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. Local governments, 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. All grant-funded projects must be free and accessible to the public. Partnerships among several entities within your town, county, or region are encouraged and make your application stronger in the review process.

Minimum Request Amount: $2,500
Maximum Request Amount: $30,000

Match Requirements: Tier 1 Counties: 10% Match
Match Requirement: Tier 2 and 3 Counties: 15% Match

Note: This grant cycle will only cover expenses beginning in January 2025. Fundable projects may be associated with, or part of an established project started at an earlier date.

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, counties, or non-profit organizations with an IRS 501(c)3 determination letter.

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.

Matching Funds
Matching cost share funds for the competitive grants are required. Matching funds must equal 10% of the total grant award for applicants in Tier 1 counties, and 15% for Tier 2 and 3 counties. Please list the source of matching funds in the budget documents. Matching funds must be in the form of cash or documented in-kind contributions. Qualifying in-kind contributions can be staff or volunteer time spent on the project, donated use of facilities, equipment, or other supplies needed to accomplish the goals of the project. In-kind contributions and donor receipts will be required with the submission of the final report.

Sample Eligible activities: Community Programs

- Public art or mural with America 250 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.
        - Note: Applicant is required to provide proof of permission from the property owner(s).
        - Note: public art projects may require review from the North Carolina State Historic Preservation Office (HPO), North Carolina Office of State Archaeology (OSA), North Carolina Department of Transportation (NCDOT), or other governmental agencies.
        - Note: applicants will need to submit GPS coordinates for proposed location(s) of public art placement. An easy way to acquire GPS coordinates is to open Google Maps, zoom in on the proposed location, then with your cursor hovering over the location, right click your mouse and the coordinates appear.
    - If possible, use North Carolina artists for the work.
- Wayside:
    - Work with Department of Natural and Cultural Resources (DNCR) approved vendor to add waysides in county to the "Revolutionary Routes" statewide trail. Subject to eligible wayside categories, placement restrictions/requirements.
        - Note: Applicant is required to provide proof of permission from the property owner(s).

- ▪ Note: wayside projects may require review from the HPO, OSA, NCDOT, or other governmental agencies.
  - ▪ Note: applicants will need to submit GPS coordinates for proposed location(s) of wayside placement. An easy way to acquire GPS coordinates is to open Google Maps, zoom in on the proposed location, then with your cursor hovering over the location, right click your mouse and the coordinates appear.
- Local marker:
  - o Work with DNCR and approved vendor to erect a local marker connected to the America 250 NC themes. Subject to eligible marker categories, size and design, placement restrictions/requirements.
    - ▪ Note: Applicant is required to provide proof of permission from the property owner(s).
    - ▪ Note: marker projects may require review from the HPO, OSA, NCDOT, or other governmental agencies.
    - ▪ Note: applicants will need to submit GPS coordinates for proposed location(s) of marker placement. An easy way to acquire GPS coordinates is to open Google Maps, zoom in on the proposed location, then with your cursor hovering over the location, right click your mouse and the coordinates appear.
- Local exhibit:
  - o Exhibit must be in a public space open and free to the public.
  - o Must display the interpretative panels through 2026 at a minimum.
  - o All content and images must be approved by America 250 NC prior to publication/installation. Use of images and sources must be cited.
  - o The introductory panel and any accompanying printed material must display the America 250 NC 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 rights for themselves and America 250 NC to use any images, wording, design, and layout. Recipients will make sure that images can be used by the recipient and/or America 250 NC in promotional materials. Exceptions must be preapproved by America 250 NC.
- Online exhibit:
  - o All content and images must be approved by America 250 NC prior to publication. Use of images and sources must be cited.
  - o A link must be provided to America 250 NC for promotion on its website.
  - o Must agree to maintain and update the website materials through 2026 at a minimum.
  - o The introductory materials and any accompanying printed material must display the America 250 NC 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:
  - Research to support development of a local America 250-themed program, such as a tour, presentation, or other public program.
  - Research to create printed resources, such as maps, tours, brochure or webpage that highlights local America 250-themed programs or resources.
  - 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:
  - Support for local school field trips to America 250-themed programs, historic sites, museums, archives, libraries, or other historical or cultural organizations.
    - Note: Applicants are expected to contact host sites to make arrangements for visits well prior to date of arrival.
  - Student competition with an America 250 theme (ex. bake-off with historic recipes, essay contest, poster contest, or art projects).
  - Development of America 250-themed, North Carolina curriculum aligned, lesson plan with local resource connection.
  - Support for America 250-themed community workshops or performances, such as Sonny Kelly's "The Fire of Freedom."
- Event expenses:
  - Annual or new festival with clear America 250 connections in branding and themes
  - Speaker fees
  - Living history program
  - Tours of local America 250 sites and locations
  - Printing expenses for program, map, brochure, or tour
  - All grant-funded events must be free and accessible to the public

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.
  - Budget Spreadsheet and Budget Narrative
  - Conflict of Interest/Ethics Policy

- o Resolution confirming America 250 NC County Committee status
- o Proof of property owner(s) permission for all wayside, markers, public art, and other projects that involve a fixed installation or property modification.

- Fiscal Agent Requirements
  - o IRS non-profit determination letter
  - o Conflict of interest policy/ethics statement
  - o Statement of all State Funds/Grants received by fiscal agent (only for non-governmental applicants)

Note:
Screening for Historical Impacts and Compliance with the **North Carolina General Statute 121.12(a)**

Under GS 121.12(a), undertakings funded or licensed by the state must consider effects to historic properties listed in the **National Register of Historic Places** (NR). Grant projects that have the potential to impact properties listed in the National Register must be submitted to the **North Carolina State Historic Preservation Office** (HPO) for review. Activities with the potential to affect NR-listed properties include but are not limited to ground-disturbing projects, such as the installation of waysides, and alterations to buildings, such as the installation of a public mural. Upon notification that a project requires submission, the grantee will work with America 250 NC staff to compile appropriate project information to be sent to the HPO. Grantees must obtain a determination letter for the HPO and provide a copy to America 250 NC. America 250 NC staff and grantees will work in good faith effort to resolve any adverse effect findings with the HPO on a case-by-case basis.

Application Components and Instructions

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

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

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

IRS Determination Letter: Please attach the IRS Determination Letter as Proof of Private, Nonprofit Status. Not applicable to governmental entities. If your organization is applying as a private, nonprofit institution, you must submit a copy of the letter from the Internal Revenue Service indicating your eligibility for nonprofit status under the applicable provision of the Internal Revenue Code of 1954, as amended. We will not accept a letter of state sales tax exemption as proof of nonprofit status.

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.

Project Summary

Summary (maximum 250 words): Briefly summarize the applicant, and the project, including subject matter and purpose. This description may be used in publicity.

America 250 NC Themes (maximum 500 words): Explain how this project relates specifically (not tangentially) to [themes of America 250 NC.](#)

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](#).

Prior Funding: Has your organization received funds from the State of North Carolina before? If yes, when, how much, and for what? **Applicable only to non-profit applicants**.

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.
- Projects that include waysides, markers, public art, or other projects that involve a fixed installation or property modification will require GPS coordinates for placement sites, and proof of permission from all property owners. Projects of these types may require additional review from the HPO, OSA, NCDOT, or other governmental agencies.

Project Narrative:

1. **Project Narrative** (maximum 1,500 words):
   o Concisely describe the proposed project, to include:
     - What will the project be? (type and subject matter)
     - What is the goal of the project? How does it connect with the America 250 NC themes?
     - Is your project a component of a larger program?
     - How does the project serve your community? What need does it address?

- Who is your target audience(s) and how many people do you expect to reach through this project?
- What was the planning process in creating this idea for the project?
- Why will this project format best to reach your goals and address community needs?
- What specifically in your project will the grant award fund?
- Who is on your project's team and what will be their responsibilities?

2. **External Review** (maximum 250 words):
   - 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?
     - Content generated as a result of this grant project must be reviewed and approved by the America 250 NC team for historical accuracy prior to publication. Please allow time for this review in your grant timeline.
     - 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** (maximum 500 words):
   - Offer detailed plans for promotion/publicity**.**
   - Materials must display the [America 250 NC logo](#) and cite the America 250 NC project as a funder. 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.
   - Grant-funded events must be added to the America 250 NC event calendar [here](#).
   - Address how you will promote the role of America 250 NC as a funding source for the project

Deliverables/Impact

1. **Deliverables/Expected Outcome** (maximum 500 words):
   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.
   a. 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** (maximum 500 words):
   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** (maximum 500 words):
   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** (maximum 250 words):
   How do you see this state funding having a lasting impact on historic tourism, education, and/or engagement in your community? For projects with physical or online components, what is the intended lifespan? Do you have a maintenance plan, and who will be responsible for upkeep?

5. **Partnerships** (maximum 250 words):
   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** (maximum 500 words):
   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. Please use time keeping measures such as months and years to build structure to your timeline and to provide

reviewers a timeline of actions. Dates provided can be estimations. Fundable expenditures must occur within calendar years 2025-2026.

<u>**Budget Documentation**</u>

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. The Budget Document Template will not auto calculate. Please ensure that all data is complete on the budget document template and the document is attached to your application. Failure to include a complete budget is an automatic disqualification of your application.

The "2025" columns should include costs for activities that begin on the project start date and end within that calendar year. Repeat for 2026 if necessary. Fundable expenditures must occur within calendar years 2025-2026.

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 Document.

Minimum Request Amount: $2,500
Maximum Request Amount: $30,000

Match Requirements: Tier 1 Counties: 10% Match
Match Requirement: Tier 2 and 3 Counties: 15% Match

Cost Share:
Cost share is that portion of the project costs that is not paid by grant funds. For example, if you request a total of $15,000 to accomplish your project, and you live in a Tier 1 county, your match must be equal or greater than 10% of the funds requested: $1,500. Matching funds can be in the form of cash outlays, in kind donations of staff and volunteer time or resources, and donations of materials and supplies to accomplish the goals of the project. In-kind contributions to cost sharing may include the value of services (e.g., donated volunteer or consultant time) or equipment donated to the project between the authorized start and end dates of your project. Cost shares itemized in this application will need to be reflected in the grant reports.

<u>Budget Document Template</u>

1. **Salaries and Wages:** Include both temporary and permanent staff as well as volunteer workers engaged in project activities. For volunteers, the standard acceptable rate is $25 per hour.

2. **Travel:** Explain the method of cost computation for each travel cost, including subsistence, lodging, and transportation, in your Budget Summary. Automobile travel, lodging, and per diem expenses are only fundable to the amounts used by the State of North Carolina and the United States Government: [FY 2024 Per Diem Rates for North Carolina | GSA](#).

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. Food and beverages are not eligible expenses.

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

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

<u>Budget Summary</u>
(maximum 500 words)

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 Document Template's section headings and save it as a PDF. Address both grant funds and cost share.

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 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.

Required Documents:
- Completed Application (online form):
  - Budget Spreadsheet and Budget Narrative
  - Conflict of Interest/Ethics Policy
  - Resolution confirming America 250 NC County Committee status
  - Proof of property owner(s) permission for all wayside, markers, public art, and other projects that involve a fixed installation or property modification.

Supporting Documents: Each application can upload up to three additional supporting documents.

File Naming: When naming uploaded files, please follow these naming conventions:

File Type	File Name
Budget form	Budget_Form_OrganizationName
Conflict of interest policy	Conflict_of_Interest_OrganizationName
IRS non-profit letter	IRS_Letter_OrganizationName
Past funds received from the State	Past_Funds_OrganizationName
Product or services quote(s)	Product_Services_Quote_OrganizationName
Property permissions	Mural_PropertyPermission (sub wayside, or marker as appropriate)