentation Projects

- Battlefield boundary delineation and GIS/GPS mapping
- Historical research and surveys (archeological, cultural resource, landscape, etc.)
- Nominations to the National Register of Historic Places

Planning and Consensus Building Projects

- Preservation, strategic, and/or acquisition plans
- Studies of land related to, or adjacent to, publicly owned and protected battlefields
- Management, landscape, interpretive and stabilization plans
- Preservation advocacy and consensus building within a community

Interpretation or Education Projects

- Brochures emphasizing battlefield preservation activities
- School programs emphasizing preservation activities
- Sign development and design

Ineligible Activities

The ABPP project grant program does not fund the following activities:

- Acquisition of properties or land in fee or interest
- Payment of rent on properties or land
- Fundraising
- Food, beverages, or any type of entertainment
- Lobbying the United States Congress
- Academic scholarships or individual academic pursuits
- Battle reenactments
- Permanent staff positions
- Object or material culture curation conservation, or exhibition beyond the end date of the grant project.
- Archeological projects requiring complete or large-scale recovery of artifacts
- Construction, reconstruction, or improvement projects (e.g., site leveling, earthworks reconstruction, building reconstruction, trail or road construction, parking lots, visitor centers, scene restoration, landscaping, sign construction, sign installation, billboards)
- Projects receiving Federal funding, permits, or licenses that require compliance with Section 106 of the National Historic Preservation Act (NHPA)
- Any project on a site not associated with a battle
- Any project for land or resources owned by the National Park Service
- Any expense incurred before the grant's Notice-To-Proceed

General Project Information

Projects for sites that have had either no preservation or no recent preservation efforts should focus on Site Identification and Documentation to determine baseline data on which future preservation efforts may build.

Archeological Surveys

Archeological surveys should be designed to systematically identify the location of subsurface resources and determine the extent or boundaries of the battlefield. An extensive research design will be required as part of the project approved by the ABPP (go to <http://www.nps.gov/history/hps/abpp/> and click *Research Design* on the right side of the web page.) Battlefield projects that highlight isolated features or pure research for educational purposes do not normally score highly. Archeological projects should be part of a long-term commitment to the preservation of the battlefield as a whole. Applicants applying for archeological survey projects must ensure that the study limits artifact recovery so as not to compromise the integrity of subsurface artifact patterns. Artifacts recovered must be curated in accordance with accepted professional practices (see *Curation of Federally Owned and Administered Archeological Collections* at <http://www.nps.gov/history/archeology/tools/36cfr79.htm> other guidance on caring for archaeological collections may be found at <http://www.nps.gov/history/archeology/sites/curation.htm>). All collected artifacts must be donated to a public repository and the land owner must agree to this in advance of any artifact collection. This curation does not, however, include long-term materials conservation or exhibition beyond the end of the project period or unrelated to the project. The grant application should identify tasks and costs associated with artifact identification, analysis, and preparation for storage.

National Parks

The ABPP's fundamental mission is to help communities protect threatened battlefields in ways that avoid the necessity of federal land acquisition. For this reason, ABPP Battlefield grants must focus on preservation efforts outside the national parks. However, projects that deal with unprotected lands or associated properties adjacent to national parks are encouraged.

Services

ABPP Battlefield grant funds may be used to procure professional services, travel, approved equipment, and supplies necessary to conduct the proposed project.

Consultants

Consultants are defined as professionals hired from outside of the applicant organization. Total hourly rate for any personnel may not exceed \$82.49 as per regulation. **ALL CONSULTANTS MUST be competitively selected and receive NPS approval** after any awarded grant. Selected consultants must meet the professional qualification standards established by the Secretary of the Interior (see http://www.nps.gov/history/local-law/arch_stnds_9.htm). Only one lead organization can sponsor a grant. All other paid associates are considered consultants and therefore **MUST** compete to be a part of the team. Consultants creating or contributing in any part to the application are considered non-competitive and may **NOT** be allowed to compete for any work or portion of work to be performed as part of the grant. Consultants with prior or special knowledge of the grant application or following NPS correspondence will be identified and removed from the pool of eligible grant consultants.

Travel and Per Diem

International travel is not normally approved. For maximum Federal food (M&IE) and lodging per diem allowances by location that can be funded for domestic travel under the grant, visit the GSA Per Diem web site at: <http://www.gsa.gov/portal/category/21287>. Include the cost of one trip to Washington, DC in August for an 8-hour grantee training session. The grant funds will need to cover these costs as well.

Supplies and Equipment

The costs of supplies and equipment needed to complete the project may be requested. Equipment purchase of more than \$100 is not typically approved. Applicants must demonstrate the benefit of purchase over rental of specialized equipment like metal detectors or GPS receivers for completing project work in the beginning of the grant. The rental of facilities, computers, phones or fax machines owned by the applicant is not normally approved.

Budget

Additional budget information may be required. Overhead, fringe, administrative fees are strictly limited to 15% of the total project. Your budget should include 4 acid-free copies of your final product and a digital copy of all work produced. Your budget should also include a trip to Washington, DC for an 8 hour training course at the ABPP for the POC.

Section 106 Compliance

All projects funded through the ABPP are to be conducted in accordance with all Federal laws, regulations and standards. The National Historic Preservation Act (NHPA), Native American Grave Protection and Repatriation Act (NAGPRA), and the Archeological Resource Protection Act of 1979 (ARPA) are of special concern. (For the full text of these laws and related regulations, go online to <http://www.nps.gov/history/laws.htm> and <http://www.nps.gov/history/standards.htm>).

Work conducted under the ABPP Battlefield grant must follow the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (on-line at http://www.nps.gov/history/local-law/arch_stnds_0.htm), which include Professional Qualification Standards for those carrying out the work. If you have questions about complying with these requirements, call the ABPP Grants Manager, Kristen McMasters, at (202) 354-2037.

ABPP Review

After receiving Battlefield Grant applications, the ABPP will invite State Historic Preservation Officers (SHPOs) to comment on proposed projects in their states. An inter-disciplinary team of archeologists, historians, planners, and fiscal officers from the National Park Service will then review and score the applications (possible point totals for each section of the application are noted on the application itself) on a competitive basis. Due to a limited budget, many worthy projects may not receive grants. The National Park Service will select those projects for grant awards according to the high scores achieved and the amount of funding available to the ABPP for grants.

Grant Timeline

The average ABPP Battlefield grant roughly follows the following timeline:

- January Close of application acceptance
- February to April Technical review team ranks applications
- April to May Project activities are evaluated and may be adjusted with top applicants
- July Grant awards are announced
- August Grant budget and agreement signed and work may proceed. Grantees travel to Washington, DC for ABPP grant project training
- October Announce new Fiscal Year (FY) grant availability

If Your Project is Selected

If your project is selected for funding in July, any alterations or refinements to the project suggested by the NPS reviewers will be explained to you. You have the right to accept or refuse grant funding. If you choose to accept the grant as presented by the National Park Service, you will enter into an agreement with the National Park Service and will receive technical assistance, guidance, and expertise, as well as reimbursed funding, throughout the project. If your project is selected, you will be required to submit a detailed budget and a research design (as relevant) for ABPP approval. Quarterly reporting of both project progress and financial status will be required.

Length of Grant

Grant agreements are established for a set period of time, usually one year. Some projects that depend on seasonal access may require more time, but only with ABPP approval. Multiple-year projects that can be completed in one-year phases are eligible for funding. However, applicants may only request funding for one year, or one phase, at a time. If the ABPP funds the first phase of a multi-year project, it is not obligated to fund the later phases. Additional funding for a multi-phase or continuing project must be requested in subsequent grant cycles.

Grant projects **may begin only after** the grantee and the National Park Service have agreed upon the terms and conditions of the grant, including the scope of work, and both parties have signed the formal grant agreement.

ABPP Grant Application Frequently Asked Questions

Most sections of the ABPP Grant Application are self-explanatory. In the past, however, there have been inquiries on the following questions:

Project Summary (#1 – 5)

Question 1. Provide a project title that is the **same as given on SF424, #11**. Check the appropriate box to indicate what type of project you propose to carry out. **Select only one** project category. ABPP encourages applicants to limit the scope of their projects to a manageable level of effort. A large project should be divided into phases, and future phases may be the subject of future grant applications (There is no guarantee that future applications will receive funding solely on the basis of having been funded in an earlier phase).

For guidance on designing Identification and Documentation projects, please review the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*, online at: http://www.cr.nps.gov/local-zlaw/arch_stnds_0.htm

For guidance on battlefield preservation plans, please review the *Guidance for Developing a Battlefield Preservation Plan*, online at <http://www.cr.nps.gov/hps/abpp/RevisedPlanGuidance.pdf>

Question 2. Proposed projects should contribute to long-term preservation goals for the site and, when appropriate, build on previous preservation work.

Question 5. List and quantify the number of copies of all final products - brochures, interim reports, final reports, maps, disks, plans, etc. - that will result from this grant. When planning your project budget, please note that ABPP will require a minimum of three (3) acid-free copies and one (1) digital copy of all products.

Threat to Site (#6-11)

Question 6. Indicate the predominant current land use in the project area, as well as for what current or future use local government has classified or zoned the area. This can be determined by contacting the local government planning office.

Question 7.

A – what is the known or estimated acreage of the historic scope of the entire battle (historic battlefield)?

B – what are the actual acres or percentage of acres identified in A. that remain basically or relatively unchanged since the time of the battle?

C – what are the actual acres or percentage of acres identified in B. that are threatened?

Question 9. “Threat” refers to the level of current or expected use or treatment of the site that is incompatible with the goals of historic preservation. The threat must be the main challenge addressed by this project. Threats are usually related, but not limited, to land use. Although of concern, reenactments, relic hunting and natural erosion by themselves are usually not considered a salient threat to preservation of a site unless remedied by this project.

Sites held in sympathetic ownership (i.e., owned by a government agency or private organization for the purpose of preserving the site) are considered to have a lower level of threat. Likewise, a battlefield that is already altered beyond recognition of its appearance at the time of battle is considered to have little or no threat.

Preservation Opportunity (#12-17)

Question 13. Refers to the acreage that will be protected as a direct result of this project and is substantially preserved from the threat listed above.

Tasks, Schedule, and Products (#18)

Question 18. Clearly state and accurately describe all of the project tasks, schedule, costs, and products. Include the cost of one trip to Washington, DC for an 8-hour grantee training session. Make sure to include a completion phase that will address materials stored to accepted archival standards, printing of three (3) acid-free copies of the approved final report, and production of one (1) digital copy of all final products.

Applicant Qualifications (#19-21)

Questions 19 – 21. The applicant organization’s qualifications are rated according to its experience with similar grant projects and according to the applicant’s ability to accurately and concisely complete this application. If there is no previous experience with grants management, transferable skills used in the management of other programs may be indicated. **DO NOT** attach resumes or curricula vitae to the application.

Support and Participation (#22-23)

Question 22. Applicants must list and attach letters from land owners within the project area if access required for the successful completion of the grant. If artifacts are collected, that support includes donation to a suitable public repository. If all work can be completed from public right-of-ways, then no letters of participation are required.

Standard Form (SF) 424 - Application for Federal Assistance Frequently Asked Questions

Standard Form (SF) 424 can be found on the ABPP website at:

<http://www.nps.gov/history/hps/abpp/grants/battlefieldgrants/2012grants.htm> The SF 424 is a standard form to provide Government agencies with required administrative information. Most entries are self-explanatory. In the past, however, there have been questions concerning the following:

Block 5: Legal Name - enter the name of the applicant organization.

Address - enter the organization's mailing address.

Organizational Unit - enter the sub-unit of the organization, if applicable.

Name, telephone number, and email of the person to be contacted - enter the name and contact information for the person who will be the organization's contact with the ABPP if a grant is awarded. All applicants must have an email address. *This contact will travel to Washington, DC for ABPP grant project training.*

Organizational DUNS - enter the organization's Dun and Bradstreet Universal Numbering System (DUNS) number. To obtain a DUNS number go to:

<https://iupdate.dnb.com/iUpdate/companylookup.htm> or call the toll-free number **1-866-705-5711**.

For more information refer to the ABPP website at:

<http://www.nps.gov/history/hps/abpp/grants/battlefieldgrants/Dunsguide.pdf>

Block 6: Employer Identification Number - enter EIN assigned by Internal Revenue Service.

Block 11: Descriptive Title Of Applicant's Project - the project title should include the name of the battle site and the proposed preservation-related activity. The title must be 10 words or less (e.g. Little Blue River Battlefield National Register Nomination.)

Block 13: Proposed Project Date - indicate 8/1/12 to 12/31/13.

Block 14: Congressional District Of - indicate the U.S. Congressional district (e.g. NY-3) for each of the following:

Block 14a: **Applicant** - the district where the applicant organization is located.

Block 14b: **Project** - the district(s) where the work will be performed.

Block 15: Estimated Funding:

Block 15a: **Federal** - Indicate the amount you are requesting from ABPP.

Please note, total hourly rate for any personnel may not exceed \$82.49 as per federal regulation. Administrative fees may not exceed 15% of the total amount of funding requested.

Block 15b: **Applicant - Indicate all matching funds from the applicant organization, and donors.**

While matching funds are not required, the ABPP prefers projects that leverage funds from several public and private entities. The acquisition of matching funds is also an indicator of public support and participation. Total hourly rate for any personnel may not exceed \$82.49 as per federal regulation.

Block 15c: **State** - Indicate project funding from agencies of state government.

Block 15d: **Local** - Indicate project funding from agencies of local government.

Block 15e: **Other** - Indicate all funds from sources not listed elsewhere in Block 15.

Block 15f: **Program Income** - Indicate funds generated by the project. Normally, this is none.

Block 15g: **Total** - Indicate the total cost of the project.

Block 16: Is Application Subject To Review By State Executive Order 12372 Process - consult the Office of Management and Budget's website (http://www.whitehouse.gov/omb/grants_spoc) to see if your state participates in the intergovernmental review process (under Executive Order 12372). If your state does participate, you must contact the person identified for your state to inquire if the State would like to review a copy of your ABPP Battlefield Grant Application Package before submittal.

Attachments

Letters

Applicants must attach letters from land owners within the project area and, when applicable, must attach letters from tribes indicating their level of support for the project. Also include letters from any donor supplying matching shares for the project. Applicants should also include letters of support from Partners. Partners should address letters to the applicant, not the ABPP.

The ABPP encourages all applicants to discuss their projects with their State Historic Preservation Officers (SHPOs) or Tribal Historic Preservation Officers (THPOs) prior to applying for an ABPP Battlefield grant. Letters of support and participation from the SHPOs and THPOs are most welcome. To contact your SHPO or to see if there is a THPO associated with a specific tribe in your state go online to either (SHPO) <http://www.ncshpo.org/> or (THPO) http://www.nathpo.org/THPO/state_list.htm

Project Area Land Owners

You must attach a letter from each land owning entity within the project area showing the granting of permission to perform the work you are proposing (as appropriate) on their land. Archeological projects collecting artifacts must make clear the collections are going to be donated to public repositories.

Partners

The ABPP encourages applicants to develop preservation projects in cooperation with other interested groups and organizations. Applicants should include letters of support from all partners with their applications. In the letters, partners should demonstrate their level of support, commitment, and participation to the project. While not necessary, developing partnerships is an indicator of public support and commitment. Partners may include, but are not limited to:

- a. Organizations/agencies that are partners in, or are offering financial support (matching share) to, the project (e.g., local historical societies, land trusts, chambers of commerce)
- b. State or local governments
- c. Related National Park Service units
- d. Other related lands managers, such as the U.S. Fish and Wildlife Service, the U.S. Forest Service, and the Bureau of Land Management

Matching Share Donors

If applicable, include letters from any donor(s) supplying matching shares for the project, confirming the contribution and its value.

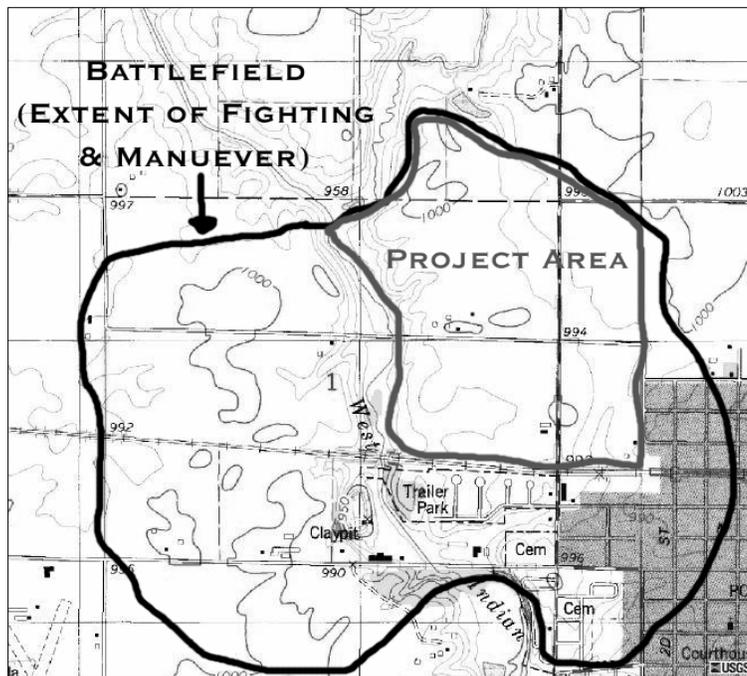
Tribes

Applicants working with battle sites where native peoples fought or were otherwise involved must notify and consult the concerned tribe about the proposed project. The applicant organization must be able to demonstrate that it provided the tribe(s) with an opportunity to participate in all phases of the project. If applicable, applicants must include letters from tribes indicating their level of support for, and participation in, the proposed project.

Map

For each battlefield included in the project, you must attach an 8½" x 11" copy of a modern USGS topographic map. That map must show the approximate boundaries of the historic battlefield and the proposed project area (see figure to left).

Label the map with the county, topographic map sheet name, and year of the map. Label the owners, whether public or private, of all land included in the Project area (see example at left). The proposed Project Area may include the whole battlefield or only a portion or portions of the battlefield. The distinction must be indicated clearly on the map and should relate clearly to the information provided in Questions #7 and #8 of the application. Label the map with the county, topographic map sheet name, and year of the map.



Photographs/Graphics

You may include up to four (4) 5" x 7" photographs/graphics (two per 8" x 11" page) of the project site. ABPP encourages photos/graphics that illustrate the threat(s) noted in section #10 and the area under threat. Photos and graphics will not be returned and extra material will be discarded.

Application pages and font size

All information must be complete and typed in the space and on the pages provided in the Battlefield Grant Application form. In other words, all questions from page one must be answered completely on page one and so forth. The type size must be no smaller than 10 point and no larger than 12 point. The Battlefield Grant Application is five (5) pages in total. Any additional pages beyond five (5) pages will be discarded.

Multiple Projects

Applicants may submit applications for up to three (3) separate projects. A separate and complete Battlefield Grant Application Package must be submitted for each proposed project.

Completed Battlefield Grant Application Package

A Battlefield Grant Application Package is considered complete only when it consists of one (1) original signed Grant Application Package Checklist, one (1) original signed Standard Form (SF) 424, One (1) original five (5) page grant proposal with all required attachments, and ten (10) copies of the SF 424, application form, and attachments. A Grant Application Package Checklist does not need to be included with each of the ten (10) copies.

Site maps, photographs, letters of support, letters of permission from land owners, letters from State or Tribal Historic Preservation Officers (SHPOs/THPOs), and letters describing financial support (matching funds) and in-kind contributions are the only attachments permitted. All other materials will be discarded.

Grant Application Packages must be paper clipped or binder clipped together (no staples, folders, or binders.)

Incomplete and/or late Grant Application Packages will not be considered for funding and will be discarded without action or notification.

ABPP Battlefield Grant Application Package Instructions

A complete ABPP Battlefield Grant Application Package **must** consist of the following:

- One (1) Grant application checklist filled out, signed, and dated
- One (1) original Standard Form (SF) 424 signed and dated
- One (1) original five (5) page grant proposal, paper clipped or binder clipped together
- Ten (10) copies of the SF 424, five page grant proposal, and required attachments. Each proposal is paper clipped or binder clipped together.
- Letters from:
 - Project Area Land Owner(s)
 - Involved and interested Partners, SHPOs, and THPOs
 - Matching Share Donors confirming their contribution(s) (*if applicable*)
 - Tribes indicating their level of support for the project (*if applicable*)
- One (1) map - 8 ½" x 11" (copy of USGS 1:24,000 scale, 7.5 min topographic map) showing location of battlefield land boundaries, proposed project area, and, if applicable, associated sites
- Up to four (4) 5" x 7" photographs/graphics of project site on two (2) sheets (*if applicable*)

Questions

If you have any questions about the application process or the eligibility of a proposed project, please contact the ABPP Grants Manager: Kristen McMasters (202) 354-2037, Kristen_McMasters@nps.gov or the ABPP Program Chief: Paul Hawke (202) 354-2023, Paul_Hawke@nps.gov.

Mailing Instructions

Grant Application Packages must be addressed to:

Kristen McMasters
American Battlefield Protection Program
National Park Service 6th floor
1201 Eye Street, NW (2255)
Washington, DC 20005
(202) 354-2037

Applications delivered to the ABPP's offices at 1201 Eye Street, NW, will be accepted between 8:00 a.m. and 4:00 p.m. (EST) Monday through Friday, except Federal holidays. The ABPP encourages applicants to use an express delivery service. Grant Application Packages sent via regular US Postal Service mail will be irradiated - a process that destroys color paper and photos. If parts of your grant package are destroyed, your grant package will be considered incomplete and cannot be reviewed.

Please save paper and send only the minimal pages of information required. Extra material will be thrown away.