

Please note: This copy is for review and planning only. Grant applications must be submitted via the online grant portal. Applications will not be accepted by mail or email. Visit [www.indianahistory.org/grants](http://www.indianahistory.org/grants) for more information.

Indiana Historical Society  
Heritage Support Grant  
*Project Grant Application*  
(\$5,000 - \$50,000)

## Summary of Proposal

1. Organization mission:

### PROJECT OVERVIEW

2. Project title:
3. Total amount requested:
4. Project start date:
5. Project end date:

### PROJECT TEAM

6. Project manager name and title (person responsible for overseeing and reporting on the project):
7. Project manager contact info:
8. Name and title of person completing grant application (if different from project manager):
9. Project team members (staff and/or volunteers) and their qualifications:

### PROJECT NARRATIVE

10. **Project summary** - Provide an abstract or executive summary of your project. Include a brief statement about the need your organization has identified. Describe your proposed

solution and how your project will address the need you have identified. Explain the intended results of the project, who will benefit from these results and why.

11. **Institutional Readiness:** Provide evidence of your organization's capacity to successfully complete this project. Consider how your history, personnel, services, fundraising and other factors have contributed to past accomplishments and how they will affect this project. Include any assessment, training programs, or professional standards employed by your organization. (MAP, CAP, StEPs, Local History Services workshops, etc.)
12. List project co-sponsors and partners outside your organization, if applicable (100 words max)
13. How will you manage the funds if awarded?
14. Does the organization own the building(s) or site(s) for which you are requesting funding? If no, please explain.  
[check boxes or drop down: Yes or No].

*The following questions are for IHS data collection purposes so that we can better understand the fundraising capacity of the organizations we serve.*

15. How many grants has your organization applied for in the last fiscal year (excluding this Heritage Support Grant application)?
16. How much money has your organization received as a result of grant funding in the last fiscal year?
17. How much money has your organization raised from non-grant sources in the last fiscal year?
18. Did you receive money from other funding sources in the last fiscal year? Mark all that apply:

Membership  
Annual giving  
Special events  
Major gifts

Planned giving  
Local/state government support  
Other (please specify)

## Project Grant Full Proposal

- 1. Evidence of Need:** Expand on your statement of need. Consider the following questions: How was the need determined? What is the importance of this project to your organization and community? What might the consequences be if this need is not met? Include facts and evidence that support your assessment .
- 2. Project Logic:** Expand on your Project Summary. Provide a more detailed project narrative to further explain how your proposed solution will address the identified need. Explain your planned work and your intended results. Although not required, it is recommended that you refer to the HSG [logic model template](#) and [Project Logic slides](#) found on our [Resources page](#) for additional guidance.
- 3. Implementation:** Provide the timeline for implementation of your project. Include major milestones and who is responsible for completion of each task.
- 4. Evaluation:** Discuss how you will evaluate the success of your project. Explain the measurements you will track, evaluate and report to demonstrate your results.
- 5. Sustainability:** Describe how this project will contribute to the sustainability of your organization. Consider next steps and follow up projects, your organization's long-term goals and its ability to attract additional funders.
- 6. Budget Justification:** Explain each line item in your attached project budget and how the expense was calculated. (Please note that Heritage Support Grants will not fund general operating support including: rent or mortgage; utilities; insurance; and salaries, wages and/or benefits for permanent staff.)
- 7.** How will you go ahead with the project or a modified version if no or partial funding is awarded?
- 8.** A 15% cash match is required for grants of \$5,000 and greater. Please list potential, requested and/or committed funds. Please note: funds secured more than four months before the grant application deadline, in-kind donations, and cost-sharing do not qualify for the match.

### Attachments (all must be in pdf format, each file size not to exceed...)

- Annual operating budget (current fiscal year).

- Project budget (using the provided [budget template](#))
- Board list with affiliations
- Confirmation of 501(c)(3) status (tax exempt determination letter)
- Additional supporting documents such as contractor estimates, before photos, resumes or job descriptions, historic structure reports, etc.
- Up to 2 letters of support (optional)
- Any project-specific documents specifically requested by IHS in the Summary of Proposal acceptance letter