

California Council for the Promotion of History  
**Mini-Grant Program**  
**2008-2009 Application Instructions**

Copies of this form available online: <http://www.csus.edu/org/ccph/Mini-grants/>

## I. Background

The purpose of the California Council for the Promotion of History is to foster the preservation, documentation, interpretation and management of California's historical resources. The purposes of the Mini-Grant Program of the California Council for the Promotion of History are to:

- Promote quality history experiences for all Californians through such programs/projects as exhibitions, educational activities, publications and other appropriate projects;
- Further the purposes of the CCPH by making small but meaningful grants to heritage organizations throughout California;
- Promote continual development of high standards of historical research, presentation and preservation among California heritage organizations;
- Promote professional practices among California's heritage organizations in all aspects of operation.

## II. Eligibility

Applicants must be California nonprofit organizations or agencies of state, county or local government. Applicants must contribute a significant portion of the total project cost, either in cash or in in-kind volunteer time and materials.

Organizations awarded grant funds in a previous granting cycle must submit the written report on the previous year's grant before applying in the current grant cycle.

CCPH Mini-grants **do not** fund:

- Purchase of equipment
- Scholarships
- Awards to individuals
- Receptions, per diems, meals
- Long-distance trips
- Projects (or elements of projects) substantially completed before the anticipated date of the grant award
- Membership solicitations and members programs
- Fundraising activities

### **III. 2008-2009 Granting Cycle**

Application packets are available after January 1, 2009. Applications must be **postmarked** no later than **Monday, March 9, 2009**, to be considered. Awards will be announced in June 2009, and checks will be mailed after July 1, 2009.

### **IV. Typical grant amount**

Typical awards will range from \$250 to \$500; the maximum award possible is \$750.

### **V. Preparing a successful application**

In larger projects, identify a specific component for CCPH funding which corresponds to the goals of CCPH and the purposes of the mini-grant program. Be sure the component is clearly identified in both the narrative and project budget.

Demonstrate organizational and community support by identifying significant local contributions (cash, volunteer time, in-kind services/materials) to the total project costs.

Projects demonstrating high standards of historical research, presentation and preservation normally involve a combination of historians with knowledge of subject matter (i.e. local history), professional standards and appropriate experience.

### **VI. Application Review**

The Grants Review Committee appointed by the California Council for the Promotion of History Board will review applications. Committee members have been chosen to represent geographic diversity.

#### **The following criteria are used in evaluating grant applications:**

**RELEVANCE** - Is the proposed project appropriate for CCPH funding? Does the project further the purposes of CCPH and its mini-grant program?

**SIGNIFICANCE** - Is the project focused on legitimate historic themes, events or subject matter?

**QUALITY** - Does the project embody or promote the development of high standards and greater awareness of history for the community?

**MANAGEMENT** - Does the project show careful planning; does the organization have the management capabilities to successfully carry out the project?

## VII. Grant Awards

The full CCPH Board upon recommendation of the Grants Review Committee will approve awards. Awards will be announced in June 2009, and funding will be available after July 1.

A signed **contractual agreement and assurance of compliance** form, attached, must be on file before grant funds will be released to recipients of a mini-grant award. It is the responsibility of the grantee to administer the funds. Upon request, a written description of your accounting system must be furnished.

A **brief report**, in letter form, must be sent to the California Council for the Promotion of History at the end of the project, describing how the grant assisted with the project. This report must be on file in the CCPH office before your organization may apply in succeeding years. **CCPH also requires that you submit a brief article (200-500 words) for the newsletter.**

## VIII. Application Instructions

1. Answer all questions only in the space provided.
2. Double check all figures.
3. All sections of the application (including budgets) must be typewritten.
4. Submit three (3) copies of the application packet. Be certain the application is assembled in the following order:
  - A. Completed application
  - B. Itemized **project** budget
  - C. Itemized **organizational** budget for current fiscal year
  - D. Proof of non-profit status
  - E. No more than three examples of publicity or program materials from previous projects (if an example is a monograph, only one copy is necessary)

Mail applications to:

Meta Bunse  
CCPH Mini-Grants Committee Chair  
c/o JRP Historical Consulting, LLC  
1490 Drew Ave, Ste 110  
Davis CA 95618

Questions? Email [mbunse@jrphistorical.com](mailto:mbunse@jrphistorical.com)

Copies of application: <http://www.csus.edu/org/ccph/Mini-grants/>

California Council for the Promotion of History  
**Mini-Grant Program**  
**2008-2009 Application Form**

Applications postmarked after March 10, 2009, will not be accepted.

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Project Director: \_\_\_\_\_

**I. SUMMARY OF THE PROJECT FOR WHICH YOU ARE REQUESTING FUNDS**

PROJECT TITLE: \_\_\_\_\_

AMOUNT REQUESTED: \$ \_\_\_\_\_

A. Briefly describe the project:

ESTIMATE OF AUDIENCE CURRENTLY SERVED: \_\_\_\_\_

TOTAL ORGANIZATIONAL BUDGET/CURRENT FISCAL YEAR: \$ \_\_\_\_\_

## II. PROJECT FOR WHICH YOU ARE REQUESTING FUNDS

A. Amount requested: \$ \_\_\_\_\_

B. Describe how the amount requested will be spent:

C. List the goals of the project:

D. Provide a brief timeline for the project:

E. Project Personnel:

1. Who is the Project Director and what are his/her qualifications? Is this a paid or volunteer position?

2. Name the historians who will participate, their qualifications, and their specific role in the project.

3. Describe community participation in the project. (Volunteer time, cash and in-kind contributions).

F. Describe the audience and/or participants served by this project. Be specific about geography, demographics (ethnic or special populations), and anticipated numbers served:

G. Project Budget Summary

Proposed Total Cost: \$ \_\_\_\_\_

Applicant Cash Contribution: \$ \_\_\_\_\_

Applicant In-Kind contribution: \$ \_\_\_\_\_

Other Contributions (total): \$ \_\_\_\_\_

Amount Requested from CCPH \$ \_\_\_\_\_

**III. ORGANIZATION DESCRIPTION**

A. Describe the purpose and goals of your organization. What is your organizational structure?

B. Briefly describe your overall program. What activities/programs does your organization provide?

C. Explain how receipt of this grant will assist you in meeting your organization's goals.

**IV. Attach the following items to this application:**

- A. Itemized **project** budget
- B. Itemized **organizational** budget for current fiscal year
- C. Proof of nonprofit status
- D. No more than three examples of publicity or program materials from previous projects (if a monograph is included, please send only one copy)

**V. Mail three (3) copies of the application packet to:**

Meta Bunse  
CCPH Mini-Grants Committee Chair  
c/o JRP Historical Consulting, LLC  
1490 Drew Ave, Ste 110  
Davis CA 95618

**ASSURANCE OF COMPLIANCE FORM**

\_\_\_\_\_ assures  
(Applicant Organization)

the granting agent, the California Council for the Promotion of History, that we will comply with all guidelines set forth in the application form. Further, we agree that the following statement must appear on all promotional and printed material published in connection with the program:

(Partial) Support for this project was provided by the California Council for the Promotion of History.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Project Director)

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_