

NPRHA

THE GRANTS PROGRAM OF THE NORTHERN PACIFIC RAILWAY HISTORICAL ASSOCIATION

Announcement of Preservation Grants, Description of Application Process

The Northern Pacific Railway Historical Association “NPRHA” will award a limited number of grants in the areas of railway history and the preservation of railway heritage including structures, publications, research, outreach and educational projects. Grant requests for basic software and computer equipment are discouraged. The maximum individual award will be **\$5,000**. Applicants are restricted to one application annually and may be either individuals or organizations knowledgeable in Northern Pacific Railway (“NPR”) history and operations. Consideration may be given to material relating to historical affiliates of the NPR.

NPRHA grant awards (“Grants”) will be based upon the following criteria:

- The proposed project contributes to the preservation of, increases the general knowledge and understanding of, or promotes public interest in NPR history.
- Applicant must be: Public bodies, 501(c)(3) entities, or private individuals, but NOT for profit businesses.
 1. Public bodies such as cities, towns or other municipalities.
 2. Non-profit 501(c)(3) organizations such as museums, historical societies, preservation organizations, historic sites, libraries, archives, or other history organizations. (Proof of 501(c)(3) status is required)
 3. Entities or individuals that do not have 501(c)(3) status should seek fiscal sponsors as co-applicants who are public bodies, municipalities, municipal entities, or 501(c)(3) organizations whose missions are in keeping with the work the applicant proposes. These sponsors often include historical societies, preservation advocacy organizations, and church, youth, and civic organizations.

Note: Under limited circumstances when there is a compelling reason, the 501(c)(3) status can be waived. Applicants who do not have 501(c)(3) status and who cannot reasonably find a fiscal sponsor should state why that is the case.
- The proposed project does not duplicate work already underway or completed elsewhere.
- Grants are made only for specific work not yet undertaken at the time of the award.
- The applicant proposes a specific completion date and is able to complete the scope of the project as proposed. Urgency of the project, if any, should be clearly stated.
- The applicant has a plan to provide matching contributions of at least 50 percent of the total cost of the project. *See Terms and Conditions for the specifics of calculating the amount of the match.*
- Routine maintenance of already-restored assets is **not** eligible for NPRHA funding. Also **not eligible** for funding is maintenance or repair of an already-restored artifact that has deteriorated due to wear and tear through use, has not been adequately protected, or has reached the end of its service life. Any proposal for restoration should be accompanied by a statement of plans to maintain the restored item or building.
- Membership in the NPRHA or endorsement by (a) current NPRHA member(s) are not absolute requirements, but will be considered as a tie-breaker between two proposals of otherwise equal value.
- A previous award of an NPRHA Grant to the same applicant is not a consideration. However, any individual or organization which has received a Grant in two consecutive years is disqualified from applying for a period of one year following the second award.

NPRHA

THE GRANTS PROGRAM OF THE NORTHERN PACIFIC RAILWAY HISTORICAL ASSOCIATION

Grant requests **MUST** be submitted using the six-page NPRHA Expanded Application Form. Failure to do so **WILL DISQUALIFY** the application. The application format and process is available on our website (www.nprha.org) and **must be downloaded and emailed to: grants@nprha.org** Please condense the information regarding your project. It is essential that all pertinent information be included on the application form **within the spaces** on the pages provided.

Applicants for and Recipients of Grants are required to adhere to the Terms and Conditions enclosed with this Announcement.

Applications for Grants may be made at any time. Those received on or before March 1 of any year will be evaluated for that year. Those received after March 1 will be evaluated for the following year. If deemed appropriate or necessary, the person listed on Page 1 of the Application as Preparer may subsequently be asked, by the Grants Review Committee, for additional information regarding the Application. Grant decisions will be completed following the March 1 cut-off date and all Applicants will be advised of the final decisions prior to the Annual NPRHA Convention.

NPRHA

THE GRANTS PROGRAM OF THE NORTHERN PACIFIC RAILWAY HISTORICAL ASSOCIATION

Terms and Conditions

All applications will be reviewed by a committee appointed by the President of the NPRHA. The decision to make an award will be made by a vote of the NPRHA Board of Directors, and shall be considered final.

Recipient **shall secure** matching contributions of at least 50% of the **total** cost of the project, which may consist of any or all of:

- Contribution of the recipient's funds;
- Other grants and contributions raised by the recipient;
- Grants and contributions raised by other organizations with which the recipient has formal cooperation;
- Volunteer labor (valued at \$15 per hour) and mileage contributed by volunteer labor also counts for the match at the current IRS rate for donations to non-profits.
- Materials expended directly and specifically benefitting the project can be counted toward the match at a value equal to its retail price
- Example calculation – *NPRHA Grant (\$5,000) x 50% = Recipient Cash + Other Grants + Volunteer Labor valued at \$15 per hour + Retail Cost of Materials + Mileage of Volunteers at the current IRS rate for donations to a no-profit.*

Note: Under limited circumstance when there is a compelling reason, the matching funds requirement can be waived. Applicants who cannot secure matching funds should state why that is the case.

The NPRHA has no requirement that this Grant be repaid. However, recipients who receive **revenue** as a result of a project funded by an NPRHA grant are expected to return to NPRHA a significant portion of the grant received. Recipients who successfully complete a project which results in monetary improvement to the Grantee's net worth are expected to make a donation to the NPRHA Grants Program equivalent to 10% of that improvement, so that the NPRHA can fund additional worthwhile projects.

The **one exception** to the above is that, if the project is **terminated** for any reason prior to its completion, the NPRHA shall be notified **immediately**, and **any and all unused Grant funds shall be returned** to the NPRHA, along with a full accounting of the funds already expended.

Within one year of receiving funds from the NPRHA, recipients must provide a Final Report with the following information:

- A brief description of work completed;
- Photographs or electronic documentation of work completed, including before-and-after images to illustrate completion of physical projects;
- Brief accounting of funds received and disbursed, including only if requested, copies of receipts and evidence of expenditures;
- Brief accounting of volunteer labor expended and the dollar amount of other matching funds sources received for the project.
- If needed, a request for time extension can be made to the Grants Committee, identifying a reason for the extension and specifying a new completion date, no longer than two (2) years from the receipt of the original grant;
- No grant recipient will be qualified to apply for further NPRHA Grants until a Final Report is received and approved by the NPRHA Grants Committee;

Recipients acknowledge the right of representatives of the NPRHA to make on-site inspections of the work in progress and upon completion.

NPRHA

THE GRANTS PROGRAM OF THE NORTHERN PACIFIC RAILWAY HISTORICAL ASSOCIATION

Failure of the recipient to use the Grant funds for the purpose requested, or within one year of the schedule proposed, without the written prior approval of the NPRHA, shall constitute default. In the event of default, all unused grant funds shall be returned to the NPRHA immediately, and the recipient shall be barred from consideration for future grants under this program.

Grantees agree to acknowledge and list NPRHA financial support by conspicuously posting in exhibits, by mention in publications and by inclusion in promotional materials. Recipients further acknowledge the right of NPRHA to publicize its support of the project and to use project photographs, as available.

NPRHA

THE GRANTS PROGRAM OF THE NORTHERN PACIFIC RAILWAY HISTORICAL ASSOCIATION

Instructions for the Proper Completion of the Application Form

NOTE: Applicants are restricted to one application for one project annually, and no more than two in two consecutive years.

1. Grant requests **MUST** be submitted using the on-line NPRHA Application Form. Failure to do so will **DISQUALIFY** the application. No alteration may be made to the format of the application form. A **condensed copy** of the Application Form is attached below for your convenience in determining what information will be required on the Application.
2. Applications **must** be submitted on the **Expanded** Form provided on the website, **within the space provided in each entry section, and with a maximum of six pages.**
3. Parts **A** through **O** on the application **MUST** be answered - Incomplete applications **WILL BE DISQUALIFIED.**
4. The information regarding your project must be condensed so that all pertinent information is included on the six-page application form within the spaces provided, except for any additional information requested in Parts **D, K** and **M**, which may each be placed on a separate single page.
5. Photograph(s) of the artifact(s) that are the subject of the application **must** be attached. If photos are not included, an explanation for their absence must be provided. Other pictures and diagrams related to the proposed project may be attached. Concise descriptive literature about major items to be purchased should also be attached. Videos, booklets or other similar material should not be sent.
6. Adherence to the policies stated in the Grants Announcement (above) is required.
7. All grant applications and supporting materials including photographs must be received at the following email address by 11:59 p.m. PST, March 1st. **NO EXCEPTIONS WILL BE MADE!**
Send your Grant Application package to the following address:

grants@nprha.org
8. Be sure to include Contact Information for a member of your organization who can provide additional information, if it is found necessary.

All applications will be evaluated by the Grants Review Committee, whose members reside throughout the United States of America. Their selection recommendation(s) will be made to the NPRHA Board of Directors. Grant decisions will be announced on the website (www.nprha.org), "The Mainstreeter" magazine and via letters being mailed to each applicant as soon as the decisions become available.

NPRHA

THE GRANTS PROGRAM OF THE NORTHERN PACIFIC RAILWAY HISTORICAL ASSOCIATION

IMPORTANT NOTE: This is a Condensed Version of the Application Form – Use it for Information Purposes ONLY. The formal application **must** be submitted on the Expanded Version, and must NOT exceed six pages in length, except for the Appendices, as noted in Sections D, K, and M.

Reminder: Completed Applications MUST be received by the NPRHA by March 1st.

Name of Applying Organization (or Individual):

Address:

Website:

Employer Identification Number (EIN) – Required if a 501 (c)(3) organization:

Name of application preparer:

Title:

NPRHA member (Yes / No):

Day time telephone:

Evening Telephone:

E-mail address:

Fax number:

Grant amount requested (not to exceed \$5,000): \$

A. Purpose for which funds are requested:

B. Provide a detailed description of the project:

In the description, provide a detailed history of the item(s) or artifact(s) which are the subject of this proposal. The applicant should specify his/its ownership status with regard to any building or artifact, (rolling stock or other equipment) for which a grant is being sought. If this project is part of a larger project, briefly describe the scope of the larger project and the place of this project within it

C. Provide a brief description of how this project contributes to Northern Pacific History:

D. Cost and Budget Projections:

Submit the following information, appending separate lists of the cost of materials, cost of paid labor and the value of hours of volunteer labor at \$15/hour

Indicate projected specific use of NPRHA Grant funds in dollars totaling the amount of the grant being sought. If this project is part of a larger project, show cost and budget for this project, as well as a general budget for the larger project. (As requests for basic computer equipment and software are discouraged, applicants are urged to seek donations of hardware and software).

E. Schedule – Provide a Summary of significant project timeline(s) and a completion date:

F. List all grants received by applying organization within the last two years:

Include dollar amounts, grantors and projects.

G. Amount of funds currently raised for this project (exclusive of volunteer labor):

NPRHA

THE GRANTS PROGRAM OF THE NORTHERN PACIFIC RAILWAY HISTORICAL ASSOCIATION

- H. Amount of additional funds to be raised to complete this project (other than from NPRHA), indicating how the applicant plans to accomplish raising the funds:
- I. Matching Contributions:
1. Specify the ways in which matching funds are to be made (see Announcement of Grants with Terms and conditions), and verify that such contributions will constitute at least 50% of the cost of the project.
 2. Will the requested NPRHA grant result in the receipt of matching funds? If so, from what source and how much?
 3. Example calculation – NPRHA Grant (\$5,000) x 50% = Recipient Cash + Other Grants + Volunteer Labor valued at \$15 per hour + Retail Cost of Materials + Mileage of Volunteers at the current IRS rate for donations to a no-profit.
- J. Describe the applying organization's membership, its size and geographic area served:
1. Indicate how many members are active.
- K. Provide a detailed summary of all the applying organization's revenues and expenditures, by category, for each of the past two years:
This financial summary should clearly explain the organization's ability to maintain any restored asset in good condition. If necessary, attach financial statements as an appendix.
- L. Is this project expected to generate revenue, and if so, approximately how much, annually?
- M. Federal Tax Status:
1. Is the Applicant a Not-For-Profit organization? YES NO
 2. Does the organization currently have Federal Tax Exemption Status under Section 501© (3) of the Internal Revenue Code? YES NO.
If YES, submit a copy of the Determination Letter as an appendix.
- N. What is your plan for public acknowledgment of NPRHA financial support of this project:
- O. If the applicant is an individual, attach an endorsement letter in support of the project from the sponsor, who is a co-applicant on the project. See the Announcement section for clarification.
- P. Applicants for and recipients of NPRHA Grants are deemed to agree to the policies stated in the Announcement as well as the Terms and Conditions which are part of the application form.

NPRHA

THE GRANTS PROGRAM OF THE NORTHERN PACIFIC RAILWAY HISTORICAL ASSOCIATION

Q. Complete the NPRHA Grant Application Check-List by initialing each section indicating the applicant has included those items in the submittal.

Initials

The NPRHA Grant Application Check-List

- 2.NPRHA Grant Application – All sections completed; Header information plus sections A-P
- 3.Cost and Budget Appendix (Attached)
- 4. Financial Statement of the organization, revenues and expenses for past two years. (Attached)
- 5. If the organization is a non-profit, 501c3, attach determination letter (Attached)
- 6. **OR** If the applicant is an individual, attach an endorsement letter from a sponsor organization that is a non-profit or government entity, stating support for the project. (Attached)
- 7. Photographs and other visual aids showing the project with an explanation for each picture. (Attached)
- 8. The applicant has downloaded, read, understands and agrees with the “Announcement of Preservation Grants, description of the Application Process”, as well as the Terms and Conditions specified on the NPRHA.ORG website.
- 9. Finally, Complete the following section and submit the application before the dead-line

REMINDER: Completed Applications Must Be Received Not Later Than March 1st.

- Name of person preparing application:
- Title of person preparing application:
- Application filing date:

***** **The following is For Use by NPRHA Only*******

A completed NPRHA Grant Application was received on: _____

Received by: _____

Name & Signature of person receiving application