 **Maritime Heritage Program: 2023**

**State of Alaska: Office of History & Archaeology**

**Grant Application: Education Projects**

# *Applicant Information & Checklist*

|  |  |
| --- | --- |
| Applicant (Entity) Name: | Entity EIN: |
| Address: | Entity UEI: |
| City and Zip: | VCUST: |
| Contact Name & Title: | $ Amount Request: |
| Phone and E-mail: | Total Project Cost: |
|  |  |
| Project Name: | |

**Applicant Checklist:** Ensure all required submittals for your project are included. For electronic applications, please submit via email separate attachments saved as .pdf files (*i.e*. Project Narrative, Budget, Conflict of Interest Statement) and use the following naming convention for each file: **Project Name\_\_Applicant Name\_\_Item Description.** For example: *FV Double-ender\_Fabulous Fishers of Kodiak\_Project Narrative.pdf.* Documents, such as photos, maps, résumés, and links to multimedia sites may be saved as pdfs and batched together into one file. Total submission may not be larger than 30MB. Items marked with an asterisk below may be found at: <https://dnr.alaska.gov/parks/oha/maritime/amhpp.htm>

\_\_ 1. Applicant Information & Checklist

\_\_ 2. Certifications: Signed and Dated

\_\_ 3. Grant Proposal Narrative

\_\_ 4. Timeframe for Benchmark or Milestone Activities \*

\_\_ 5. Budget: Narrative and Table \*

\_\_ 6. Match Sources, Types and Amounts

\_\_ 7.  Photos, Maps, Résumés, Links, other Materials, as applicable

\_\_ 8. Letter of Owner Consent, if applicable \*

\_\_ 9.  Conflict of Interest Statement \*

\_\_ 10. Standard Federal Forms\*

\_\_ 11. NEPA and/or Section 106, if applicable

**Due:** Electronically submit complete application by **12:00 Noon on Tuesday, October 31, 2023:** with all required attachments. Incomplete applications or those posted after deadline will not be considered.   
Submit electronic documents to [dnr.oha@alaska.gov](mailto:dnr.oha@alaska.gov) . If submitting a paper copy, hand-deliver by noon Tuesday, October 31, 2023, or postmarked no later than Tuesday, October 31, 2023, to:

**State of Alaska**

**Department of Natural Resources**

**Division of Parks and Outdoor Recreation**

**Office of History & Archaeology**

**550 West 7th Avenue, Suite 1310**

**Anchorage, AK 99501**

For questions, contact Kathleen Tarr at 907-269-8694 or [Kathleen.Tarr@alaska.gov](mailto:Kathleen.Tarr@alaska.gov) or

Katie Ringsmuth at 907-269-8714 or [Katie.Ringsmuth@alaska.gov](mailto:Katie.Ringsmuth@alaska.gov)

# *Certifications*

***Purpose:*** I understand that all funded activities must advance maritime heritage by *meeting* ***at least one*** *of the following elements:*

1) Curation, interpretation, and public access to collections;   
2) Planning, developing, interpreting, and maintaining definable geographic areas encompassing one or more cultural and historic themes expressed through the area's remaining historic maritime properties;   
3) Developing and implementing waterborne-experience programs that include instruction and hands-on participation;  
4) Participatory programs interpreting current scholarship to enhance public understanding and appreciation of Alaska maritime history;   
5) Activities designed to encourage preserving traditional maritime skills and teach continuing generations those skills, techniques, and methodologies; or   
6) Minor improvements to existing educational facilities and exhibit spaces of maritime museums, organizations, or historical societies.

***Public Outreach Component:*** I understand that allproposed preservation projects must include a public outreach component that reaches a broader audience.

***Match & Reimbursement:*** I certify that match is available for this 1:1 matching grant program.

I am also aware that a grant, if approved, will be paid on a reimbursable basis upon submittal of acceptable backup documentation and narrative progress reports to the State of Alaska.

***Retainage:*** The State of Alaska may withhold up to 10% of the award until approval of final documents at project completion.

***Cooperation:*** I will adhere to all applicable local, state and federal laws and regulations, as well as guidelines governing the Maritime Heritage Grant program.

**I have read and understood the criteria above. On behalf of the applicant entity, I certify to the best of my knowledge that the information in this application is true and correct.**

|  |
| --- |
| **Authorized Representative: (Type or Print)** |
| Name: |
| Title: |
| Entity Name: |
| Address: |
| City, State & Zip: |
| Signature: Date: |

# *Grant Proposal Narrative*

In the Grant Proposal Narrative, please include the following eight items. Each item may be prepared as a separate document, then batched together and saved and attached as one .pdf file.

**1.** **Project Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
 **Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2.** **Category of Maritime Heritage Resources:** Please mark the appropriate categories and activities your project aims to address. For more information, review *Defining Historic Maritime Resources* (click URL) and indicate the category and project type below (A, B, or C) that defines your proposal**.** <https://dnr.alaska.gov/parks/oha/maritime/pdf/defmaritimeresources.pdf>  
   
**\_\_\_\_ Category A. Historic Maritime Properties** are defined in accordance with criteria established by the National Register of Historic Places and are significant in American history, architecture, archaeology, engineering, or culture and possess integrity of location, setting, materials, workmanship, feelings, and association. Is the Historic Maritime Property listed on the National Register of Historic Places? If so, please identify the National Register reference #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_ Category B. Maritime Heritage Collections** are assemblages of objects, documents, and archaeological resources pertinent to understanding U.S. maritime heritage, collected in a rational scheme and maintained, cared for, studied and interpreted for public benefit.  
**\_\_\_\_ Category C. Traditional Maritime Skills** are associated with naval, commercial, or navigational, cultural activities transmitted across at least two successive generations, generally requiring the use of hands or special training.

**For maritime education activities or programs, please mark the type of activity with which your proposed project most aligns:**

\_\_\_\_ Services which enhance public use, access, and appreciation for maritime heritage collections.

\_\_\_\_ Projects that introduce the public to and promote awareness of historic, geographical, or cultural properties.

\_\_\_\_ Participatory activities, which include informal training to introduce nonprofessional maritime enthusiasts to various aspects of maritime history, technology, or culture.

\_\_\_\_ Activities which facilitate an exchange of ideas and information enhancing the public’s understanding and appreciation of maritime heritage.

\_\_\_\_ Programs of formalized instruction or apprenticeships that teach traditional skills, techniques, and methodologies of maritime occupations, crafts, or art forms.

\_\_\_\_ Other, please explain.

**3. Project Abstract:** [Limit 3-4 sentences] Condense your project into no more than 3 or 4 sentences. What and where is your project. What will result from the requested grant funds. What sector(s) of the public will benefit and how. (Think elevator pitch!)

**4.** **Project Overview:** [Limit 600 words]Describe what you intend to do with this reimbursable grant. How will you accomplish the project? Who will be involved? What activities will occur? *(i.e., How will you curate and interpret a collection of artifacts from a shipwreck? Conduct workshop on traditional net hanging?)*

**5.** **Purpose:** [Limit 600 words] How does this project advance maritime heritage through public outreach and education for a broader audience?

1. Describe activities this project will include concerning maritime heritage resources.
2. Describe strategies you will use to facilitate public connection and access to maritime heritage resources. In other words, explain how your education project meets the public outreach requirement.

**6.** **Team Members:** [Limit 600 words] Identify key people involved in this project (*e.g*., grant manager, project manager, instructor, lead carpenter, etc.). Describe qualifications and/or provide résumés (1–2-page limit).

**7.** **Partnerships:** [Limit 400 words] Describe beneficial partnerships in this project. Include letters of support, if you wish, defining specific partner commitments or matching funds.

**8.** **U.S. Secretary of Interior Standards:** If applicable to your project type, how will this project conform to and apply the *Secretary of the Interior’s Standards for Treatment of Historic Properties?*

# *Timeframe for Benchmark or Milestone Activities*

Provide a timeframe for benchmark or milestone activities necessary to achieve project goals and objectives under this grant. Address each major element of the project, and the amount of time estimated to complete it. *See example below and a form online you may use.*

Feb – April 2024: Execute grant agreement and hold initial planning meetings.

May – Aug 2024: Train staff and begin cataloging documents.

Sept – Dec 2024: Complete cataloging and interpretation of significant documents.

Jan – Mar 2025: Prepare slideshow and conduct outreach to educate the public on this project.

April –May 2025: Conduct public education component. Hold open house and public presentation.  
June 2025: Submit final narrative report, billing, and photos. Prepare to close the grant project.

# *Budget: Narrative and Table*

The maximum grant request for **Education** projects is $50,000. The minimum is $5,000. Provide both a budget narrative and a budget table. If grant project is part of a larger project, break out clearly from the larger project. Since this is a 1:1 matching reimbursable program, a grant request of $5,000 must display a total budget of at least $10,000. *See example of a Budget Table and blank form for use in Excel workbook labeled “Budget Form\_MaritimeHeritage Application.” Also answer narrative questions below.* <https://dnr.alaska.gov/parks/oha/maritime/amhpp.htm>

1. **Personal Services.** Describe who will perform critical activities. Include titles and probable tasks of the Grant Manager, Project Manager, and Project Team. Attach résumés of qualified professionals, maritime participants, or experts, if applicable.

2. **Travel.** Identify who will travel to achieve purposes of this project. Explain how many proposed trips, trip purpose, time involved, and destination.  
  
3. **Equipment**. Describe costs of any equipment needed and explain how it supports the project.  
  
4. **Supplies/Materials.** Describe types of materials and/or supplies required for this project, how they relate to the project, estimated quantities, etc.   
  
5. **Contractual Services.** Identify contractors to be used and their expected duties.  
  
6. **Construction.** Identify all proposed construction costs.  
  
7. **Other Direct Costs.** Describe costs which do not fall into one of these other categories and explain their purpose and relevance to this project.

# *Match: Sources, Types and Amounts*

This is a reimbursable grant, meaning that awarded funds must be matched and documented. List the Source, Type and Amount of Planned Match. **Note:**Other federal funds are not allowable as match. *See Excel workbook labeled “Budget Form Maritime Heritage Application.” Click purple tab for Match example.* <https://dnr.alaska.gov/parks/oha/maritime/amhpp.htm>

|  |  |  |
| --- | --- | --- |
| Source of Match | Type of Match: Volunteer Labor, Donated Materials, Cash | Amount |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  | Total Planned Match | $ |

# *Photos, Maps, Resumes, Links, and Other Material*

**Support Material:** Applications may include photographs site plans, maps, elevations, team résumés, or a list of links to video or other or other multimedia online sites to help reviewers understand the proposed project.

Support material may be prepared as separate documents, then batched together and submitted as one .pdf file. See limitations on each below. **DO NOT SUBMIT LARGE REFERENCE DOCUMENTS!** However, you may include a link to such, and identify page number(s), websites, or multimedia projects as applicable.

1. Photos [Limit 5]

2. Photo Log/Credit/Captions

3. Maps [Limit 2]

4. Résumés [Limit 5, 1-2 pages each]

5. Support Letters [Limit 3]

6. Optional Information-List of Links to Multimedia Projects

# *Letter of Owner Consent*

If applicable, please include a signed letter from the owner for work consenting to your project proposals and any work to be conducted on historic property. *See example.*

# *Conflict-of-Interest Statement*

Please sign and date the ***Conflict-of-Interest Statement*.** This form is found at the link below or may be requested from the Division of Parks & Outdoor Recreation. <https://dnr.alaska.gov/parks/oha/maritime/amhpp.htm>

# *Standard Federal Forms*

Please fill out Standard Form 424B: ***Assurances* *Non-Construction Programs*** or 424D: ***Assurances* *Construction Programs*.** These forms are found at the link below or may be requested from the Division of Parks & Outdoor Recreation. <https://dnr.alaska.gov/parks/oha/maritime/amhpp.htm>

# *National Environmental Policy Act and or Section 106, if applicable*

**NEPA and/or Section 106:** If your proposed project involves construction or ground disturbance, contact the State of Alaska Office of History and Archaeology (OHA) *prior to any construction or disturbance* to determine whether cultural or historical resources may be affected. Submit a copy of OHA’s written response (or proof that you initiated contact and are awaiting response) with this application. *See example for Section 106 review and further information at*  <http://dnr.alaska.gov/parks/oha/shpo/sec106.htm>