



FLORIDA DEPARTMENT OF STATE / DIVISION OF

*Historical Resources*

# How to Apply for a Small Matching Grant

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HISTORIC PRESERVATION GRANTS PROGRAM

# Grants Staff

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DEPARTMENT OF STATE

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graph TD; A[DEPARTMENT OF STATE] --> B[DIVISION OF HISTORICAL RESOURCES (DHR)]; B --> C[HISTORIC PRESERVATION GRANTS PROGRAM];
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DIVISION OF HISTORICAL RESOURCES (DHR)

HISTORIC PRESERVATION GRANTS PROGRAM

# Recent Legislative Appropriations Small Matching

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FY2023	\$1.6 Million
FY2022	\$2.3 Million
FY2021	\$1.4 Million
FY 2020	\$2.2 Million
FY 2019	\$2.5 Million
FY 2018	\$2.68 Million
FY 2017	\$1.77 Million

# Program Governance

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- Chapter 267.0617, Florida Statutes
- Chapter 1A-39, Florida Administrative Code
- Small Matching Grant Guidelines

# Small Matching Grant Guidelines

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- The Small Matching Guidelines can be found on the DHR Grants Program [webpage](#).
- The Guidelines contain information that pertains to the entire grant process – from application through funding and management.
- Prior to submitting an application, potential applicants should review these Guidelines, specifically noting sections regarding eligibility, project descriptions, match, and allowable expenses.

**NOTE: Rule and Program Guidelines undergo yearly revision.**

# Application Requirements



# Application Submission Period

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Submission Period Opens:

April 1

Submission Period Closes:

June 1 (5:00 p.m. Eastern)

Applications will be evaluated on a competitive basis and the selected projects will be awarded funds for the following fiscal year (July 1, 2023 – June 30, 2024).



# Applicant Eligibility

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- To be eligible to apply for grant funding, applicants must be a:
  - Public entity governed by a county, municipality, school district, community college, college, university, or an agency of state government;
  - Non-profit Organization.
- For further details, see Section IV of the Guidelines.

# Application Restrictions

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- Applicants may only submit one Small Matching grant application per application cycle with the following exceptions:
  - State agencies, county or city governments, or universities may submit single applications from more than one division or department provided those divisions or departments are separate and distinct budgetary units and provided that applications do not address the same facility, project or site; and
  - CLG applicants may submit separate applications for **federal funding** (Survey, Planning, and National Register Nomination) and **state funding** (Heritage Education and Historical Marker) under a single application deadline

# Small Matching Grant Types

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- Survey - Identify, document, and evaluate historic or archaeological resources individually or within historic or archaeological districts or areas being investigated for the potential of becoming historic districts or zones, or updating previous surveys
- Planning – Assemble preservation documentation that will guide the long-term preservation of historic resources or a historic district
  - Planning activities on historic religious properties are limited to building exterior envelope and structural elements of the building, excluding accessibility upgrades
- National Register Nomination – Prepare a nomination to the National Register of Historic Places for an individual historic property, historic or archaeological district, or a thematic or multiple resource group nomination. The resource(s) or proposed district must have been determined eligible for the National Register of Historic Places by the Division prior to applying for the grant.

# Small Matching Grant Types

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- Heritage Education – Increase public understanding and awareness of Florida history and the importance of its historical and archaeological resources and their preservation, either in general or for specific sites, properties, or collections (ex. walking tours, educational apps, digitization projects)
- Historical Marker – Assist eligible applicants with acquisition of state Historical Markers for which **texts have been approved** by the State Historical Marker Council **prior to applying** for the grant
  - Text may be monolingual or bilingual
  - The historical marker **shall not be purchased** until the grant is awarded and the Grant Award Agreement is executed

# Request Amounts

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- Applicants may request up to \$50,000 for all projects
- **Except Historical Marker projects**, for which applicants may request up to \$1,050 for single-sided markers and \$1,210 for double sided markers
- There is no minimum request amount

# Match Requirements

Summary of Match Requirements	Required Match
Projects not located in <b>REDI</b> qualified counties or communities	1:1
Projects located in <b>REDI</b> qualified counties or communities	None
Applicant Organizations that are Florida <b>CLGs</b> in good standing at the time of the application submission period	None
Applicant Organizations that are active <b>Florida Main Street</b> communities designated as such at the time of application	None
Applicant Organizations that are state agencies, state colleges, or state universities, regardless of proposed project location (other than for Statewide Special Projects solicited by the Division)	1:1
Historical Marker projects, regardless of Applicant Organization or proposed project location	1:1

**NOTE:** For those that must supply match, at least 25% must be cash-on-hand and only up to 75% may be in-kind.

# Application Lifecycle



# Application Timeline





# Review Process – Staff Review

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- The technical review of applications verifies:
  - Applicant is eligible
  - Proposed project is consistent with selected project type
  - Non-allowable expenses are not included
  - Match requirement is fulfilled and appropriately documented
  - All supporting documentation has been provided
- Only documents that are provided in response to requests for clarification from staff will be considered after the application deadline.

# Review Process – Panel Review

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- Ineligible applications will not be reviewed by the Review Panel or discussed at the public meeting
- Panelists independently evaluate each application based on review criteria and are required to follow the Division's scoring instructions
- After each panel member has evaluated the applications, there will be a public panel meeting to review, discuss, and score the applications
- Panelists' scores will be averaged to determine the final score of each application

# Criteria and Scoring

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- Eligible applications will be reviewed based on 10 criteria
- Each criterion is worth up to 10 points, allowing for a total possible score of 100
- Applications must receive a minimum average score of 80 or higher to be recommended for funding
- Evaluation will be based on the information contained in the application and support materials

# Criteria

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1. Historic significance – the relative importance of the property, site, or information in connection with prehistory or historical events, developments, or personalities.
2. Demonstrated need – why the project is necessary, as related to the preservation of Florida history, historical resources, and/or archaeological resources, and may include threats to the historical property/ies, historic resources or materials, archaeological sites, or historical information that is the subject of the proposed project
3. Appropriateness of proposed project – whether scope of work, budget, and timeline appropriately correspond with the property, site, resources, collections, or information that form the basis of the proposed project

# Criteria

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4. Administrative capability – includes staffing, facilities, and organization resources adequate to complete the proposed project and meet the administrative requirements of the grant
  - Administrative experience with previous or open grants will be considered
5. Financial resources – adequate resources to meet match requirements and/or, as applicable, to carry project costs as necessary pending receipt of disbursements of grant funds or to cover project costs exceeding grant funds awarded.
6. Professional and technical services – availability of/consideration for services required to carry out the proposed project, either within the Applicant Organization or as consultants/vendors

# Criteria

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7. Compatibility – how compatible the proposed project is with statewide historic preservation priorities established by the Division in the solicitation notice
  - Priorities are subject to change annually depending on regional or statewide concerns (e.g., disasters such as fire, flooding or hurricane damage)
  - Further information is specified by the Division in the yearly solicitation notice
8. Educational potential – demonstration of value for enhancing the public awareness of Florida history, historic sites and properties, the objectives of historic preservation, and/or the application of historic preservation
9. Anticipated economic benefits – direct impact on the local economy and the stimulation of additional private sector interest and investment in historic preservation projects
10. Public use – utilization of the resource or other public good, including benefit to underrepresented communities, resulting from the proposed project

# Legislative Funding Process

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- Following the public meeting, the Division shall prepare a final priority list of all recommended applications for review and approval by the Secretary of State
- The Secretary of State will provide the Legislature with an approved list, ranked in order of total average score
- Applications recommended for funding by the Review Panel and approved by the Secretary of State are not guaranteed funds
  - Funding for state grants is contingent on an annual appropriation by the Florida Legislature and, in addition, is subject to veto by the Governor
  - Applicants are encouraged to reapply for the project during the subsequent application cycle if grant funds have not yet been approved in the budget by the Governor by the application cycle deadline
- Grant funds shall be awarded in accordance with the final ranking list of the applications considered for grant assistance in a given funding cycle

Getting Started  
in  
DOSgrants.com





# DOSgrants.com

- Must complete an online application form at <http://www.dosgrants.com> by the application deadline (June 1, 5:00 p.m. Eastern)
- Applicants must have a dosgrants.com account

For more information on creating an account, click [here](#).



The screenshot shows the DOSgrants.com website. At the top, there is a navigation bar with the Florida Department of State logo and links for Cultural Affairs, Elections, Historical Resources, and Library and Information Services. Below this is a dark blue header with the DOS GRANTS logo and a login form. The login form includes fields for Username and Password, a Login button, and links for 'Forgot your password?' and 'Register as a new user'. A navigation menu below the header includes Home, Grants, Panels, Search, and Help. The main content area features the title 'Florida Department of State Grants System' and a welcome message: 'Welcome to DOS Grants, the Florida Department of State's online Grants system'. Below the text is a photograph of a young child in a red shirt looking at a tablet. Underneath the photo, there is a small text block explaining that DOS Grants allows Floridians to apply for and manage grants offered by the Department of State through various divisions, and that these grants support Florida's position as a national leader in arts and culture, information management, and history and heritage. It also provides a note to select 'Grants' in the menu to see available applications or create an account.

# Organization Association

- Applicants must be associated with an organization to apply for grants

The screenshot shows the Florida Department of State Grants portal. The user is logged in as eric.case@dos.myflorida.com, Role: DOS Division Admin. The Organization dropdown menu is open, showing options: View my Organizations, My Organization Requests, Request to Join Organization, Create an Organization, and Search Organizations. Below the menu, there are instructions on how to search for organizations and a search input field with a search button and a cancel button.

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

Welcome eric.case@dos.myflorida.com  
Role: DOS Division Admin  
Log Out

Home Account Organization Grants Panels Reports Administration Search Help

Organizati

- View my Organizations
- My Organization Requests
- Request to Join Organization
- Create an Organization
- Search Organizations

- We recommend you search by Federal Employer Identification Number (FEIN) to ensure you find the correct organization
- When searching by name use the major parts of the name instead of "inc." or "llc"
- If your organization is a functional area of a county, municipality or university, it may be helpful to search for the parent organization instead.

Enter Organization Name, FEIN or County:

The screenshot shows the Florida Department of State Grants portal. The user is logged in as eric.case@dos.myflorida.com, Role: DOS Division Admin. The Organization Details page for 'Test' is displayed. The page includes a search bar, a list of tabs (Organization Information, Organization Applications, Organization Grants), and a table of organization details.

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

Welcome eric.case@dos.myflorida.com  
Role: DOS Division Admin  
Log Out

Home Account Organization Grants Panels Reports Administration Search Help

Organization Details

Test

Request Account Association with Test

Edit Organization | Manage staff | Manage Relationships | Deactivate Organization

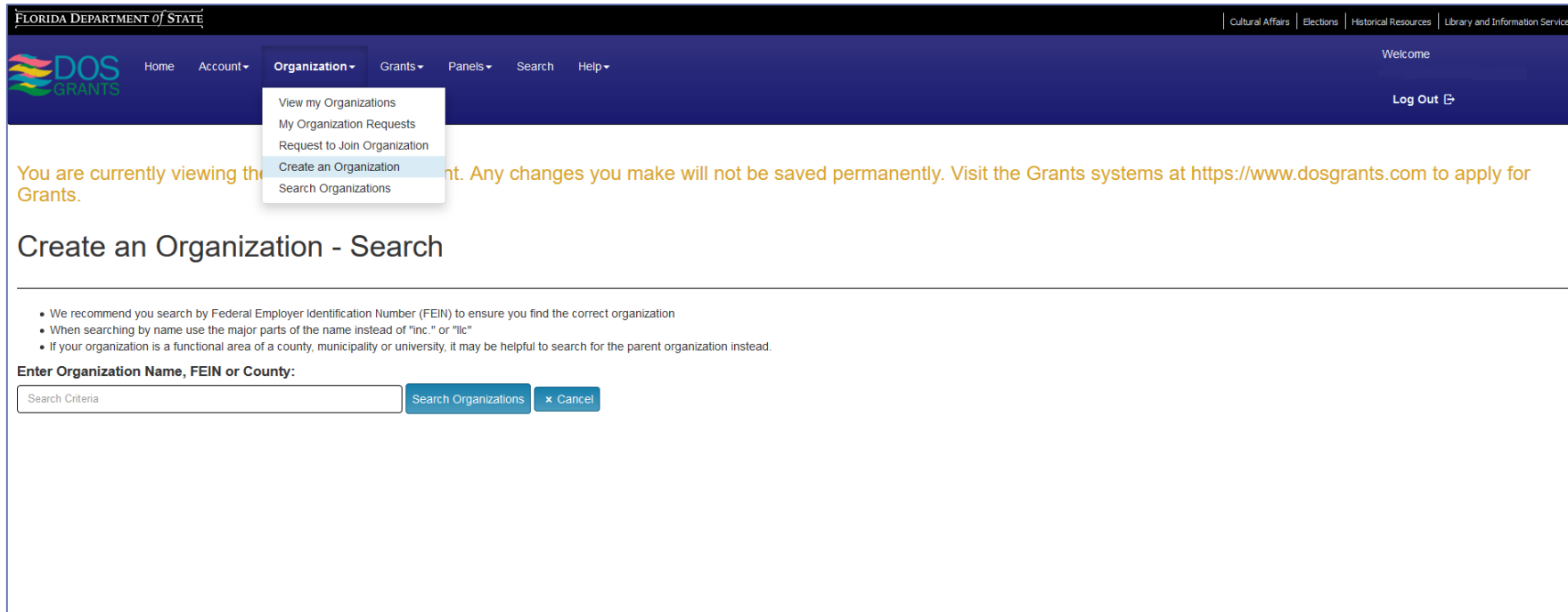
Organization Information Organization Applications Organization Grants

Legal Name:	Test	FEIN:	00-0000000	DBA Name:	
Alternate Name:		Known By:		Vendor Sequence:	
Organization Purpose:	Community Organization	Organization Type:	Nonprofit Organization	County:	Not Selected
House District:		Senate District:		Congressional District:	

For more information, click [here](#).

# Organization Association

- If a profile for your organization does not exist, you must create one



The screenshot shows the Florida Department of State (DOS) GRANTS website. The top navigation bar includes links for Home, Account, Organization, Grants, Panels, Search, and Help. A dropdown menu is open under 'Organization', showing options: View my Organizations, My Organization Requests, Request to Join Organization, Create an Organization (highlighted), and Search Organizations. The main content area displays a message: 'You are currently viewing the [redacted] page. Any changes you make will not be saved permanently. Visit the Grants systems at <https://www.dosgrants.com> to apply for Grants.' Below this is the heading 'Create an Organization - Search'. A list of instructions is provided: 'We recommend you search by Federal Employer Identification Number (FEIN) to ensure you find the correct organization', 'When searching by name use the major parts of the name instead of "inc." or "llc"', and 'If your organization is a functional area of a county, municipality or university, it may be helpful to search for the parent organization instead.' At the bottom, there is a search form with the label 'Enter Organization Name, FEIN or County:', a text input field containing 'Search Criteria', and buttons for 'Search Organizations' and 'Cancel'.

For more information, click [here](#).

# Organization Profile

- Applicants should verify that the following information is included in the Organization profile:
  - Phone number (with extension if applicable)
  - Principal Address
  - Mailing Address
  - Website
  - Org Type
  - Org Category
  - County
  - UEI Number
  - Fiscal Year End Date

Organization Details					
Test					
<a href="#">Edit Organization</a>   <a href="#">Manage staff</a>   <a href="#">Manage Relationships</a>   <a href="#">Deactivate Organization</a>					
<a href="#">Organization Information</a>   <a href="#">Organization Applications</a>   <a href="#">Organization Grants</a>					
<b>Legal Name:</b>	Test	<b>FEIN:</b>	00-0000000	<b>DBA Name:</b>	Division of Historical Resources, Florida Department of State
<b>Alternate Name:</b>		<b>Known By:</b>	United States	<b>Vendor Sequence:</b>	
<b>Organization Purpose:</b>	Community Organization	<b>Organization Type:</b>	Nonprofit Organization	<b>County:</b>	Leon
<b>House District:</b>		<b>Senate District:</b>		<b>Congressional District:</b>	
<b>Email:</b>	eric.case@dos.myflorida.com	<b>Phone:</b>	850.245.6338	<b>Fax:</b>	
<b>TDD:</b>		<b>Website:</b>	website.com	<b>OCLC Symbol:</b>	
<b>Organization Status:</b>	Active	<b>Status Effective Date:</b>	4/26/2017		
<b>DUNS:</b>	123456789	<b>Fiscal Year End Date:</b>	06/30		
<b>Archived Notes:</b>					
Physical Address: 500 S. Bronough St. Tallahassee Florida, 32399					
Mailing Address: 500 S. Bronough St. Tallahassee Florida, 32399					
Payment Address: 500 S. Bronough St. Tallahassee Florida, 32399					
<b>Staff List</b>					

# Organization Roles

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- Organization Manager
  - Permissions: May view, edit, and submit applications; May edit profile and add/edit staff
- Profile Editor
  - Permissions: May edit Organization Profile
- Grant Editor
  - Permissions: May edit applications but may not submit
- Submitter
  - Permissions: May view and submit applications
- Viewer
  - Permissions: May only view application details

# Finding and Completing the Application



# Application Location

The screenshot shows the Florida Department of State Grants website. The top navigation bar includes links for Cultural Affairs, Elections, Historical Resources, and Library and Information Services. The main header features the DOS GRANTS logo, a 'Welcome' message, and a 'Log Out' button. A dropdown menu is open under the 'Grants' tab, showing options: 'Apply for Grant', 'My Organization Applications', and 'My Grants'. A yellow warning message states: 'You are currently viewing the Grants system. Any changes you make will not be saved permanently. Visit the Grants systems at <https://www.dosgrants.com> to apply for Grants.' Below this is a 'My Dashboard' section with a 'My Current Applications' table. The table has columns for Application ID, Project Title, Program, Organization Name, Project Number, Status, and Action. The table is currently empty. Below the table is a pagination control showing '1 - 5 of 8 items' and '5 items per page'. At the bottom is a 'My Grants' table with columns for Grant Number, Project Number, Organization Name, Program, Status, and Award Amount. This table is also empty.

The screenshot shows a detailed view of a grant application. The top section is titled 'Division: Historical Resources'. It contains two rows of application details. Each row has a category, a description, a date range, and an 'Apply Now' button.

Category	Description	Date Range	Action
Small Matching	The Department of State, Division of Historical Resources, provides state and federal funds for historic preservation. The purpose of this program is to provide funding, in the form of grants, to assist local, regional and state-wide efforts to preserve significant historic and archaeological resources, and to promote knowledge and appreciation of the history of Florida. This program provides historic preservation grants on a competitive basis. The program does not fund operational support for historic preservation organizations. The Legislature determines the amount appropriated annually for the program, and funding for all eligible applications is not guaranteed. The Small Matching Guidelines specify program policies and procedures. More information regarding the program is available <a href="#">here</a> .	2/21/2020 - 4/3/2020	Apply Now
Special Category	The Department of State, Division of Historical Resources, provides state and federal funds for historic preservation. The purpose of this program is to provide funding, in the form of grants, to assist local, regional, and state-wide efforts to preserve significant historic and archaeological resources and promote knowledge and appreciation of the history of Florida. This program provides historic preservation grants on a competitive basis. The program does not fund operational support for historic preservation guidelines. The Legislature determines the amount appropriated annually for the program, and funding for all eligible applications is not guaranteed. The Special Category Guidelines specify program policies and procedures. More information regarding the program is available <a href="#">here</a> .	2/26/2020 - 4/3/2020	Apply Now

At the bottom of the page, there is a section for 'Division: Library and Information Services'.

# Section A: Organization Information

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# Organization Information

## Division of Historical Resources - Small Matching Grant Application

### A. Organization Information

B. Project Information

C. Historical Significance

D. Project Specifics

E. Budget and Match

F. Property Information

G. Impact

H. Support Materials

I. Review and Submit

Test

Organization Information

Page 1 of 9

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[Save](#)

[Next →](#)

[Print Preview](#) || [Exit](#)

Application Instructions

### Applicant Information

- a. **Organization Name:** [Test](#)
- b. **FEID:** 00-0000000
- c. **Phone number:** 850.245.6338
- d. **Principal Address:** 500 S. Bronough St. Tallahassee, 32399
- e. **Mailing Address:** 500 S. Bronough St. Tallahassee, 32399
- f. **Website:** website.com
- g. **Organization Type:** Nonprofit Organization
- h. **Organization Category:** Community Organization
- i. **County:** Leon
- j. **DUNS number:** 123456789
- k. **Fiscal Year End Date:** 06/30

# Grant Experience

## 5. Applicant Grant Experience and History

5.1. Has the applicant organization received previous grant assistance within the past five years from any source? \*

Yes

No

5.2. If yes, for the most recent grants (up to 20), specify the year of the grant award, grant number, grant project name, the granting entity, the grant award amount, and its current status. Make Sure to include any grants awarded by the Division or other State grants.

[+ Add new record](#)

#	Year	Grant No.	Grant Project Name	Granting Entity	Grant Amount	Open / Closed	Actions
1	2018	Example 1	Example 1	Agency 1	\$50,000.00	Closed	<a href="#">Edit</a> <a href="#">Delete</a>
2	2020	Example 2	Example 2	Agency 2	\$30,000.00	Closed	<a href="#">Edit</a> <a href="#">Delete</a>
3	2021	Example 3	Example 3	Agency 3	\$20,000.00	Open	<a href="#">Edit</a> <a href="#">Delete</a>

◀ 1 ▶ 20 items per page 1 - 3 of 3 items ↻

Corresponding criteria:

- Administrative Capability

# Project Team

- Proposed Project Team

- Those who will be directly involved with the execution of the grant project
- The curricula vitae/resumes of the proposed project team are to be uploaded in the Support Materials section of the application

Corresponding criteria:

- Administrative capability
- Professional and technical services

**6. Proposed Project Team \***

Please list those persons who will be directly involved with the administration of the grant should this application be successful. This should include the Project Contact listed and all other individuals who will have a role in the execution of the grant project. Please list below the individuals' names, roles for the project or titles within the applicant organization, and contact information.

#	Key Project Person	Project Role or Title	Email	Phone/Ext.	Actions
1	Person 1	Project Manager	person@email.com	111.111.1111.____	<a href="#">Edit</a> <a href="#">Delete</a>
2	Person 2	Executive Director	person2@email.com	222.222.2222.____	<a href="#">Edit</a> <a href="#">Delete</a>
3	Person 3	Consultant	person3@email.com	333.333.3333.____	<a href="#">Edit</a> <a href="#">Delete</a>

1 - 3 of 3 items

**7. Applicant staffing and hours \***

Select the option that best describes your organization.

Organization is open at least 40 hours per week and has at least one paid staff member in a management position

Organization has some paid staff but they are not full-time

Organization is open part-time and has volunteer staff

[Previous](#) [Save](#) [Next](#)

# Section B: Project Information

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# Project Information

- Select the project type for which grant funds are requested
  - Read project descriptions carefully
  - Applicants whose scope of work does not agree with the selected project type will be declared ineligible
  - No Development projects are funded through Small Matching Grants
  - If you are unsure which project type to pick, contact us and we will be happy to assist you.
- Enter the project title
  - Read, reread, and re-reread
  - The title entered here is what will remain with the project

← Previous Save Next

### 1. Project Type \*

Select the project type for which grant funds are requested. If you are unsure of which type to select, please refer to the definition beneath each project type.

Survey Project  
Projects which identify, document and evaluate historic or archaeological resources within historic or archaeological districts or areas being investigated for the potential of becoming historic districts or zones, or updating previous surveys.

Planning Project  
Planning projects necessary to guide the long term preservation of historic resources or a historic district, including preparation of historic structures reports, condition assessments, architectural drawings and construction documents, predictive modeling, preparation of preservation or management plans, and design or preservation guidelines. Planning activities on historic Religious Properties shall be limited to building exterior envelope, excluding accessibility upgrades, and structural elements of the building.

National Register Nominations Project  
Projects that prepare a nomination to the National Register of Historic Places for an individual Historic Property or a nomination for a historic or archaeological district or a thematic or multiple resource group nomination.

Heritage Education Project  
Projects aimed at increasing public understanding and awareness of the history of Florida and the importance of its historical and archaeological resources and their preservation, either in general or for specific sites, properties or collections. This may include proposals such as walking tours brochures, education material for school children, interpretive signage, videos illustrating historic preservation principles, preservation of historical records through digitization and educational apps related to the history of Florida and/or its historical and archaeological resources.

Historical Marker Project  
Projects which assist with the acquisition of state markers for which texts (monolingual or bilingual) have been approved by the State Historical Marker Council prior to applying for the grant.

### 2. Project Title and Location Information

The title should reflect the name of the property, site, area and/or the goals of the proposed project. The title should be consistent with previous applications/awards. (For example, Pensacola Maritime Heritage Trail, Archaeological Survey of Deering Estate, etc.)

**2.1. Project Title \***

**2.2. Name of Property (If applicable)**

# Section C: Historical Significance

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# Historical Significance

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- Indicate the type of historical designation the resource has received, if any
- Provide a summary/narrative of the history of the resource (be it tangible or intangible). For example:
  - Why is the resource important to the community?
  - Are any historical figures/events associated with the resource?

Corresponding criteria:

- Historical significance

# Section D: Project Specifics

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# Scope of Work

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- Briefly describe the scope of work for the project for which funding is requested
- This is a task-orientated question
  - What product or goal is your organization wanting to complete?
  - What steps do you need to take to accomplish the goals?
  - What professional or technical services will be used?

Corresponding criteria:

- Appropriateness
- Professional and technical services
- Compatibility

# Scope of Work Content

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- Survey
  - Ex.) Surveys of neighborhoods; resurveys of historic districts; archaeological surveys and subsequent reports
- Planning
  - Ex.) Historic structures reports; condition assessments; architectural drawings and construction documents; predictive modeling; preparation of preservation or management plans; design or preservation guidelines
- NR nomination
  - Ex.) Individual property nomination; district nomination; multiple resource group
- Historical markers
  - Ex.) Fabrication/installation of markers with pre-approved mono- or bi-lingual text
- Heritage education
  - Ex.) Walking tours brochures; education material for students; interpretive signage; videos illustrating historic preservation principles; small educational exhibits (not permanently affixed to the building); record digitization; educational apps related to Florida history and/or its historical and archaeological resources

# Non-allowable Expenses

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Section VIII of the guidelines provides a non-exhaustive list of expenses that may not be paid for with grant or matching funds, including the following:

- Work that does not comply with the Secretary of the Interior's Standards (as applicable)
- Work completed outside of the grant period
- Entertainment, food, beverages, plaques, awards, or gifts
- Total administrative and project management costs exceeding 5% of the grant funds requested
- Indirect costs, i.e. costs that are not readily identifiable as expenditures for the materials and services required to complete the scope of work
- Capital Improvements to property
- Activities related to the interiors of properties whose owners have a religious affiliation
- Furniture and equipment
- Supplies that will not be consumed or used up during the course of the project
- Attending/hosting conferences, summits, workshops, or presentations
- Tuition waivers, fees, and other non-grant related costs associated with employing students
- Travel expenditures, including those of personnel responsible for items of work approved by the Division, administrative personnel, or (sub)contracted employees, either for purposes of work on-site or research off-site

# Timeline

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- Use this section to demonstrate that the project can be completed within the grant period
- Major project elements to consider:
  - GAA execution
  - Procurement
  - Completion of each scope of work item

Corresponding criteria:

- Appropriateness

# Questions Specific to Project Type

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# Survey

- Indicate the type of resources to be surveyed
- Newly Recorded Sites
- Site File Updates
- Acreage to be surveyed
- Size of archaeological site or number of artifacts to be studied
- Will you be hiring professional historic preservation and/or archaeological services? If not, why?
- What are the level(s) of local protection afforded the historic property or site?

## Corresponding criteria:

- Appropriateness
- Professional or technical services
- Historical significance

3. Survey Projects

3.1. Indicate the types of historical resources to be surveyed. - (Maximum characters 1000.) \*

Character count: 0

3.2. Newly Recorded Sites \*

Provide an estimate of the number of Florida Master Site Forms that will be produced by the survey for newly recorded sites.

3.3. Florida Master Site File Updates \*

(Note: Surveys that record or update site file forms for more than 10 historic properties or archaeological sites must produce paper Florida Master Site Forms and also submit the site file data using the electronic forms provided by the Florida Master Site File.)

3.4. Enter the acreage of the area to be surveyed. \*

3.5. For archaeological survey projects, what is the size of the archaeological site(s) to be investigated? Alternatively, what is the estimated quantity of artifacts projected to be analyzed? (Maximum characters 500) \*

Please specify in # of acres or artifacts.

Character count: 0

3.6. Will you be hiring or contracting with professional historic preservation and/or archaeological services? \*

Yes

No

3.7. If no professionals are projected to be hired, or professional services are not included in your scope of work and budget, explain why. (Maximum characters 500) \*

Character count: 0



# National Register Nomination

- Has the Division determined the resource(s) or proposed district to be eligible for the NR?
- Will this include individual or district nominations?
- Will a Multiple Property Group cover be produced?
- Will professional architectural historian/historic preservation services be contracted?
  - If not why?
- What are the level(s) of local protection afforded the historic property, site, or district?

## Corresponding criteria:

- Appropriateness
- Professional or technical services
- Historical significance

**3. National Register Nomination Projects**

**3.1. Has the Division of Historical Resources, Bureau of Historic Preservation, Survey and Registration Section determined the resource(s) or proposed district to be eligible for the National Register of Historic Places? \***

Evidence of review and determination of eligibility by the Division of Historical Resources, Bureau of Historic Preservation, Survey and Registration Section must be provided in the Support Materials section of this application. Should you have questions regarding the National Register status of a property or site, contact the Division's National Register Staff at 1.800.847.7278 or 850.245.6300

Yes  
 No

**3.2. Will a Multiple Property Cover nomination be produced? \***

Yes  
 No

**3.3. Discuss whether the proposed project entails individual or district nominations. - (Maximum characters 500.) \***

Character count: 0

**B I** [List Bullets] [List Numbered] [List None] [Link]

**3.4. Will you be hiring or contracting with professional architectural historian/historic preservation services? \***

Yes  
 No

**3.5. If no professionals are projected to be hired, or professional services are not included in your scope of work and budget, explain why. (Maximum characters 500) \***

Character count: 0

**B I** [List Bullets] [List Numbered] [List None] [Link]



# Heritage Education

- How many minutes/pages is the product?
- How many copies of the product will be produced?
- How will the project/product be distributed?
- Will you be contracting with professional educational/historian services?
  - If not why?

Corresponding criteria:

- Appropriateness
- Professional or technical services

**3. Heritage Education Projects**

**3.1. How many minutes/pages is the product(s)? \***  
For example: "3 page brochures, 30 minute videos, 1 website, etc."

**3.2. How many copies of the product(s) will be produced? \***

**3.3. Explain how the project/product(s) will be distributed. - (Maximum characters 500.) \***  
(Products should be distributed free of charge.)  
Character count: 0  
**B I** [List] [List] [List] [List] [List] [List]

**3.4. Will you be hiring or contracting with professional educational/historian services? \***  
 Yes  
 No

**3.5. If no professionals are projected to be hired, explain why. (Maximum characters 500) \***  
Character count: 0  
**B I** [List] [List] [List] [List] [List] [List]

# Historical Marker

- Has the Historical Marker Council approved the text for the historical marker?
- Provide the approved text for the historical marker

Corresponding criteria:

- Appropriateness
- Professional or technical services

**3. Historical Markers Projects**

**3.1. Has the Historical Marker Council approved the text for the Historical Marker? \***

Evidence of review and approval by the Historical Marker Council must be provided in the Support Materials section of this application.

Yes

No

**3.2. Provide the approved text for the Historical Marker. \***

**B** *I* [List Bullets] [List Numbers] [Link] [Image]

[Empty text area]

**4. Does the proposed project entail a partnership with any other local entity? \***

Yes

No

**4.1. If yes, describe their participation to date and anticipated further participation in this project.**

**B** *I* [List Bullets] [List Numbers] [Link] [Image]

[Empty text area]

# Demonstrated Need

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- Discuss the need for the proposed project or activity, as it relates to the preservation of the history of Florida and/or its historical and archaeological resources, including any immediate threats to the subject of the proposed project, which may be:
  - a historical property/ies;
  - historic resources or materials;
  - archaeological sites; or
  - historical information

Corresponding criteria:

- Demonstrated need
- Compatibility

# Section E: Budget and Match

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# Match Requirements and Types

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- Projects located in REDI-designated counties or communities or applicants with CLG or Main Street status are not required to provide match
- Types of Match
  - Cash-on-hand
    - At least 25% of required match must be cash
    - Work done by employees during paid hours counts as cash
      - Reminder: if the work is administrative, total cost may not exceed 5% of the grant funds requested
  - In-kind
    - Donated services, goods, and/or property

**NOTE: Documentation is required for all match**

# Budget Table

- Budget items should correspond to scope of work items

**2. Project Budget and Match**

**2.1. Grant Funds and Match \***

List work items and associated estimated expenses and how they will be paid (from match, the grant, or both). Only include expenses that are specifically related to the project. Refer to the program Guidelines for examples of non-allowable expenses (available at FLheritage.com/grants). Expenses may include an actual amount to be paid or the value of an in-kind contribution.

Small Matching grants require a 100% (i.e., 1:1) match unless exempted by the program Guidelines. Applicant Organizations that are Florida Certified Local Government (CLG) or Florida Main Street communities are not required to provide a match. Applicant Organizations applying for projects located in REDI areas are not required to provide a match (exception: Historical Marker Projects and applicants that are agencies of state, state colleges and state universities are not eligible for the REDI match waiver).

Round amounts to the nearest dollar. Rows must have a value in Grant Funds, Cash Match or In-Kind Match. If all three columns are 0 or blank, the row will not be saved.

The amount of grant funds requested in this application will be the total in the "Grant Funds" column. The total amount of the "Cash Match" column must equal or exceed 25% of the total combined match (cash and in-kind).

[+ Add new record](#)

#	Work Item	Grant Funds	Cash Match	In-Kind Match	Total	
1	Task 1	\$10,000	\$10,000	\$0	\$20,000	<a href="#">Edit</a> <a href="#">Delete</a>
2	Task 2	\$10,000	\$15,000	\$0	\$25,000	<a href="#">Edit</a> <a href="#">Delete</a>
3	Task 3	\$15,000	\$5,000	\$2,500	\$22,500	<a href="#">Edit</a> <a href="#">Delete</a>
4	Task 4	\$15,000	\$10,000	\$7,500	\$32,500	<a href="#">Edit</a> <a href="#">Delete</a>
		<b>\$50,000</b>	<b>\$40,000</b>	<b>\$10,000</b>	<b>\$100,000</b>	

◀ ▶ 1 items per page 1 - 4 of 4 items

Corresponding criteria:

- Appropriateness
- Financial resources

# Section F: Property Information

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# Property Information

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- For site-specific projects, a site must be owned by a government agency or a non-profit organization to be eligible. Applicants must list the name of the property owner and choose the appropriate owner type. If the applicant is not the owner, property owner concurrence must be confirmed in the form of a letter
- Does your organization own the property:
  - Yes
  - No
  - Not Applicable (e.g. Surveys)
  - Name of Property Owner
  - Type of Ownership
    - Non-profit organization
    - Government agency
    - Private individual or for-profit entity

The Owner Concurrence Letter/Lease Agreement shall be uploaded in the Support Materials section of the application



# Section G: Impact

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# Impact

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- Annual Visitation

- Questions to consider:

- How many people visit your site/website?
    - What is the approximate annual distribution of the materials your organization produces?
    - How have you determined these results?

- Anticipated Economic Impact

- Questions to consider:

- How many jobs will be created as a result of the project (during and/or after)?
    - Will your project contribute to your community's heritage tourism?
    - Will your project attract/benefit local businesses?

Corresponding criteria:

- Anticipated economic benefit
  - Public use

# Impact

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- Benefits to Underrepresented Communities

- Questions to consider:

- Will your project allow you to better comply with ADA requirements?
    - Will your project include multilingual content?
    - Is an underrepresented community the subject of or related to the proposed scope of work?

- Educational Benefits and Public Awareness

- Questions to consider:

- Are you providing educational materials?
    - Will your project increase awareness of historic preservation or Florida history?
    - Will the property that is the subject of the project be used for educational purposes?

Corresponding criteria:

- Educational potential
  - Public use

# Section H: Support Materials

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# Uploading Documentation

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- All supplementary information must be uploaded to dosgrants.com as part of the application
  - Exception: Letters of Support may be mailed to the Division-must be received at last one month prior to the public meeting
- Attachments consisting of multiple files must be combined into a single file. For example:
  - Letters of Support can be scanned into a single PDF
  - Photos can be combined into a single PPT, DOC, or PDF
- Name each file to reflect its contents. For example:
  - Monticello Historic District Map
  - Ybor City SW9 Form
  - History of Virginia Key Beach Brochure

# Support Documentation

- H1. Non-Profit Status
- H2. Florida Substitute W-9 Form
- Must be obtained from the Department of Financial Services (<https://flvendor.myfloridacfo.com/>)
  - **NOTE: This is not the same as the federal W-9 form.**



**State of Florida**  
Chief Financial Officer  
Department of Financial Services  
Bureau of Accounting  
200 East Gaines Street  
Tallahassee, FL 32399-0354  
Telephone: (850) 413-5519 Fax: (850) 413-5550

**Substitute Form W-9**

In order to comply with Internal Revenue Service (IRS) regulations, we require Taxpayer Identification information that will be used to determine whether you will receive a Form 1099 for payment(s) made to you by an agency of the State of Florida, and whether payments are subject to Federal withholding. The information provided below must match the information that you provide to the IRS for income tax reporting. Federal law requires the State of Florida to take backup withholding from certain future payments if you fail to provide the information requested.

Taxpayer Identification Number (FEIN): [REDACTED]  
IRS Name: [REDACTED]  
Address: [REDACTED]  
Attention Of: FINANCIAL MANAGEMENT  
Business Designation: Not For Profit

**Certification Statement:**  
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer information **AND**
2. I am **not** subject to backup withholding because:
  - (a) I am exempt from backup withholding **or**
  - (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, **or**
  - (c) the IRS has notified me that I am no longer subject to backup withholding **AND**
3. I am a U.S. citizen or other U.S. person (including U.S. resident alien)

Preparer's Name: [REDACTED]  
Preparer's Title: COMPTROLLER  
Phone: [REDACTED]  
Email: [REDACTED]  
Date Submitted: 02/22/2012

Date printed from the State of Florida Substitute Form W-9 Website: 09/27/2012

# Support Documentation

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- H3. Documentation of Confirmed Match

- Cash Match
  - At least 25% of match must be cash-on-hand and documented by one or more of the following:
    - Bank statements/letters
    - Letter from financial official
    - Funding resolution (Government entities only)
    - Award letters from other, non-state grants
    - Budget reports
  - Additional cash match above the required 25% cash-on-hand may be documented by irrevocable pledges
    - Pledges must **not** be anonymous and must contain the dollar amount pledged
    - Only up to 75% of the match may include irrevocable pledges

**NOTE: All match must be documented**

# Support Documentation

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- H3. Documentation of Confirmed Match
  - In-kind Match
    - Up to 75% of match may be in-kind and must be documented by one or more of the following:
      - Letters/invoices detailing specific value of services, goods, and/or property to be donated
        - Anonymous letters will not be accepted
        - The value of professional services may be calculated by rates normally paid for professionals skilled in the service provided
        - The value of volunteer services may be calculated by using state or federal minimum wage (whichever is higher)
    - In-kind donations must occur during grant cycle

**NOTE: All match must be documented at the time of application**



# Support Documentation

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- H4. Letters of Support
  - May be submitted up to 30 days prior to date of review and ranking meeting
  - Letters should be current and specific to the project applied for in this grant cycle
  - Consider requesting letters from state legislators, local officials, local community, and organization members
  - Form letters are discouraged

# Support Documentation

- H5. Photographs
  - Submit multiple photographs that provide insight into the project (location, resource, need for project funds)
  - As applicable, adhere to the [Guidelines for Submitting Photographs](#)

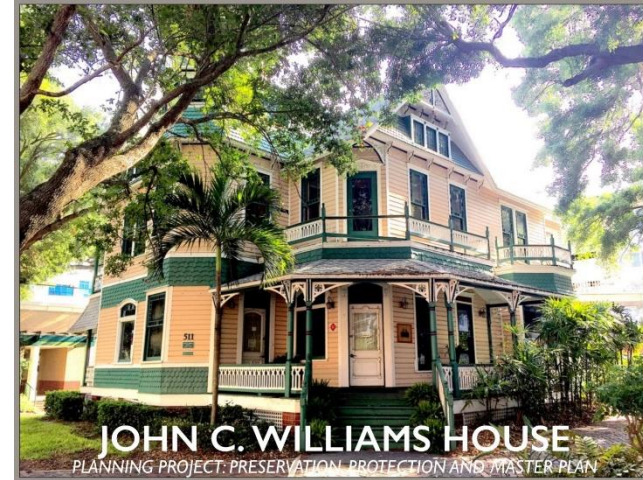
Chestnut Middle School



Multiple exhibition panels allow many students to simultaneously engage.

# Support Documentation

- H6. Representative Image
  - A single recent representative image of the property or project
  - This WILL be used to represent your project while it is being discussed during the public meeting
  - Side-by-side allowable, collages discouraged



**Nation's Oldest Port Response to World War II Exhibition**  
Located in the 1941 US Coast Guard Coastal Lookout Building at the historic St. Augustine Light Station

# Support Documentation

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- H7. Proposed Project Team Supporting Documentation
- H8. Florida Historical Marker Council Support Documents (for Historical Marker Projects only)
  - Documentation of approval from Historical Marker Council
- H9. National Register Eligibility Determination Documents (for National Register Nomination Projects only)
- H10. Demonstrated Need
  - Publications
  - Professional assessment documentation
  - Meeting minutes
  - Public notices
  - Additional photographs as necessary

# Support Documentation

- H11. Local Protection (for Survey, Planning, and National Register Nomination Projects only)
  - Local Ordinance Design Review
  - Preservation or Conservation Easement
  - Protective/Restrictive Covenant
  - Maintenance Agreement/Long Term Lease
  - Other

1 of 3

**RESTRICTIVE COVENANTS**

Project Name: \_\_\_\_\_  
Grant Number: \_\_\_\_\_

THESE COVENANTS are entered into this \_\_\_\_\_ day of \_\_\_\_\_, by the hereinafter referred to as the Owner, and shall be effective for a period of ten years from the date of recordation by the Clerk of the Circuit Court of St. Johns County, Florida.

WHEREAS, the Owner is the fee simple titleholder of the Property located at \_\_\_\_\_, St. Johns County, Florida, as described in Exhibit A, attached to and made a part hereof and

WHEREAS, the Owner is a grant recipient and is to receive State Historic Preservation Grant assistance funds administered by the State of Florida, Department of State, Division of Historical Resources, R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250, hereinafter referred to as the Department, in the amount of \$239,975.00, to be used for the preservation of the property of the Owner as described in Exhibit A, and

WHEREAS, said State funds have been or will be expended for the purpose of preserving the historic qualities of the property or contributing to the historic character of the district in which the property is located,

Now THEREFORE, as part of the consideration for the State grant, the Owner hereby make and declare the following restrictive covenants which shall run with the title to said Property and be binding on the Owner and its successors in interest, if any, for a period stated in the preamble above:

1. The Owner agree to maintain the property in accordance with good preservation practices and the Secretary of the Interior's Standards for Rehabilitation.
2. The Owner agree that no modifications will be made to the Property, other than routine repairs and maintenance, without advance review and approval of the plans and specifications by the Department's Bureau of Historic Preservation.
3. The Owner agree that every effort will be made to design any modifications to the Property in a manner consistent with the Secretary of the Interior's Standards for Rehabilitation.
4. The Owner agree that the Department, its agents and its designees shall have the right to inspect the Property at all reasonable times in order to ascertain whether the conditions of the Grant Award Agreement and these covenants are being observed.
5. The Owner agree that these restrictions shall encumber the property for a period of ten years from the date of recordation, and that if the restrictions are violated within the ten year period, the Department shall be entitled to liquidated damages pursuant to the following schedule:
  - a. If the violation occurs within the first five years of the effective date of these covenants, the Department shall be entitled to return of the entire grant amount.
  - b. If the violation occurs after the first five years, the Department shall be entitled to return of the entire grant amount, less 10% for each year past the first five. For instance, if the violation occurs after the sixth anniversary of the effective date of these covenants, but prior to the seventh anniversary, the Department shall be entitled to return of 80% of the original grant amount.
6. The Owner agrees to file these covenants with the Clerk of the Circuit Court of St. Johns County, Florida, and shall pay any and all expenses associated with their filing and recording.
7. The Owner agree that the Department shall incur no tax liability as a result of these restrictive covenants.

Public Records of St. Johns County FL  
Clerk number:  
BK: \_\_\_\_\_  
Recording \$44.00

# Support Documentation

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- H12. Owner Concurrence Letter

- For site-specific projects – Applicant, if not the owner:
  - Has permission of the Property Owner to conduct the proposed Project;
  - The owner is in concurrence with the application; and
  - The owner is a public entity or non-profit
  - Lease, if applicable

- H13. Optional Materials

- Articles about the Applicant Organization, project proposal, events, etc.
- National Register listings
- Organization materials (brochures, event flyers, etc.)
- Resumes of relevant professionals

# Common ways to improve applications

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- Read the program guidelines
- Start your application early
- Submit more than one photograph in the photographs attachment
- Make sure the correct project type is selected (reminder no development projects are allowed in Small Matching)
- Do not list project team members or community partners without their knowledge
- Make sure there is consistency between scope, timeline, and budget
- Make sure your estimated costs are reasonable and allowable
- Provide the correct Florida Substitute W-9 form (and not the Federal W-9)
- Make sure your support letters are **current**
- Review the application for completeness and professionalism
- Respond to DHR Staff requests for Information
- Do not wait until June 1<sup>st</sup> to submit the application

# Additional Resources





# Important Sources of Information

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- Small Matching Grants Guidelines
  - <https://dos.myflorida.com/historical/grants/small-matching-grants/>
- Department of State grants portal
  - <https://dosgrants.com/>
- Division of Historical Resources Grants Program website
  - <https://dos.myflorida.com/historical/grants/>
- Email list to receive grants news
  - <https://myflorida.us10.list-manage.com/subscribe?u=c0f01c8e7fa3df2ddee8db9b1&id=b802e81a3b>

# How to Manage Your Grant Webinar

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- After new grants are awarded, the Division will host “How to Manage Your Grant” webinars to aid Grantees in understanding and complying with responsibilities and requirements. Some of the subjects to be discussed will include:
  - Grant Award Agreements
  - Deliverables
  - Reporting Expectations
  - Deadlines
  - Requesting payment
  - Close-out

# Contact Information

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**Division Contact:**

1.800.847.7278 or 850.245.6333

**Historic Preservation Grants Supervisor:**

Eric Case, 850.245.6338 [eric.case@dos.myflorida.com](mailto:eric.case@dos.myflorida.com)

**Historic Preservation Grants Specialists:**

Drew Begley, 850-245-6466 [drew.begley@dos.myflorida.com](mailto:drew.begley@dos.myflorida.com)

Nicole Hu, 850-245-6355 [nicole.hu@dos.myflorida.com](mailto:nicole.hu@dos.myflorida.com)

**Physical Address:**

Division of Historical Resources

R.A. Gray Building, 4th Floor

500 S. Bronough St.

Tallahassee, Florida 32399

**Historic Preservation Grants Program  
Email:**

[DHRgrants@dos.myflorida.com](mailto:DHRgrants@dos.myflorida.com)

**Department of State Online Application  
and Grants System:**

[DOSgrants.com](http://DOSgrants.com)

FLORIDA DEPARTMENT OF STATE  
DIVISION OF  
*Historical  
Resources*



[flheritage.com](http://flheritage.com)