How to Apply for a Small Matching Grant

HISTORIC PRESERVATION GRANTS PROGRAM
Grants Staff

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## Recent Legislative Appropriations
### Small Matching

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2023</td>
<td>$1.6 Million</td>
</tr>
<tr>
<td>FY2022</td>
<td>$2.3 Million</td>
</tr>
<tr>
<td>FY2021</td>
<td>$1.4 Million</td>
</tr>
<tr>
<td>FY 2020</td>
<td>$2.2 Million</td>
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<tr>
<td>FY 2019</td>
<td>$2.5 Million</td>
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<tr>
<td>FY 2018</td>
<td>$2.68 Million</td>
</tr>
<tr>
<td>FY 2017</td>
<td>$1.77 Million</td>
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</tbody>
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Program Governance

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

• 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

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, 2024 – June 30, 2025).
 Applicant Eligibility

• 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

• 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 no more than two (2) applications, one for federal funding and one for state funding, may be submitted. If a CLG organization has multiple distinct budgetary units, each unit may submit an application pursuant to program guidelines; however, only two applications (as described here) may be submitted using the CLG designation and request a match waiver.
Small Matching Grant Types

- **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

• 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
  • The historical marker shall not be purchased until the grant is awarded and the Grant Award Agreement is executed
Request Amounts

• Applicants may request up to $50,000 for all projects

• Except Historical Marker projects, for which applicants may request up to $1,210 for single-sided markers and $1,390 for double sided markers

• There is no minimum request amount
# Match Requirements

<table>
<thead>
<tr>
<th>Summary of Match Requirements</th>
<th>Required Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects not located in REDI qualified counties or communities</td>
<td>1:1</td>
</tr>
<tr>
<td>Projects located in REDI qualified counties or communities</td>
<td>None</td>
</tr>
<tr>
<td>Applicant Organizations that are Florida CLGs in good standing at the time of the application submission period</td>
<td>None</td>
</tr>
<tr>
<td>Applicant Organizations that are active Florida-based Accredited Main Street communities</td>
<td>None</td>
</tr>
<tr>
<td>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)</td>
<td>1:1</td>
</tr>
<tr>
<td>Historical Marker projects, regardless of Applicant Organization or proposed project location</td>
<td>1:1</td>
</tr>
<tr>
<td>Any National Register Nomination project</td>
<td>None</td>
</tr>
</tbody>
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**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

Application
Submission and Review
DHR Staff reviews applications for eligibility and completeness. Then conducts technical reviews of eligible applications.

Public Meeting
Review and Ranking
Grant Panel reviews and scores projects; recommends them to the Secretary of State.

Secretary of State
The Secretary of State reviews and submits the recommended award amount to the Legislature as part of the budget request for the upcoming fiscal year.

Legislature
The Legislature negotiates a final budget and submits it to the Governor for signature.

Appropriation
Governor either approves or vetoes line items and then signs the budget. Grantees in the funded list are notified and Grant Award Agreements are prepared for review.

July 1
If funded, grant funds become available.
Review Process – Staff Review

• 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

• 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

• 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

1. Historic significance – the relative importance of the property, site, or information in connection with prehistory or historical events, developments, or personalities.

2. 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

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
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

• 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
Must complete an online application form at [http://www.dosgrants.com](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](http://www.dosgrants.com).
Organization Association

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

For more information, click here.
Organization Association

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

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 Roles

- **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
Section A: Organization Information
Organization Information
Grant Experience

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
Section B: Project Information
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
  - The title entered here is what will remain with the project

Describe the physical context of the resource(s)
Section C: Historical Significance
Historical Significance

• 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
Scope of Work

• 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

• 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

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

• 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
Will you be hiring professional services (architectural and engineering services, archaeological services, an educational consultant, or historic preservation consultant services) with grant or match funds for this project?
- If so, make sure to include those services in your scope of work and budget

If no, will the professional services of existing staff be used instead of contracting those services?

If no services are to be hired and no staff services will be utilized for this purpose, will professional services be paid for outside of the grant project (i.e. with funds other than grant and match funds)?

If no professionals are projected to be hired, explain why.

Corresponding criteria:
Availability of Professional Services
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

Corresponding criteria:
  • Appropriateness
  • Historical significance
Planning

• How will grant products be made available to others in the community?
• What are the level(s) of local protection afforded the historic property or site?

Corresponding criteria:
• Appropriateness
• Historical significance
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?

What are the level(s) of local protection afforded the historic property, site, or district?

Corresponding criteria:
  • Appropriateness
  • Historical significance
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?

Corresponding criteria:
  • Appropriateness
Has the Historical Marker Council approved the text for the historical marker?

Provide the approved text for the historical marker

Corresponding criteria:
  • Appropriateness
Need

• 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:
• Need
• Compatibility
Section E: Budget and Match
Match Requirements and Types

Match is waived in the following circumstances:

- Projects located in Rural Economic Development Initiative (REDI)-designated counties or communities
  - State Agencies and Universities are not eligible for the REDI waiver
- Applicant organizations who are Certified Local Governments (CLGs) may submit up to two applications with no Match
- All application submitted by Florida-based accredited Main Street organizations
- Projects perusing National Register Nominations

Types of Match

- Cash-on-hand
  - At least 25% of required match must be cash
  - Work done by salaried employees during paid hours counts as a cash expense
  - 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 items should correspond to scope of work items

Corresponding criteria:
- Appropriateness
- Financial resources
Section F: Property Information
Property Information

• 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
Impact

• 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

• 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
Uploading Documentation

• 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 least 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.
Support Documentation

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
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
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
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
Support Documentation

• 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. 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
Support Documentation

• 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

• 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 1st to submit the application
Additional Resources
Important Sources of Information

• 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

• Substitute W-9 Access and Information
  • https://flvendor.myfloridacfo.com/
How to Manage Your Grant Webinar

• 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

Division Contact:
1.800.847.7278 or 850.245.6333

Historic Preservation Grants Supervisor:
Eric Case, 850.245.6338 eric.case@dos.myflorida.com

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Drew Begley, 850-245-6466 drew.begley@dos.myflorida.com
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Theo Smith, 850-245-6310 theo.smith@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

Department of State Online Application and Grants System:
DOSgrants.com