

NPRHA Preservation Grant Application Instructions

The Northern Pacific Railway Historical Association “NPRHA” will award a limited number of grants in the areas of Northern Pacific history and the preservation of railway heritage including structures, publications, research and educational projects. Grant requests for basic software and computer equipment are discouraged. The maximum award for any single request will be \$2,500. 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 also 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.
- 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 is able to complete the scope of the project as proposed within a reasonable time. 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. Proof of pledges, etc. should be included.
- 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.
- Applicants **must** be public bodies, 501(c)(3) entities, or private individuals.
- 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.

Grant requests **MUST** be prepared on a computer using the NPRHA Application Format. Failure use the computer format or submitting handwritten answers **WILL DISQUALIFY** your application. The application is in Microsoft Word format which is available from our website, www.nprha.org > *Research Library* > *Information Sources* > *NPRHA Preservation Grants*. Download the application format document, enter your answers after each question on the application, print three copies of completed application document and mail them to the address on the form.

Please condense the information regarding your project. It is essential that all pertinent information be included on the application form within the text limits indicated on each question. Applicants for Grants are required to agree with and adhere to the *Terms and Conditions* below. If deemed appropriate or necessary, the person listed on the Page 1 of the Application as Preparer may subsequently be asked, by the Grants Review Committee, for additional information regarding the Application.

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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.

Applicants are restricted to one application for one project annually.

Grant recipients shall sign a letter of agreement consenting to the Terms and Conditions listed herein.

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

- A 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 a formal cooperation.
- Volunteer labor contributed to the project valued at \$10 per hour.

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, any **unused grant funds shall be returned** to the NPRHA, along with a full accounting of the funds already spent.

Recipient should provide to the NPRHA, quarterly progress reports during the first week of each calendar quarter (January, March, July, and September), including:

- Description of progress made;
- Photographs of work in progress;
- Accounting of funds received and disbursed; and
- Accounting of volunteer labor expended.

On completion of the project, recipients must provide the NPRHA with a final report before July 1 of the year of completion including:

- Description of work completed;
- Photographs of work completed;
- Accounting of funds received and disbursed, including copies of receipts and evidence of expenditures; and
- Accounting of volunteer labor expended.

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

Failure of the recipient to use the grant funds for the purpose requested or within one year of the schedule proposed, without the written approval of the NPRHA, shall constitute default. In the event of default, all unused grant funds shall be returned to the NPRHA 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.

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Instructions for the Proper Completion of the Application Form

- Grant requests **MUST** be submitted using the on-line NPRHA Application format in Microsoft Word, available on our website, www.nprha.org > *Research Library* > *Information Sources* > *NPRHA Preservation Grants*. Failure to do so will **DISQUALIFY** the application. Please enter the answers to each question directly after the question in your submittal.
- All questions of the application **MUST** be answered - Incomplete applications **WILL BE DISQUALIFIED**. Each response to a question should be concise, but complete. In most cases, response should not run more than 250 words. Long, rambling responses will cause your application to be downgraded.
- Photograph(s) of the artifact(s) that are the subject of the application should 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.
- Adherence to the policies stated in the Instructions (above) is required.
- All grant applications and supporting materials including photographs must be received at the following address by 11:59 p.m. CST, **January 31 of each year**,. **NO EXCEPTIONS WILL BE MADE!**

Mail your Grant Application package to:

NPRHA Preservation Grant Program
c/o James C. Dick
1974 Hamline Avenue North
Roseville, MN 55113

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) by December 31, 2011, with letters mailed to each applicant from the previous year.