Grant Program Goals

America 250 NC grants are funded by appropriations provided by the 2023-2025 state budget (S.L. 2023-134) and support a variety of public programs, scholarly research, tourism projects, and educational outreach. America 250 NC's goal is to energize **broad, robust, and comprehensive programs** across ALL of North Carolina's 100 counties. Non-profit and community organizations should seek to develop projects that will be accessible for wide audiences, serve local residents, and seek to grow the stories of North Carolina's contributions to the Revolutionary War and to the development of our United States following our commemorative themes. Partnerships among several entities within your town, county, or region are encouraged and make your application stronger in the review process.

Grant Amount: $10,000

Grant funds will be paid in disbursements tied to grant deliverables. The reporting dates will be provided at time that the grant agreement is signed and will be tied to your application timeline summary and established benchmarks.

Questions? Reach out to America 250 NC

The America 250 NC team is available to answer questions about the grant program, the application and award process, or any other related topics. You are encouraged to reach out to the team prior to applying to ensure that your project matches the categories of activities eligible for funding and that all elements of the grant application will be included for review. America 250 NC team email: america250nc@dncr.nc.gov.

Eligible Applicants

Applicants in this program category must be local governmental entities or counties with an official county committee. Only one county committee in each county will receive these funds. For more on county committees, please see the Get Involved tab on our website.

Applications will not be reviewed until all required documents have been received prior to the application closing date. A completed application will include clear and achievable deliverables,

timeline, and measures of success in addition to other requirements listed below. Grant funds will not be disbursed until a grant agreement is fully signed and executed.

Sample Eligible Activities: County Committees

- Strategic planning for A250 committee
    - Hire a facilitator to work with committee to develop plans for commemoration
    - Host Community Listening Sessions with facilitator to guide decision processes based on community feedback
    - Final report of facilitator will be a part of an interim or final report for the grant project
- Public art or mural with A250 Connection
    - Using one of the three [America 250 NC themes](), develop a public art project, such as a mural or free-standing piece of art that is freely available for public viewing
    - If possible, use local or NC artists for the work
- Wayside
    - Work with DNCR Wayside committee and approved vendor to add waysides in county to the "Revolutionary Routes" statewide trail 250 team, A250 wayside group. Subject to eligible wayside categories, placement restrictions/requirements.
- Local marker
    - Work with DNCR and approved vendor to erect a local marker connected to the A250NC themes. Subject to eligible marker categories, size and design, placement restrictions/requirements
- Local exhibit
    - Exhibit must be inside a public space open or to the public.
    - Must display the interpretative panels through 2026 at a minimum
    - All content and images must be approved by America 250 NC prior to publication/installation. Use of images and sources must be cited.
    - The introductory panel and any accompanying printed material must display the America 250 logo and cite the America 250 NC project as a funder. See promotional materials for guidelines.
    - Grant recipients must obtain a permanent and transferable right for themselves and America 250 NC to use any images, wording, design, and layout. Recipients will make sure that the images can be used by recipient and or America 250 NC in promotional materials. Exceptions must be preapproved by America 250 NC.
- Online exhibit
    - The website materials must be made available to America 250 NC and a link provided to the content to be shared via America 250 NC's website.
    - Must agree to maintain and update the website materials through 2026 at a minimum
    - All content and images must be approved by America 250 NC prior to publication. Use of images and sources must be cited.

- o The introductory materials and any accompanying printed material must display the America 250 logo and cite the America 250 NC project as a funder. See promotional materials for guidelines.
  - o Grant recipients must obtain a permanent and transferable right for themselves and America 250 NC to use any images, wording, design, and layout. Recipients will make sure that the images can be used by recipient and or America 250 NC in promotional materials. Exceptions must be preapproved by America 250 NC.
- Research
  - o Research to support development of a local A250 program, such as a walking tour, driving tour, or other public program.
  - o Research on a particular location or building that would result in a report useful for planning A250 programming such as a tours or educational programs
  - o Research to create printed resources, such as a map, walking or driving tour, brochure or webpage that highlights local A250 programs or resources
  - o Research resulting in a publication should comply with expected formatting and citation structure, please see the [North Carolina Historical Publications](#)' "Style Guide for Authors and Editors" under Quick Links.
- Educational Outreach
  - o Support for local school field trips to State Historic Site, state museum or local historical program
  - o Student competition with A250 thematic link (ex. Bake-off with historic recipes, essay contest, poster contest, or art projects)
  - o Development of A250 themed, NC curriculum aligned, lesson plan with local resource connection
  - o Support for Sonny Kelly "The Fire of Freedom" workshop/performance in community
- Event expenses
  - o Annual or new festival with clear A250 connections in branding and themes
  - o Speaker fees
  - o Living history program
  - o Tours of local A250 sites and locations
  - o Printing expenses for program, map, brochure, or tour
- Archaeology
  - o Ground penetrating radar or other non-invasive survey of a potential archaeological site. The Office of State Archaeology is ready to assist successful proposals in finding qualified vendors and grant products which typically includes a report on findings and recommendations.

Ineligible Activities
- Capital expenses
- Artistic materials and equipment not related to America 250 NC activities
- Non America 250 NC mission-related operating costs
- Equipment costs (cameras, computers, hard drives, etc.)
- Fundraising efforts
- Lobbying

- Costs related to any project whose primary purpose is to promote partisan political or religious ideologies
- Scholarship assistance
- University faculty salary and costs that are not directly related to the project
- Food and alcohol

Required Documents
- Completed Application (online form). Detailed instructions on completing the online application are found later in this document.
    - Project Summary
    - Publicity Plan
    - Project Timeline Summary
    - Budget Spreadsheet and Budget Narrative
    - Conflict of Interest/Ethics Policy

<p style="text-align:center"><u>**Application Components and Instructions**</u></p>

Project Title
Create a project title that will succinctly describe your project.

Applicant/Project Sponsor
The lead applicant will be the fiscal agent for the project and will be responsible for final reporting.

Applicant Type
Please select the appropriate type of applicant that applies to your lead organization.

Project Director
The project director will lead the day-to-day operations of the project and will ensure that the project is kept on time, within budget, and that all deliverables are met. The project director will be the primary point of contact for the America 250 NC grants officer.

Budget Officer
The budget officer will be the chief fiscal officer for the lead applicant and will be responsible for ensuring grant funds are spent according to the grant application and all applicable state laws.

Authorizing Officer
If another entity needs to be a part of the approval process, grant project oversight, financial review, or legal review, please add that person's contact information here.

<u>**Project Summary**</u>

Abstract
Briefly summarize the applicant, the project's goal or purpose, and subject matter the project addresses. This description may be used in publicity.
Limit 2,000 words including spaces.

America 250 NC Themes
Explain how this project relates specifically (not tangentially) to themes of America 250 NC.
Limit 1,000 words including spaces

County Tier
The North Carolina Department of Commerce has ranked North Carolina counties by economic distress. To find your county's ranking so that you can determine your match amount, visit NC County Tier.

Type of Project
Choose which activity best fits your project from the drop-down menu. Projects can be comprised of several different types. For example, a research project might be needed before an

exhibit can be developed. The ultimate goal of the project is the exhibit, so the type of project would be an exhibit.

Project Narrative:
(7,000 words, spaces included)

Describe the proposed project concisely.

    a. Project descriptions must address the planning process to create the project, describe the need that the project addresses, and how the project will benefit the local community.

    b. Project narratives must address the specific details of the project goal(s) and how the type of project selected will best address the need. Projects can be comprised of several different types. For example, a research project might be needed before an exhibit can be developed. The ultimate goal of the project is the exhibit, so the type of project would be an exhibit.

    c. Target Audience – description of the anticipated audience for this project: K-12 students, teachers, families, elderly, teens, etc. Estimate the size of the audience expected to be impacted by your project.

        i. Note: Post-grant reporting will require reporting on estimated attendance/participation by target audiences so track attendance during your project's lifetime.

    d. Format – Describe the format your project will take to address the need (living history demonstration, speaker, panel discussion, book or pamphlet, lesson plans, school trips, etc). Please note that Chicago Manual of Style standards are preferred by America 250 NC for research studies, printed materials, and scholarly products.

        i. Research resulting in a publication should comply with expected formatting and citation structure, please see the North Carolina Historical Publications' "Style Guide for Authors and Editors" under Quick Links

    e. Scope – If the activity is part of a larger project, briefly describe the overall project and provide context for how this application satisfies a certain section of the larger endeavor. Make sure you are clearly defining what tangible things will be the end result of this grant funding if approved. What scope of work is part of this application?

    f. Project Team – Provide a list of the project team members with a brief review of their role on the grant project and qualifications.

        i. Note: The project team will provide all project management and select all artists, vendors, and/or consultants.

2. **External Review:** Will you have any external review of your content? If yes, please describe the process. What is your plan to ensure the accuracy of the historical information?

    a. Content generated as a result of this grant project must be reviewed and approved by the America 250 NC team prior to publication. Please allow time for this review in your grant timeline.

b. Content must be approved by America 250 NC prior to publication and must include the acknowledgement in item 3, section b below

3. **Communications Plan:**
   a. Offer detailed plans for promotion/publicity**.**
   b. Printed and online materials generated as a result of this grant must include the following acknowledgement:
      > *This project was produced with assistance from the America 250 North Carolina initiative, administered by the North Carolina Department of Natural and Cultural Resources. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the State of North Carolina.*
   c. Be sure to add your event to the America 250 NC event calendar here.
   d. Address how you will promote the role of America 250 NC as a funding source for the project.

Deliverables/Impact
(7,000 words, spaces included)

1. **Deliverables/Expected Outcome:**
   What deliverables (tangible items) will be your expected outcome of this project? You can mention a larger project goal, but make sure to be very specific about the result of this funding (your grant deliverables). Note that this response is about tangible items that you will produce with the grant funds.
      > Best Practice: Number them in a list. For example: 1) Panel installed. 2) Companion materials printed and uploaded to the location's website. 3) Public opening held. 4) Docents trained. 5) Series of related lectures held. 6) A teacher guide was created, and field study information was distributed to local schools. If approved, the deliverables will appear in your grant agreement/contract and will need to be documented in your final report.

2. **Measurement of Success:**
   What will you use to measure success? For example: 1) number of attendees at opening event 2) survey or feedback of participants 3) media coverage 4) social media interaction 5) clicks on website, etc. 6) number of field trip visits from schools.
   a. Best Practice: Write anticipated grant outcomes (deliverables) as a bulleted list. Address each deliverable with an anticipated measure of success or how the outcome's success will be described or considered. Please note that if approved, this text will appear in your grant agreement/contract and the results will be required on your final report.

3. **Participation and Access**
   (Limit 1,000 words, spaces included)

   It is an expressed goal of the America 250 NC program is to energize **broad, robust, and comprehensive programs** across ALL of North Carolina's 100 counties and reach a wide audience in its activities. Please describe how your project will further this goal:
   a. Including stories of the historically marginalized such as (but not limited to) African Americans, American Indians, women, children, British soldiers, Loyalists.
   b. Remembering that each county, even those without major battles, has its own stories and place in NC Revolutionary War history.
   c. Reaching out to all communities to encourage participation in project development, activities, and events to ensure that all North Carolinians see themselves in the semiquincentennial.
   d. Describe how the project will be made freely accessible to the public. How will you count audience members/attendance or participation?

4. **Longevity/Lasting Impact**
   (500 words, spaces included)

   How do you see this state funding having a lasting impact on historic tourism, education, and/or engagement in your community? While discussion of the project's longevity can be about the emotional or overarching result - i.e. inspire a new generation of historians - please also consider a more tangible lasting impact. For example, the new signage will last for approximately 10 years and will inform a new generation of county residents on the important history that happened here.

5. **Partnerships**: While not required, America 250 NC encourages partnerships to broaden the scope of any project. List any community organizations that will partner with your sponsoring organization on the planning and implementation of the project. What will be partner commitments and how will you document that commitment? How will you structure project accountability for each partner's role? Programs are always most successful when they have the support of a wide variety of organizations and people. Strong community collaborations will increase the application's competitive advantage.

6. **Project Timeline Summary**
   (1,000 words, spaces included)

   Explain the timetable for the project, including all major benchmarks, such as compiling mailing lists, promotion, and completing program materials. Also include tentative event dates and activities. Additionally identify a mid-project deliverable that can trigger an application for payment of the first funding disbursement.

Budget Documentation

See the Budget Document Template, which is downloadable via the application and the grants page on our website. This template will be where you will itemize all planned expenditures. Once complete, save and upload to the application in the appropriate location. The Budget Document accommodates up to three years of project activities and expenses. Depending on individual software, the Budget Document Template may not auto calculate, please ensure that all data is complete on the budget document template and the document is attached to your application.

The Year 1 columns should include costs for activities that begin on the project start date and end 12 months later. If the project timeline exceeds one year, list the costs for the next 12 months in the Year 2 columns and likewise for Year 3, if necessary.

The budget should include the project costs that will be charged to grant funds. All the items listed and supported by grant funds must be necessary to accomplish project objectives, allowable according to the applicable state rules, auditable, and incurred during the award period. Charges to the project for items such as salaries, travel, and contractual services must conform to the written policies and established practices of your organization. You must report all revenues generated with project funds during the award period of performance as program income.

When entering information into the Budget Template, please note that the peach-colored columns automatically populate with totals. Totals for each section will populate the Total Costs table and the end of the Budget Template.

Grant Amounts for County Grants are $10,000

Budget Document Template

1. **Salaries and Wages:** Include both temporary and permanent staff as well as volunteer workers engaged in project activities.

2. **Travel:** Explain the method of cost computation for each travel cost, including subsistence, lodging, and transportation, in your Budget Summary.

3. **Supplies, Materials, and Equipment:** List the costs of supplies, materials, and equipment purchased specifically for the proposed project. Project supplies must not exceed $5,000 for any single item unless written approval has been received by America 250 NC.

4. **Contracts and Subawards:** List each third party that will undertake project activities and their associated costs in your budget summary.

Total Costs
These fields fill automatically from the totals in the peach columns in each section. Be sure to double check the totals and ensure all data is in the correct columns and sections.

Budget Summary

Write a budget summary to identify each expense and show the method of cost computation used to determine each dollar amount. To write your budget summary, follow the format of the Budget Template's section headings and save it as a PDF.

1. Salaries and Wages
Identify each person whose salary or wages will be paid with grant funds; provide their names, describe their role in the project, the percentage of time to be devoted to the project, and their rate of pay.

2. Travel
For each trip, explain the purpose of the trip and specify the points of origin and destination. Explain how you arrived at the dollar amount.

3. Supplies, Materials, and Equipment
List each type of supply, material, and equipment you propose to purchase. Detail the number and unit cost for each item and explain how you arrived at the dollar amounts. Provide vendor quotes or price lists as supporting documents with your application.

4. Contracts
List the costs of project activities to be undertaken by third parties for the project. (Familiar terms for third parties can include partners, consultants, subgrantees, collaborators, vendors, or service providers.) Identify each third party by name, describe their role in the project, the activities they will carry out, and the cost.

5. Other Costs
Use this section for costs that cannot be assigned to other categories.

Supporting Documents
Please provide clear and understandable names for your supporting documents. Each application can upload as many as 3 additional supporting documents.