



GREAT BASIN HERITAGE AREA PARTNERSHIP

P.O. Box 78; Baker, Nevada 89311; www.greatbasinheritage.org
(775) 234-7171; info@greatbasinheritage.org



2017 Grant Guidelines

Introduction

The Great Basin National Heritage Area (GBNHA) was designated by Congress in 2006 in recognition of the region's classic western landscape which is rich in natural and cultural resources. The features of the GBNHA include long natural vistas, high desert valleys, mountain ranges, ranches, mines, tribal communities, living cultural traditions of diverse nationalities, religious settlements, desert-adapted plants and animals, unique geologic features, prehistoric archaeological sites, and exceptionally dark night skies. Much of the GBNHA is public land, including vast tracks administered by the Bureau of Land Management and U.S. Forest Service as well as Great Basin National Park. The heritage area also includes two National Historic Landmarks: the Topaz World War II Japanese Internment Camp (Delta, UT) and the Nevada Northern Railway (Ely, NV).

The Great Basin Heritage Area Partnership (Partnership), a 501 (c) 3 non-profit organization, was named by Congress as the GBNHA coordinating entity. Our mission is "to develop and enable partnerships to help identify, research and evaluate, conserve, protect, interpret and promote the archaeological, historical, cultural, natural, scenic, and recreational resources of the Great Basin National Heritage Area in a way that enhances economic opportunity without managing or regulating land use. The GBNHA Management Plan was approved in 2013 and establishes a framework for achieving this mission. We encourage applicants to read the Management Plan prior to applying for a GBHAP grant. The Management Plan is available on our website: www.greatbasinheritage.org.

Goals of the Grant Program

The Great Basin Heritage Area Partnership offers grants for innovative projects that will help accomplish the goals and objectives defined in the GBNHA Management Plan. These goals are detailed below. The grant program is designed to provide strategic investments in heritage sites, events, programs, materials and other projects of cultural, educational and recreational value in Millard County, Utah; White Pine County, Nevada; and adjacent tribal lands. The federal funds for this program are provided to the Partnership through the National Park Service and require a 1:1 match. Please see "Matching Funds" on page 3 for details.

What We Fund

GBHAP funds projects that contribute to our mission of protecting and promoting the unique natural and cultural heritage of the Great Basin National Heritage Area. Details on eligible projects, the five grant categories, and allowable expenses are described on the following pages.

Who May Apply

Allowable applicants may include non-profit organizations, private organizations, local or regional government entities, federally recognized Indian tribes, or individuals. Collaboration and partnerships are encouraged. The applicant must have sufficient capacity to manage the project to completion. Applicants who have previously received grants from the Partnership are eligible only if they have followed all applicable regulations and specifics agreed to in the Grant Contract.

Eligible Projects

To be eligible for funding, projects must further one or more goals of the GBNHA, listed below. Projects that address two or more goals will be given higher consideration. Projects that incorporate the primary interpretive themes of the Great Basin National Heritage Area (see appendix) are highly encouraged.

Heritage Resource Conservation and Enhancement

- Enable research to ensure identification, information development and recognition of all of the region's significant heritage features.
- Conserve, preserve, and enhance the heritage resources of the GBNHA
- Advocate for sustainable facility and land use, open space and view shed preservation, and careful resource development related to the GBNHA's cultural and natural landscapes.

Education and Interpretation

- Establish a consistent, area-wide framework for the interpretation of the GBNHA's resources.
- Connect heritage sites and resources through interpretive themes and products.
- Support educational and research initiatives that teach the public about the GBNHA's heritage.
- Support heritage education and interpretation by strengthening constituent heritage partners.

Heritage Tourism and Recreation

- Use a distinct visual image and identity in the design of heritage area products such as informational materials, signage, and interpretive exhibits.
- Develop physical and programmatic linkages between heritage area destinations to assist visitors in experiencing the GBNHA's diverse natural and cultural resources.
- Promote awareness of and increase visitation in the GBNHA through public relations and marketing programs.
- Foster and promote recreational opportunities within the GBNHA.

Community Revitalization

- Conserve and use heritage resources to foster sustainable economic activity in traditional centers.
- Promote entrepreneurial activity and small business development related to GBNHA heritage resources.

Partnership Development

- Assure GBHAP remains a strong and vital coordinating or managing entity.
- Facilitate funding, planning and technical assistance, to heritage feature owners, managers and operators in order to bind partners together with each other and the coordinating entity.

Projects should also exemplify the following Principles of Implementation:

- Encourage collaboration and leverage resources of multiple parties to achieve Great Basin National Heritage Area goals.
- Address sites or resources that are regionally or nationally significant, especially those in immediate danger of being lost or destroyed.

- Respect the carrying capacity and authenticity of heritage resources.
- Exhibit a high degree of quality including high standards for planning and design.
- Show strong potential for sustainability and the capacity to manage after completion.
- Establish realistic and clearly defined outcomes [see “SMART Goals” in Appendix].
- Can be completed in a timely manner.
- Include evaluation criteria to measure success of stated goals.

Grant Categories

Tonia Harvey Research Grants

- Requests from \$500 to \$5,000 will be considered.
- Funds are to be used for costs related to research or field studies pertaining to the cultural and natural resources of the Great Basin National Heritage Area as described in the Management Plan (greatbasinheritage.org/management-plan-great-basin-national-heritage-area).
- Funds must be used within one year of award.

Transportation Grants

- Requests of \$250 to \$1,500 will be considered.
- Funds are to be used for transportation costs related to educational field trips to or within the Great Basin National Heritage Area only.
- Applications must be submitted four weeks before requested funding is spent.
- Funds must be used within nine months of award.

Quick Grants

- Requests of \$250 - \$1,500 will be considered.
- Please see “Eligible Projects” and “Allowable Costs” for what funds can be used for.
- Applications must be submitted four weeks before requested funding is spent.
- Funds must be used within one year of award.

Small Grants

- Requests of \$1,500 - \$5,000 will be considered.
- Please see “Eligible Projects” and “Allowable Costs” for what funds can be used for.
- Application due date to be announced
- Projects must be completed within one year of the award.

Large Grants

- Requests of \$5,001 - \$20,000 will be considered
- Please see “Eligible Projects” and “Allowable Costs” for what funds can be used for.
- Application due date to be announced
- Requires minimum cash match as follows:
 - \$5,001 - \$9,999 20% Cash Match
 - \$10,000 - \$14,999 30% Cash Match
 - \$15,000 - \$20,000 40% Cash Match

Example: A \$10,000 grant would require a minimum \$3,000 cash match, balance of match could be in-kind. Greater than 1:1 match is encouraged.
- Projects (or funded phase) must be completed within two years of award
- A progress report will be required every six months for longer projects
- May include research project if it supports other goals of GBNHA as well

Allowable Costs

Allowable project costs include site improvements, technical assistance, programs, events, presentations, publications, research and field work. Grant funds may be used to cover project costs that are necessary and reasonable for the accomplishment of project objectives. Such costs may include contracted professional services, materials, equipment rental or repair, supplies, and travel.

The following expenses will NOT be funded: Overhead, general administrative costs, salaries, tuition, benefits, cash awards to employees or contest winners, routine repair and maintenance, food, beverages, or contingency funds. Grant funds may NOT be used to acquire real property or an interest in real property.

IMPORTANT: Applicants should NOT begin work on any project for which funds are being requested until AFTER the grant contract is signed by GBHAP and the Grantee. Incurring expenses that are to be paid by the grant prior to the contract being signed will jeopardize funding. Grant funds will be provided on a reimbursable basis. Disbursements will be made upon request of payment accompanied by a progress report, documentation of paid expenses (receipts, invoices, etc.), copies of acknowledgement of funding letters to elected officials, and documentation of matching contributions.

Matching Funds

GBNHA grant funds require a minimum 1:1 match. Match may consist of cash, in-kind services, materials, or volunteer hours. Proposed match must be detailed in the project budget included with the application. Large Grants require that a portion of the match be cash (see scale included with Large Grant description). Priority will be given to projects that exceed the minimum 1:1 match and utilize significant cash match.

Matching funds must come from non-federal sources. **IMPORTANT:** Many state grant funds are derived from federal sources. If you are planning on utilizing a state funding source as match, please verify with the agency or organization that the funds are not federal. For example, grants from the Utah Humanities Council utilize federal funds, so cannot be used to match GBHAP grants.

In-kind matches must be directly attributable to the project. Personnel time for employees, volunteers, and consultants as well as contributions of services, materials and supplies must be documented. Overhead costs cannot be counted as match.

Documentation must be submitted to GBNHA prior to any reimbursements being made.

Grantee Responsibilities

1. Grantee will be required to sign a Grant Contract with GBHAP detailing the specifics of the grant. Each Grant Contract will be unique as it will include project specifics.
2. Grantee will NOT begin work or make purchases for grant-funded portions of any project until AFTER an official Grant Contract has been signed by GBHAP and the grantee.
3. Proposed budgets must be adhered to. Grantee may reallocate up to 10% of the total funding among sub-categories. More substantial changes must be submitted to GBHAP for approval before they are incurred. Failure to do so may affect reimbursement.
4. GBHAP grants are made with federal funds and therefore must follow all applicable federal laws. *Failure to follow any applicable federal regulations may result in project funds being withheld.* A list

of federal laws and regulations that frequently apply to projects we fund is in the appendix. Additional regulations may also apply. Once a grant is awarded, GBHAP staff will work with the grantee to determine what laws and regulations apply to the project. These will be listed in the grant contract.

5. Grantee must provide proof of insurance as applicable. Specifics on insurance requirements will be listed in the Grant Contract.
6. Grantee must acknowledge GBHAP funding in printed materials, exhibits, signage, etc. and verbally recognize GBHAP at events utilizing GBHAP funds.
7. Grantee must allow inspection of program records by GBHAP staff and authorized federal agencies. Grantee must be willing to work closely with GBHAP staff and to ensure contracts are being followed, regulations are adhered to, and projects remain on schedule.
8. Grantee is required to submit fiscal and final performance reports for the project and program activities as specified in each grant contract. Progress reports may be required for long, complex projects.
9. Grantee may be required to supply GBHAP with products related to the project, such as research findings for a research project. Requirements will be specified in the grant contract.
10. If the contract requirements are not satisfied by the date listed on the contract and an extension is not requested and granted, the agreement will expire and fund reimbursement will not be made. Extensions must be requested at least 90 days before contract expiration.
11. All grantees are required to thank their federal elected officials via US mail or email for supporting the Great Basin National Heritage Area / Great Basin Heritage Area Partnership, and to provide a brief description of how the grant funding was used. Grantees must also submit copies of these letters to the GBHAP with their reimbursement request. Reimbursement will not be made without them.

Application Requirements

Please submit a completed application form via email to grants@greatbasinheritage.org by 5:00 p.m. Pacific Time on the application due date. Mailed or hand-delivered applications must be *received* by this deadline. All supplementary documentation, such as letters of support for your project, must be received by the deadline. Each grant category has a separate application form: please use the correct form. Do not staple or bind your materials except with a paper clip or binder clip. Incomplete applications will not receive consideration. Note: GBHAP staff reserves the right to request additional information during the review process.

Staff is available to assist you with the application process. We can be reached at 775-234-7171 or grants@greatbasinheritage.org. Learn more about GBHAP at www.greatbasinheritage.org.

Conflicts of Interest

The grant program will be administered to avoid any potential conflicts of interest. Any member of the Grants Committee or GBHAP Board of Directors will abstain from any discussion, deliberation or voting on projects which he or she is connected to through employment, elected office, family relationship, or financial interest.

APPENDIX

Applicable Laws & Regulations

Grantees must also comply with all applicable federal laws, including but not limited to:

- Section 106 of the Historic Preservation Act
 - www.achp.gov/106summary.html
- Native American Graves Protection and Repatriation Act
 - www.nps.gov/nagpra/mandates/index.htm
- National Environmental Policy Act
 - www.epa.gov/compliance/nepa
- Americans with Disabilities Act
 - www.ADA.gov

Additional federal regulations that may apply to your project include:

- Title IV of the Civil Rights Act of 1964
 - www.justice.gov/crt/about/cor/coord/titlevi.php
- Title IX of the Education Amendments of 1972
 - www.justice.gov/crt/about/cor/coord/titleix.php
- The Age Discrimination Act of 1975
 - www.dol.gov/dol/topic/discrimination/agedisc.htm
- Section 504 of the Rehabilitation Act of 1973
 - www.hhs.gov/ocr/civilrights/resources/factsheets/504.pdf
- Fair Labor Standards Act
 - <http://www.dol.gov/whd/flsa/>

The Office of Management and Budget (OMB) promulgates “circulars” which specify things like cost principles and audit requirements for different organizations. All OMB circulars are available on OMB’s website: www.whitehouse.gov/omb.

States, local governments, and Indian Tribes

- OMB A-87 for cost principles
- OMB A-102 for administrative requirements
- OMB A-133 for audit requirements

Educational Institutions (even if part of a State or local government)

- 2 CFR, Part 220, OMB A-21 for cost principles
- 2CFR, Part 215, OMB A-110 for administrative requirements
- OMB A-133 for audit requirements

Non-profit organizations

- 2 CFR, Part 230, OMB A-122 for cost principles
- 2 CFR, Part 215, OMB A-110 for administrative requirements
- OMB A-133 for audit requirements

Primary Interpretive Themes

Enhanced interpretation of the GBNHA's people and resources is an integral part of the Management Plan and is interwoven throughout the plan strategies. The Plan establishes four broad, unifying interpretive themes/ messages to link and inform the rich and diverse stories told by individual sites and attractions throughout the Great Basin National Heritage Area. These themes are:

1. The Great Basin is anything but empty. On a map the Great Basin looks large and sparsely populated, but there is life everywhere within this region. Stories that focus on the complex web of life that exists here through adaptations to the conditions will be used to communicate and reinforce this concept. This concept leads into the next one, which focuses on the fact that the conditions dictated by the physiographic region and climate make the Great Basin a place only for the hardy and persistent.

2. The Great Basin is not great for everyone or everything, but it is great for some. Stories of the plants, wildlife and humans that have not only survived, but are tied to this place as well as stories of those that have come and gone will support this concept. The stories associated with *Religion & Seclusion, Visionaries and Freedom* also support this idea. In order for visitors to fully grasp this story it will be important to communicate the essence of the conditions for living in the Great Basin.

3. Patterns of life in the Great Basin are all integrally linked to each other and dictated by the Great Basin. *Seasonal Migration* – Plants, Animals and Early Human Inhabitants and *Economic Migration* – Minerals, Industries, and Transportation will be key stories linked to this concept, but the story of *The Formation of the Great Basin* leading up to current conditions will be key background so people can understand why and where the migrations took place and continue to occur. Water as the ultimate limiting factor in this environment will also be key to understanding what lives here and what does not.

4. Limited resources, especially water, are a continual cause of conflict and change in the Great Basin. Actually a part of the previous concept – that all patterns of life are dictated by the Great Basin –it is important in explaining a significant part of the cultural history of this area.

These four themes provide the framework within which a multiplicity of secondary themes and sub-themes (as indicated by the examples in italic above) can be developed to articulate and connect the stories of heritage resources throughout the Great Basin.

Creating S.M.A.R.T. Goals

Specific: A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six “W” questions:

- Who: Who is involved?
- What: What do I want to accomplish?
- Where: Identify a location.
- When: Establish a time frame.
- Which: Identify requirements and constraints.
- Why: Specific reasons, purpose or benefits of accomplishing the goal.

Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set.

When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal. To determine if your goal is measurable, ask questions such as.....

- How much? How many?
- How will I know when it is accomplished?

Attainable – When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

Realistic- To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress.

A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

Timely – A goal should be grounded within a time frame. With no time frame tied to it there’s no sense of urgency. If you want to climb a mountain, when do you want to climb it by? “Someday” won’t work. But if you anchor it within a timeframe, “by May 1st”, then you’ve set your unconscious mind into motion to begin working on the goal. Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

T can also stand for Tangible – A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing.

When your goal is tangible you have a better chance of making it specific and measurable and thus attainable.