CLG GRANT APPLICATION CHECKLIST

Include checklist in application package. Include documents in order listed below.
Items in **bold** are available on OHP's **CLG Grants Program** Website at
www.ohp.parks.ca.gov/default.asp?page_id=24493

_____ **CLG GRANT APPLICATION (Including narrative)**

_____ Copy of Preservation Element, if available

_____ Applicable Maps and Estimated Acreage (see Application Form) for Survey Projects

_____ Applicable Maps, Photographs, and Significance Statement for NR Projects

_____ Resumes of Key Personnel and/or Volunteers who will work on Project

_____ **PROFESSIONAL QUALIFICATIONS FORM FOR KEY PERSONNEL**

_____ **CERTIFICATION OF PROFESSIONALISM AND CONFORMANCE**

_____ **ASSURANCES – NON-CONSTRUCTION PROGRAMS CERTIFICATION**

CLG GRANT APPLICATION
FISCAL YEAR 2014-2015

CLG APPLICANT: _____County: _____

Contact Person	Responsible for PROGRAM Management	Responsible for FISCAL management
Name Title		
Address		
Phone		
FAX		
EMAIL		

LEGISLATIVE REPRESENTATIVES

	State Senator	State Assembly	U. S Representative
Name			
District			
Address			

Federal $ Requested _____ ☐ **Narrative Attached**

TYPE of PROJECT:

☐ Archeological Preservation Plan   ☐ Design Guidelines

☐ General Plan Historic Preservation Element   ☐ Ordinance Revision
☐ Historic Context

☐ Survey   ☐ Reconnaissance   ☐ Intensive   Approx. Acreage _____

☐ Historic Structure Report/HS Preservation Plan ☐ Information Management
☐ National Register District or MPS Nomination   ☐ Education & Outreach

*I have read and will ensure that the applicant CLG will comply with the "**Project Agreement General Terms**" and the Secretary of the Interior's Standards and Guidelines, as applicable.*

_____   _____
Authorized Representative Signature   **Date**

_____
Name and Title of Authorized Representative

2014 Grant Application Narrative Template

Please use the following section headings and provide the content requested for each section in a brief but thorough narrative.

1. PROJECT SUMMARY

Summarize in one or two sentences the purpose of the proposed project. A more detailed description will be completed under Project Scope. Indicate if your proposed project addresses State Preservation Plan goals and warrants consideration for bonus points.

2. PROJECT SCOPE (60 points) In 2 pages or less clearly and concisely describe the proposed project. Be sure to answer the questions for each section below within the narrative:

- **NEED** (25 Points)**:** What local historic preservation needs does the proposed project address? How does the proposed project relate to the local government's preservation plan? Why is the proposed project a priority? How will the proposed project benefit the community? How does the project relate to the Statewide Historic Preservation Plan?

- **ACTIVITIES** (15 Points): What activities will be necessary tasks to complete the proposed project? Who will be responsible for doing what? How does the proposed project remedy the identified preservation needs? Is the proposed project the most efficient, cost effective way of addressing those needs? How will the public be involved?

- **PUBLIC INVOLVEMENT** (10 Points**):** How will the public be involved in the project? How will the product(s) be made available to the public?

- **DELIVERABLES** (10 Points): What product(s) will be derived from the project? Will the product(s) be in draft or final adopted form? How will the product(s) be used by the local government?

3. ADMINISTRATION (15 points): Demonstrate that project personnel and methods are clear and appropriate to achieving project objectives.

- **PERSONNEL** (5 Points): List names and/or experience of individuals and organizations necessary to implement your project. Include current resumes for key project personnel.

- **SCHEDULE** (5 Points): Create a schedule/calendar for major project activities. It should be realistic and achievable. Distinguish between consultant and local government's activities.

4. BUDGET (15 points) Show that budget is reasonable to accomplish major project tasks and activities and that budget items are necessary to accomplish project activities. Provide a sufficiently detailed budget to show basis for cost items including a breakdown of staff and volunteer hours by task. Indicate how these numbers were calculated.

A.   Federal funds (Grant) requested   CLG's matching share

   $_____ $_____

B. Source of Non-Federal Match
Note: In-kind Match activities must directly relate to proposed project

   1. Donor _____   2. Donor _____

       Source _____   Source _____

       Kind _____   Kind _____

       Amount _____   Amount _____

C. (Use a separate sheet to show detail if necessary.)

Cost Categories	Rate used to Calculate Cost	Cash From Grant	Other Cash	In-Kind Services
Contracted Services* (Specify)				
Salaried Employees* Provide a breakdown of staff person, hours, rate & fringe)				
Volunteers* (Provide a breakdown of estimated hours by task)				
Supplies, copying, postage, etc. (Specify)				
Travel Costs **				
Totals				

*   Rate shall not exceed a salary of $89.86 per hour or $718.00 per day.
** Maximum allowable car mileage rate is $.565 per mile. See table in budget section for federal per diem and lodging rates for your area.

5. BONUS POINTS: (Up to 10 points)
If you are applying for bonus points, describe how the proposed grant project will carry out one or more of the goals of the State Historic Preservation Plan related to the preservation and stewardship of resources associated with historic ethnic and cultural diversity; resources of the recent past; preservation incentives; cultural landscapes; archaeology; or for projects involving the survey, inventory, and digitization of historic site information on cultural resources located in areas with a high potential for natural disasters.

6. DEVELOPMENT POINTS:
Indicate if the CLG is entitled to Development Points and why.

APPENDIX

FORMS TO BE INCLUDED IN APPLICATION PACKET

All of the documents listed below are available by clicking on the title as well as by accessing the **CLG Grants Program** webpage.

CERTIFICATE OF PROFESSIONALISM AND CONFORMANCE

ASSURANCES - NON-CONSTRUCTION PROGRAMS

FORMS TO BE USED IN GRANT REPORTS

COMPETITIVE CONTRACTING DOCUMENTATION

VOLUNTEER OR DONATED LABOR TIMESHEET

ONLINE RESOURCES

Other documents referenced in this manual are available online at the **CLG Grants Program** webpage.