

# SUBGRANT PROGRAM DESCRIPTION

## WEST VIRGINIA STATE HISTORIC PRESERVATION OFFICE

### HERITAGE EDUCATION

**GRANT PROGRAM PURPOSE:** To increase awareness and knowledge of preservation and the state's rich heritage.

### ALLOWABLE ACTIVITIES

**MEETINGS:** Conferences, seminars, or workshops whose primary purpose is to discuss preservation related subjects, issues, and/or techniques.

**EDUCATIONAL PROJECTS:** Development or implementation of curricula supplements, intern programs, and/or courses to instruct in preservation related subjects or techniques, or that will inform the public about specific historic resources; For example, lesson plans that teach students about the historic district in their town.

**PUBLICATIONS:** Design, research and/or printing of materials to provide information regarding preservation related subjects, issues, and/or techniques, and to educate the public about specific historic resources, such as brochures for tours of historic districts.

**AUDIO-VISUALS:** Design and creation of videos, cd-roms, slide presentations, web sites or movies to instruct on preservation related subjects, issues and/ or techniques, or to educate the public about specific historic resources.

### ELIGIBILITY CRITERIA

#### SPONSOR ELIGIBILITY:

1. Sponsor must provide evidence of resources for match.
2. Sponsor must have a conflict of interest provision which it enforces for staff or members in decision making positions.

#### PROJECT ELIGIBILITY:

1. The project must fit in at least one category defined under allowable activities.
2. The applications must be complete with all required supplementary information.
3. There must be commitment that the material generated will be used and/or distributed, and a plan presented for doing so.
4. For projects whose primary purpose is to provide information on existing historic and prehistoric sites, those resources must be listed in the National Register of Historic Places.

### FUNDING PRIORITIES

1. Projects that serve a broad audience.
2. Projects that have an indefinite period of usage.

## SELECTION CRITERIA

Projects will be selected based primarily on the funding priorities, but evaluation will include consideration of the following criteria:

3. Administrative capabilities of sponsor.
2. Financial management capabilities of the sponsor.
3. Application quality.

Projects from lower priorities may be selected if extraordinary circumstances exist.

## APPLICATION PROCEDURES

### APPLICATIONS AVAILABLE FROM:

Historic Preservation Office  
Division of Culture & History  
The Cultural Center  
1900 Kanawha Blvd., E.  
Charleston, WV 25305  
304/558-0220

**DEADLINE: Postmarked by October 31st**

## SELECTION PROCESS

Historic Preservation Office staff reviews applications for completeness and eligibility and compiles a listing of projects according to the above priorities and selection criteria. This may result in partial funding of some projects.

**APPROVAL TIME:** The Archives and History Commission will review and select projects, Awards will be announced after the Commission Meeting.

## GRANT CONDITIONS

- The grant recipient must attend a subgrant management workshop in Charleston.
- The grant recipient must submit reports as required.
- The sponsor must provide to the office, plans for implementation of results of the project.
- The grant recipient must submit a Final Project Report.
- The grant recipient must submit 5 copies of Final Product. Any consultant or staff used for your project must meet 36 CFR 61 qualifications. This condition may be waived upon individual consideration by WV SHPO.

**BEGINNING DATE:** ANNUALLY IN MARCH  
**ENDING DATE:** JUNE OF FOLLOWING YEAR

**FUNDING LIMIT:** No grant will be awarded for less than \$ 1,000.00

All grant expenditures and match resources must be expended for services and/or materials used for the approved project during the project period.

## MATCHING REQUIREMENTS

Grants are awarded for no more than 60% of the total project costs, with the project sponsor providing at least 40% of the total costs of the project. **Match for Certified Local Governments is 70/30. CLG grants will be awarded for no more than 70% of the total project costs, with the CLG sponsor providing at least 30% of the total costs of the project.**

**ELIGIBLE MATCH:** Non-Federal sources of cash. Cash derived from the Community Development Block Grant Program, Revenue Sharing Program, in-kind or donated contributions.

**INELIGIBLE MATCH:** Federal sources of match with the exception of those described above, Any costs whether cash or in-kind that are not necessary and reasonable to the completion of the project and within the grant period.

**FUNDING SOURCE:** Historic Preservation Fund, National Park Service

**AUTHORITY:** Chapter 29, Article 1, Section 1 and Section 5 of the Code of West Virginia. The National Historic Preservation Act of 1966, as amended (16 U.S.C. 470).

**GUIDELINES/REGULATIONS:** All projects must comply with the Secretary of the Interior's Standards; West Virginia competitive bidding and purchasing requirements; the National Register Program Guidelines, NPS-49; 18 USC 1913 regarding the use of Federal funds for lobbying activities; Section 504 of the Rehabilitation Act of 1973; Title VI of the Civil Rights Act of 1964; Americans with Disabilities Act; and Federal Procurement Standards as enumerated in 43 CFR 12, Subpart C. Uniform Administration Requirements for grants.

The activity that is the subject of this program description has been financed entirely with federal funds from the National Park Service, Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility, operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.