



# America250 in Idaho

## Grant Guidelines V.4

August 27, 2024

### Contents

- 1. Introduction, Mission, and Vision ..... 1
  - America250 in Idaho Mission: ..... 2
  - America250 in Idaho Vision: ..... 2
- 2. Eligible Entities ..... 2
- 3. Timeline and Grant Amounts ..... 2
  - Matching Funds Request ..... 2
  - Awardee Reporting Requirements ..... 3
  - Reimbursement Processing Requirements ..... 3
- 4. Projects ..... 3
  - Eligible Projects: ..... 3
- 5. Project Criteria ..... 5
- 6. Application Guidelines ..... 6
  - Application Process: ..... 7
- 7. Review and Evaluation ..... 7
  - Project Selection Rubric: ..... 7
- Appendix A: America250 in Idaho Focus Areas ..... 10

### 1. Introduction, Mission, and Vision

The Idaho State Historical Society (ISHS) oversees the management and execution of the America250 in Idaho Grant Program. The America250 in Idaho Grant Program intends to achieve the mission of the America250 in Idaho commemoration and ensure a legacy for future generations. Projects funded through this program provide a pathway to preserve and



pass down a wealth of historical, cultural, and natural heritage to inspire and educate those yet to come.

***America250 in Idaho Mission***

To advance the ideals of the American Revolution – equality, liberty, and justice – through meaningful community engagement and recognize, appreciate, and commemorate Idaho’s journey in America’s legacy.

***America250 in Idaho Vision***

To celebrate American history and the invaluable contributions of Idahoans to our region, nation, and world.

**2. Eligible Entities**

Idaho non-profit organizations 501(c)(3), tribal governments, and local governments as defined by Idaho Code Section 67-8002. State and federal agencies are not eligible to apply but may partner with an eligible organization. ISHS-affiliated sites (Franklin, Stricker, Pierce, Bishops’ House) are ineligible for these funds.

**3. Timeline and Grant Amounts**

Eligible entities may apply for the America250 in Idaho Grants between \$5,000 and \$25,000. The timeline below details the deadlines for the application, selection, disbursement, reporting, and completion stages.

<b>Timeline</b>	
Announce grants and launch of A250 website	7/3/2024
Application portal opens	8/26/2024
Application portal closes	9/30/2024
Awardees selected	10/15/2024
ISHS Board of Trustees approves awardees	11/1/2024
Grants awarded and 50% granted (contingent; see Reimbursement Processing Requirements below)	12/1/2024
Mid-year progress report and to-date reimbursement requests submitted to ISHS	6/30/2025
Final attestation report and invoice due to ISHS	3/31/2026
Final grant payments issued	5/1/2026

***Matching Funds Request***

Applicants must match 10% of the America250 in Idaho Grant amount requested. Eligible matching funds include cash donations, capital reserves, government funding, other revenue



or program income, and in-kind contributions. In-kind match may also include contributions from residents, donations of land, materials and equipment for the project, waiver of local fees and volunteer labor.

- The market value of general volunteer work is calculated at the current value for Idaho, \$30.12 per hour, as set by IndependentSector.org. Examples of general volunteer labor include writing exhibit label copy or administering a grant.
- Donation of professional services is calculated at the individual's actual rate of pay. Professional volunteer labor includes services performed by a licensed electrician or plumber.

#### *Awardee Reporting Requirements*

- Awardees must complete a mid-year progress report, final project attestation report, and invoice (templates to be provided by ISHS) by the published deadlines.
- Final project attestation report is due by the published deadline and is required before remaining grant funding is disbursed.

#### *Reimbursement Processing Requirements*

- Grantees shall be eligible to receive 50% of the grant funding upon award contingent on contractual obligations to meet application goals.
- The remaining 50% of the grant funding will be paid out after submitting all receipts, proof of payment, invoices, and project attestation reports.

## 4. Projects

### *Eligible Projects*

ISHS envisions a range of creative and impactful projects. Eligible projects include:

- Capital Investments that Support Interpretive Work, Sustainability, and Access
  - Examples may include physical improvements to sites for Americans with Disabilities Act (ADA) access, translation of content into Spanish or braille, audio content to accommodate deaf or hard-of-hearing visitors, and improved lighting for low-vision visitors in exhibit or library spaces.
- Historic Interpretation, Exhibitions, and Signage
  - Examples include design and construction of indoor/outdoor interpretive signs and kiosks, planning, and content creation for exhibitions (must comply, if appropriate, with city, county, state, and federal signage regulations, including environmental regulations). Exhibitions considered for inclusion must be installed for a minimum of



six months during the commemoration period and have plans to use content created for the exhibition for post-commemoration uses (i.e. educational, promotional, etc.,).

- Publications, Documentaries, and Educational Outreach
  - Examples include print and e-books, documentaries, or site trip/field trip guides to support education, educational materials, and resources. The content of these projects must align with the focus areas of the initiative.
- Cultural and Historic Preservation & Heritage Tourism
  - Examples include development of trails, or historic homesteads, language/cultural preservation projects, purchase of historic structures/buildings, and historic site preservation projects for resources that are National Register of Historic Places listed or eligible (must comply, if appropriate, with city, county, state, and/or federal regulations, including environmental regulations, and in accordance with the Secretary of the Interior's standards for history and historic preservation). Additionally, projects may include wayfinding signage for patrons to reach historic tourism destinations or projects that enhance the tourism potential of historic sites. Projects submitted under this category must address the important cultural or historic elements of place and/or architectural elements.
- Records, Artifacts, and Public Access Projects
  - Examples include projects to process and organize artifact and archival collections via systems and databases and develop finding aids and inventories to support public access. Projects may include physical rehousing of archival materials and artifacts, and the funds available here may support the purchase of supplies for these projects. Funds may support qualified contractors, consultants, or interns in completing these projects. Digitization projects may be considered if appropriate access to content exists and is sustainable.

### *Ineligible Projects*

The following projects will not be awarded:

- Cash Prizes;
- Deferred maintenance;
- Oral History Projects;
- Fundraising, developing board policies and procedures, supplies or equipment for administrative purposes;
- Promotional brochures or ephemera with content that will quickly become outdated;
- Funds to pay organizational personnel/staff, contractor/consultant overtime pay.
- Purchasing additions or new items for collections.
- Website maintenance and hosting cost;
- Long-term leasing of real property;
- No funding for retroactive projects;

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- Programs, events, workshops, forums, etc.;
- Grant funds cannot be used to pay ISHS fees, for example, microfilm duplication fees.

## 5. Project Criteria

ISHS will use the below criteria in the selection of awardees. Grant application narratives must address these two criteria.

- 1. Primary America250 in Idaho Criteria:** Projects must address the following primary criteria.
  - a. Connection to America250 in Idaho:** Projects should align to one or more of the focus areas of the America250 initiative in Idaho, and applications should demonstrate this alignment.<sup>1</sup>
    - i. Example: A capital investment project may align with the A250 in Idaho's focus area of economic impact; i.e., improving a facility ensures that the eligible entity can conduct business and have an economic impact in the community.*
    - ii. Example: A documentary or publication may align with the A250 in Idaho focus area of agricultural importance if the content touches on the state's agricultural industries.*
- 2. Secondary America250 in Idaho Criteria:** Projects must address one of the secondary criteria listed below:
  - a. Public Engagement or Visitation:** Projects should actively engage the public (either in the planning, conceptualization, execution, promotion, or use), encouraging participation, interaction, and a sense of ownership among Idaho residents. Applications should demonstrate how the projects will engage the public and how successful completion of said project will increase visitation of and/or engagement with the public.
  - b. Sustainability, Access, or Education:** Projects should have a lasting impact beyond the commemorative period, leaving a legacy for future generations. Project applications should describe the project's lasting impact in measurable

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<sup>1</sup> The focus areas of the America250 in Idaho initiative are historical significance, natural beauty, agricultural importance, cultural and ethnic heritage, outdoor recreation, and economic impact, and arts & humanities. Detailed descriptions of these focus areas are found in the appendix of this document and online at [www.america250.idaho.gov](http://www.america250.idaho.gov).



terms. If the project contains an educational component, applicants should address how the project will engage learners beyond the commemorative period.

## 6. Application Guidelines

Please be concise and specific in your application. ISHS will only use the information submitted in your application to make its award decision. Incomplete applications will not be considered. Complete applications must include the following:

### *Application Requirements*

1. Project Funding Application Cover Sheet
2. Copy of the Internal Revenue Service (IRS) tax-exempt letter and a Unique Entity Identifier (must have a [www.sam.gov](http://www.sam.gov) account)
3. Application Narrative (2,500-word limit, plus up to three letters of recommendation/support and quotes/estimates as necessary)
  - a. Section 1: Project Scope/Description, Timeline, and Budget Narrative/Template
    - i. In this section, provide a list of tasks and reasonable costs to complete the project. The Project Budget (template provided) should include all direct, grant administration, and contingency costs related to completing the scope of work and managing the grant. Your application should include clear calculations for each budget task and/or reference a contractor-provided bid or estimate. This section should also indicate the required 10% matching funds (cash or in-kind). ISHS encourages collaboration and partnerships among various stakeholders, and this section should address this point. If the applicant is not a tribe, but the project requires collaboration from a tribe or tribal member, letters noting that the applicant has contacted the tribe and secured stakeholder support before application submission are required. Applicants should demonstrate how collaboration within their project builds opportunities to foster statewide unity and respect.
    - ii. (1,000-word limit, plus quotes/estimates and budget template)
  - b. Section 2: Project Readiness
    - i. This section focuses on the critical need(s) and project readiness for beginning the project. (250-word limit)
  - c. Section 3: Project Criteria and Project Promotion
    - i. This section illustrates how the project addresses the primary and secondary grant criteria listed under Section 5 above. Additionally, this



section should demonstrate how you will promote the project, and how you envision branding it as part of the state’s America250 initiative. (750-word limit, plus up to three letters of support dated within the last year)

d. Section 4: Project Team:

- i. This section demonstrates the project team’s ability to successfully complete and manage the project. It must show how individuals are qualified to complete the tasks and work as the project outcomes require. Briefly describe similar projects or grants the applicant has completed or managed. List your project team members and include each person’s role, responsibilities, and qualifications for this project. (500-word limit plus one resume per project team member (optional))

**Application Process**

Eligible entities will submit applications via Amplifund, an online grant management platform.

**7. Review and Evaluation**

The ISHS will evaluate and select awardees based on the criteria listed under Section 5 and the application guidelines listed under Section 6. Evaluation is based upon the following rubric. Projects selected under this program will be eligible for promotion and marketing under the America250 in Idaho brand. Projects are subject to the America250 in Idaho branding terms and conditions. During the review process, ISHS may also consider the overall project budget and the geographic distribution of applicants when ranking and making final decisions.

**Project Selection Rubric**

Applicant name:				
<b>The applicant is eligible, and the application includes all required components.</b> <ul style="list-style-type: none"> <li>• Incomplete applications will not be considered.</li> </ul>	(yes/no) Notes:			
	High	Medium	Low	Total Points
<b>Project Scope, Timeline, and Budget (40 points):</b> <ul style="list-style-type: none"> <li>• Clarity and comprehensiveness of project scope and description.</li> <li>• Realistic and well-defined project timeline.</li> </ul>	(40-27 points) Notes:	(26-13 points) Notes:	(12-0 points) Notes:	





<ul style="list-style-type: none"> <li>Detailed and justified budget narrative and estimates/bids if justified.</li> <li>Inclusion of matching funds request per guidelines.</li> <li>Evidence of collaboration/partnership.</li> <li>Complete budget template.</li> </ul>				
<p><b>Project Readiness (10 points):</b></p> <ul style="list-style-type: none"> <li>Clear articulation of the critical need(s) driving the project, and how ready you are to begin work.</li> <li>Concise explanation of why the project is time sensitive.</li> </ul>	(10-8 points) Notes:	(7-4 points) Notes:	(3-0 points) Notes:	
<p><b>Project Criteria and Project Promotion (25 points):</b></p> <ul style="list-style-type: none"> <li>Primary Criteria #1: <ul style="list-style-type: none"> <li>Demonstrate how the project aligns with grant criteria and America250 in the Idaho initiative and focus areas.</li> </ul> </li> <li>Secondary Criteria #2: <ul style="list-style-type: none"> <li>Plan for public engagement/participation.</li> <li>Consideration of project sustainability/impact.</li> </ul> </li> <li>Effective strategies outlined for project promotion.</li> <li>Coherent vision for branding the project as part of the America250 initiative.</li> </ul>	(25-18 points) Notes:	(17-9 points) Notes:	(8-0 points) Notes:	
<p><b>Project Team (15 points):</b></p> <ul style="list-style-type: none"> <li>Evidence of the project team's qualifications and experience.</li> <li>Description of relevant past projects or grants managed by the applicant.</li> <li>Clear delineation of roles and responsibilities of each team member.</li> </ul>	(10-11 points) Notes:	(10-6 points) Notes:	(5-0 points) Notes:	





<ul style="list-style-type: none"> <li>Evidence of commitment from contractors required for initial payments upon award.</li> </ul>				
<b>Overall Clarity and Compliance (10 points):</b> <ul style="list-style-type: none"> <li>Clarity, organization, and coherence of the entire application.</li> <li>Adherence to specified page limits for each section.</li> <li>Compliance with all application requirements and guidelines.</li> </ul>	(10-8 points) Notes:	(7-4 points) Notes:	(3-0 points) Notes:	
<b>Total points given:</b>				/100



## Appendix A: America250 in Idaho Focus Areas

### *Historical Significance*

America's rich history, with a special emphasis on the American Revolution, should be celebrated during this milestone anniversary. From the Native American tribes that inhabited what would become the United States to those individuals who fought for America's founding during the Revolutionary War to the intrepid explorers and pioneers who settled the American West and Idaho, to the entrepreneurs across all industries, and the philanthropists, educators, and leaders who have shaped the Gem State since it joined the Union in 1890, Idaho's history is intertwined with the story of America's growth. Highlighting Idaho's historical milestones and those of the broader United States would deepen our understanding of the challenges and triumphs that shaped our nation.

### *Natural Beauty*

Idaho is blessed with some of the most breathtaking landscapes in the United States, including beautiful mountain peaks, pristine alpine lakes, stunning waterfalls, expansive wilderness areas, and national monuments. Idaho's natural wonders captivate visitors and residents alike. The America250 in Idaho commemoration would celebrate the state's remarkable scenery, encourage outdoor recreation, and raise awareness of the importance of preserving our great outdoors.

### *Agricultural Importance*

Idaho is a leader in American agriculture. Though famous for our Grown in Idaho® Potatoes, the state's agricultural products span multiple industries. Idaho farmers, ranchers, and producers contribute substantially to the nation's economy through wheat, barley, sugar beets, hops, onions, beef, sheep, wine, dairy, and other agricultural products. Recognizing Idaho's agricultural significance during the 250th anniversary would acknowledge the state's role in feeding America.

### *Traditions and Heritage*

Idaho has long been home to Native American tribes and the descendants of European, Hispanic, Basque, African American, and Asian American immigrants. The America250 in Idaho commemoration will recognize the positive contributions of these communities to Idaho and its people.

### *Economic Impact*

Idaho is a leader in economic momentum, driving innovation, job creation, and financial security. The state's industries, including agriculture, manufacturing, technology, and tourism, play a significant role in America's prosperity. Celebrating Idaho during America's 250th

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anniversary will highlight our economic strength, attracting investment, opportunity, and continued business development.

*Education, Arts, and Humanities*

Idaho's past and present are a mosaic representing artistic expression and the vast array of human experience. By developing educational programming and supporting the arts and humanities, we will empower Idahoans' hearts and minds and encourage critical thinking for learners of all ages.