

**Oregon Heritage Commission**  
**2007-09 Heritage Grant Program**  
**Application Deadline: October 5, 2007**  
**Grant Application Form – Cover Page**

(Note: Using the insert key on your keyboard will help to fill this form via your computer.)

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

County: \_\_\_\_\_ Local Senator's Name: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_ Local Representative's Name: \_\_\_\_\_

Type of Organization:  501(c)(3) nonprofit     Local government     Tribal government

Grant Project Leader: \_\_\_\_\_

Email address: \_\_\_\_\_

Website: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Name of Grant Project: \_\_\_\_\_

**Budget Summary:**

Heritage Grant Request: \$ \_\_\_\_\_  
Applicant Share: \$ \_\_\_\_\_  
Contributed Share: \$ \_\_\_\_\_  
Total Grant Project Budget: \$ \_\_\_\_\_

Organization's Annual Budget \$ \_\_\_\_\_

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**Authorization:**

We hereby state that the facts, figures and representations made in this application, including all supplemental attachments, are true and correct to the best of our knowledge, and that the governing body of this organization has by a recorded vote approved this application.

\_\_\_\_\_  
Signature of Authorized Officer or Director                      Printed Name                      Date

\_\_\_\_\_  
Signature of Authorized Officer or Director                      Printed Name                      Date

# Oregon Heritage Commission

## 2007-09 Heritage Grant Program

### Grant Application Form – Narrative Questions

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**Respond to the following questions in no more than four pages, single-sided, 12-point type.**

The grant reviewers will respond more favorably if you respond to the following questions in a clear, concise narrative and only include information that is relevant to the grant project. We encourage you to enlist a proofreader/editor other than the author before submitting your application. If you have questions on the information required below, refer to the Grant Application Guidelines document or contact Heritage Commission coordinator Kyle Jansson at 503-986-0673 or [heritage.info@state.or.us](mailto:heritage.info@state.or.us)

- 1. Applicant Organization and Background.** Include organizational mission statement and purpose, organizational qualifications, history of accomplishment, governance, area and population served, and role of volunteers and staff.
  
- 2. Project Description:**
  - a. Briefly describe the project for which the support is requested.
  - b. Describe the heritage resources that are threatened and/or are of state or regional significance.
  - c. Describe how your project will preserve or develop these heritage resources.
  - d. Describe the project's potential to broaden and/or deepen public knowledge, understanding, appreciation of, and access to heritage.
  - e. Describe the numbers and types of people who are expected to benefit from the project.
  - f. Describe how the project will be monitored and evaluated.
  - g. Describe what Heritage Grant funds will be used for.
  - h. Describe plans in place to sustain or maintain the activity or project, if appropriate, following the period of the grant.
  
- 3. Project Development**
  - a. Describe the project director's experience related to this and similar efforts.
  - b. List any partner organizations and their contributions toward this project.
  - c. List any "experts" who may be hired or volunteer to assist with the project.

Attach your responses to the Grant Application Form Cover Page and the Grant Application Form Budget Narrative.

# Oregon Heritage Commission 2007-09 Heritage Grant Program

## Grant Application Form – Budget Narrative

List anticipated expenditures by the categories shown. Also, show how Heritage Grant funds will be used for the same project, and any cash, in-kind or donated funds and labor that will be used to support the project. Enter the totals on the Grant Application – Cover Page. Detailed instructions for the Budget Narrative are located on page 3 of the Heritage Grant Application Information.

<b>Budget Category</b>	<b>Your Share</b>	<b>Value of Other Contributed Funds, Goods, and Services (specify sources)</b>	<b>Heritage Grant Funds Requested</b>	<b>Total of row</b>
Personal Services (salary and benefit costs)				
Contractual services				
Materials and Supplies				
Equipment (specify types)				
<b>Total of column</b>				