NSDAR HISTORIC PRESERVATION GRANTS

APPLICANT’S SUBMISSION CHECKLIST

This checklist is provided as a guide for the applicant, but is not to be submitted with the application.

Submission

Four sets of completed applications, typed or computer generated, on 8.5” x 11” paper without binder or special covering, with required attachments submitted by a IRS recognized public charity 501(c)(3) entity, and postmarked on or before December 31.

Arrange application packet as follows:

Page One: DAR chapter or state society sponsorship letter (not to exceed one page) on letterhead, signed by the Regent, with complete contact information including email.

Page Two: IRS determination letter, first page only (do not include signature page). If the applicant is a DAR chapter or state society, this letter is not included.

Page Three: Part I – Cover Page (only)

Pages Four through Nine: Parts II-V, including photos

Page Ten: Project Manager’s resume (not to exceed one page)

Part I – Cover Page

Organization, grant writer and principal officer’s full contact information

Project information

Total cost of the project

Amount of grant funding requested (Secured funds are required to complete the total project, less the amount of the grant)

Name of the DAR chapter of state society sponsoring grant application

Has organization previously received a DAR Special Projects or Historic Preservation Grant?

Part II – Community & Organization Information

Information about the community served by the organization

General information about the organization

Organization’s financial information

Part III – Application

Detailed project description explaining what the project will encompass

Description of phases

Description of project need, urgency and benefit to the community

Information on project manager and professional consultants

Description of proposed DAR involvement and recognition
Part IV – Budget, In-kind and Timeline

Detailed project budget, including a listing of all eligible budget expenses.
Secured funds to complete the total project, less the grant requested amount, but indicating a 1:1 match of grant request.
List, separate from the budget, all pertinent in-kind contributions to complete the project. Administrative expenses and in-kind contributions may not be included in the project budget or project total.
Project timeline (must not be started before May 1 of the year following the submission of the grant application and must be completed within one year following notification of awarding of grant.)

Part V – Signature

Signature, date, printed name, title, phone and email of person authorized to submit the grant application (Board Chair, Executive Director, President)