

Network to Freedom
FY 2012 National Underground Railroad Network to Freedom Grants

APPLICATION

Please follow the Guidelines and Application Instructions to complete this application. Applicants must submit one electronic copy of the complete application. If you are unable to submit electronically, please contact your regional coordinator for alternate arrangements.

1. PROJECT INFORMATION

Network to Freedom (NTF) Listing Name

Project Name

Address of site, program, or facility _____

City _____ **County** _____ **Congressional District** _____ **State** _____

Zip _____

Network to Freedom Listing Type (select only one): **Site** **Program** **Facility**

Project Type: **Preservation** **Research** **Applied Research** **Sign**

Amount Requested (Federal share) \$ _____ **TOTAL Project Cost \$** _____

2. APPLICANT AND PROJECT DIRECTOR

APPLICANT AGENCY / ORGANIZATION

Authorizing Official's Name _____

Title _____

Organization _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____ **e-mail** _____

PROJECT DIRECTOR (if different from Authorizing Official)

Name _____ **Title** _____

Organization _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____ **e-mail** _____

3. OWNERSHIP

Does the applicant own this property?

Yes.

No.

If the applicant does not own this property, a letter explaining the relationship between the owner and the applicant and the authority under which the applicant will be the grantee of record to undertake the project must be attached to this application. The letter must be on the owner's letterhead and must be signed by the owner's authorizing official.

4. DOCUMENTATION (REQUIRED ONLY FOR PRESERVATION/RESTORATION PROJECTS)

A minimum of four (4) digital photographs must accompany the application. Two must be general views of the historic property, and the other two must document the threat or damage. A list of photographs should be included which provides a description of view indicating direction of camera, and the date of the photograph.

5. PROJECT SUMMARY

In the space below only, BRIEFLY (in 250-300 words) summarize the proposed project and describe what tangible product or outcome will result from the grant. **For preservation projects**, discuss the current condition of the resource, the nature of any threats, the proposed preservation work and whether the project will accomplish enough work to preserve the structure and make it useable if the project is performed. Indicate what remaining work will be required after this grant-assisted work is performed. **For research projects**, describe the research need, proposed methodology, and how the information will be used to enhance preservation of Underground Railroad history. For **applied research or sign projects**, describe the product that will be created and the source of the information.

6. PROJECT DESCRIPTION

A. WHAT IS THE PROJECT NEED? (30 POINTS) For **preservation projects**, describe in detail the current condition of the property and the source and effect(s) of the threat, danger or damage to the historic property. For **research projects**, describe in detail the information gap that the research would address and why this information is required to further the goals of the Network to Freedom Program. For **applied research or sign projects**, describe the current interpretive materials or signs and identify what gaps exist in educating the public about the NTF listing. [attach additional pages if needed]

B. DESCRIBE THE PROJECT WORK PLAN AND TIMELINE? (20 POINTS) Describe in detail the key project work elements to be supported by this grant and any non-Federal matching share and the expected product or outcome. Describe how the work will address the need described above. For research projects, provide a research plan that describes sources and archives to be consulted and the research questions that will be addressed. Describe how the project objectives, activities, and desired results will be designed and achieved, including a timeline for project completion. List project personnel, including their qualifications and experience, and describe their responsibilities in carrying out the project. Describe the criteria that will be used to competitively select any consultant services. [attach additional pages if needed]

C. WHAT IS THE BENEFIT OR OUTCOME OF THIS PROJECT? (20 POINTS) Describe in detail how the project will benefit the NTF listing. Describe the impact that the project will have on the resource; be sure to note any ground-disturbing activities. What tangible products will be produced? What is the expected outcome or benefit of this project? For research and applied research projects, describe the educational, interpretive and/or training value of this project. How will this project enhance the condition or quality of the NTF listing? How will it enhance the values or Underground Railroad associations which were recognized through Network to Freedom listing? [attach additional pages if needed]

7. PROJECT BUDGET AND FINANCIAL INFORMATION

A. PROJECT BUDGET (30 POINTS)

Outline the project budget; add rows to the tables as necessary. Each cost item must clearly show how the total charge for that item was determined. All major costs must be listed, and all cost items should be explained in Item 7C of the application. The budget must include the match if applicable. All non-Federal matching shares must be cash expended during the grant period, which begins when the grant agreement is signed by both the grantee and the National Park Service. The totals in the budget summary below should match the amounts listed on the application cover page.

1. Consultant Fees. This should include payments for professional and technical consultants participating in the project.					
Name and Type of Consultant	# of Days	Daily Rate of Compensation	NPS Grant Funds	Match/Cost Share (if any)	Total
		\$	\$	\$	\$
		\$	\$	\$	\$
Subtotal			\$	\$	\$

2. Labor. This should include payments for construction workers such as carpenters or masons.					
Name and Type of Consultant	# of Days	Daily Rate of Compensation	NPS Grant Funds	Match/Cost Share (if any)	Total
		\$	\$	\$	\$
		\$	\$	\$	\$
Subtotal			\$	\$	\$

3. Travel and Per Diem. Indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs.							
From/To	# of People	# of Travel Days	Subsistence Costs (Lodging and Per Diem)	Transportation Costs (Airfare and Mileage)	NPS Grant Funds	Match/Cost Share (if any)	Total
					\$	\$	\$
					\$	\$	\$
Subtotal					\$	\$	\$

4. Office Supplies and Materials. Include consumable supplies and materials to be used in the project.				
Item	Cost	NPS Grant Funds	Match/Cost Share (if any)	Total
		\$	\$	\$
		\$	\$	\$
Subtotal		\$	\$	\$

5. Equipment Rental. List rental costs of construction or other equipment to be used in the project.				
Item	Cost	NPS Grant Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$

6. Construction/Conservation Materials.				
Item	Cost	NPS Grant Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$

7. Other (specify).				
Item	Cost	NPS Grant Funds	Match / Cost Share (if any)	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$

BUDGET SUMMARY			
Enter category totals here			
Category	NPS Grant Funds	Match/Cost Share If Any	Total
1. Consultant Fees	\$	\$	\$
2. Labor	\$	\$	\$
3. Travel and Per Diem	\$	\$	\$
4. Office Supplies and Materials	\$	\$	\$
5. Equipment Rental	\$	\$	\$
6. Construction/Conservation Materials	\$	\$	\$
7. Other	\$	\$	\$
TOTAL PROJECT COSTS.	\$	\$	\$

**B. IF USING A MATCH, WHAT ARE THE SOURCES OF THE NON-FEDERAL MATCHING SHARE?
(10 BONUS POINTS!)**

List the sources and amounts of the non-Federal matching share. (Project administration costs may not be used as matching share. All of the non-Federal matching share must be expended during the grant period.) Projects which include matching funds will be awarded 10 bonus points in their evaluation. To qualify for these bonus points, the match must be documented as “in hand” by May 31, 2012. Any proposal that includes matching funds that cannot provide the documentation of availability by that date will not receive the bonus points in their final ranking by the review committee.

C. BUDGET JUSTIFICATION

Provide a brief justification of all cost items listed in the budget. Explain why these cost items are necessary to accomplish the grant objectives and results listed in Item 6 above. Remember, grants will be administered in accordance with all applicable federal and state laws, regulations, policies, requirements and guidelines, including OMB Circular A-102 and A-110 (as applicable), Title VI of the 1964 Civil Rights Act, non-discrimination on the basis of handicap (Sec. 504 of the Rehabilitation Act of 1973), and equal employment opportunity and labor law requirements of federal grants.

ACKNOWLEDGEMENT OF NPS FUNDING

A Project Sign must be erected at the site of the grant-assisted repair work during the duration of the project to acknowledge NPS grant assistance. For non-construction projects, NPS grant assistance must be acknowledged on any products resulting from the grant.

APPLICATION SUBMISSION

Applications must be submitted electronically. If you are unable to submit the application electronically, contact your regional manager to make alternate arrangements. Applications received after the deadline of **Friday, April 30, 2012**, and incomplete applications will not be considered. Additional materials sent separately from an application will not be considered part of the application and will not be included in the evaluation of the application.

COMPLETE APPLICATION PACKAGE INCLUDES

- One electronic application, using the attached template.
- A signed letter of agreement, ideally on letterhead, with the signature of the owner or an authorized official for government agencies or non-profits. This letter may be scanned and emailed or faxed.
- For preservation projects, minimum of four (4) digital photographs which illustrate the property in general with details of the area proposed for preservation.
- Detailed budget, including documentation of the non-Federal match, if applicable;

SEND APPLICATIONS BY FRIDAY, APRIL 30, 2012, TO:

Mary Krause
Mary_krause@nps.gov
402-661-1905 (fax)
National Park Service
601 Riverfront Drive
Omaha, NE 68102
402-661-1904

This is a request for consideration for a grant, and not a promise for funding, from the National Park Service National Underground Railroad Network to Freedom Program. No work covered in this application is to begin until the applicant has been notified in writing that funds have been awarded, and has accepted in writing the terms and conditions of the grant.

Applications must be received by Friday, April 30, 2012.