



KENAI MOUNTAINS-TURNAGAIN ARM  
**NATIONAL HERITAGE AREA**

## KMTA Publications GRANT 2022 GUIDELINES & APPLICATION

### **ELIGIBILITY FOR PUBLICATION GRANTS:**

KMTA funds a variety of publication mediums, including print and digital media projects ranging from \$5,000 - \$10,000. Funding may cover costs related to writing, editing, publishing, printing, and launching the publications project. Please note, the applicant (i.e. author/publisher) will retain all copyrights, duties and obligations associated with the publication. KMTA does not obtain copyrights of any kind.

Applicants must complete and submit a 1-page project synopsis, the grant application narrative, budget, and supplemental items (see list below) to be considered for a competitive award. KMTA funds are disbursed by reimbursement only. Applicants must choose between applying for a publications or community grant, the same application may not be submitted to both programs.

Viable Publication Projects Must:

- 1) Show a solid relationship to preservation, interpretation, and promotion of the National Heritage Area's resources;
- 2) Produce a 1:1 match of funds from a non-federal source;
- 3) Demonstrate a clear benefit to the public and appeal to the general public;
- 4) Be produced to meet industry standards and best practices for the publication type.

Who can apply?

Individual writers, artists, videographers, publishers, non-profit or governmental organizations active within or producing content about the National Heritage Area are eligible to apply.

All Competitive grant publication projects must be undertaken and completed within a 12-24 month period. Project performance period begins upon receipt of award notification.

### **Complete Grant Application must include:**

1. Project Pitch/Synopsis (1 page)
2. Narrative Application
3. Publication Sample (i.e. manuscript excerpt; illustration example; video trailer)
4. Bibliography of previously published work
5. Budget Worksheet
6. Email complete grant application and any additional information, attachments or pictures to:  
[amandasassi@kmtacorridor.org](mailto:amandasassi@kmtacorridor.org)

If awarded, the grant recipient agrees to provide a brief excerpt of their work and an autobiographical statement (500 – 1000 words) for our files and website. Questions? Contact KMTA Program Manager, Amanda Sassi at: [amandasassi@kmtacorridor.org](mailto:amandasassi@kmtacorridor.org) or call 907-252-5109



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**PUBLICATION GRANT APPLICATION  
2021**

Date: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Grant Request Amount: \$ \_\_\_\_\_

Matching non-federal funds & in-kind contributions (Amt): \$ \_\_\_\_\_

Publication Title: \_\_\_\_\_

**PUBLICATION PITCH/SYNOPSIS**

Maximum 1-page description of medium, subject matter, audience, and topics/themes addressed. ***Attach as a separate document or paste below.***

**APPLICATION NARRATIVE**

1. Describe the current stage of the publication (ranging from inception, complete manuscript, to distribution). What stages will be supported with this funding? Please describe the expected timeline and launch of the book (funds can be available for up to a 24 month period). (200 Word Max):

2. How does your publication increase public awareness and appreciation for the natural, historic, scenic, and cultural resources of the KMTA National Heritage Area? (100 Word Max)





8. Please describe the qualifications of authors and publishers involved with the publication, and any other personnel involved.
  
9. Describe the sponsoring organization and/or individual's previous grant management experience.
  
10. What is the expected publishing date (month & year)?
  
11. How will the publication be distributed and accessible to the public?
  
12. Have you received a formal contract offer from your publisher? If no, have you received a letter of acceptance?

**APPLICATION BUDGET**

**Eligible Expenses**

Eligible expenses must be related solely to the single publication for which the applicant is seeking grant funding. Publication grants are by reimbursement and cover only those expenses that are necessary to the writing, illustrating, publication, production/design and distribution of the work. These include permissions for image use owned by 3<sup>rd</sup> parties, indexing or copyediting, publisher fees, printing, marketing, and initial distribution. An indirect cost rate of 10% applies for overhead operating expenses unless the sponsoring organization has an alternative pre-approved federal indirect rate.

**Ineligible Expenses**

- General operating expenses and staff salaries outside of the pre-approved federal in-direct cost rate and project scope.
- Fundraising costs or lobbying costs.



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- Catering, food and beverage, entertainment costs unless directly tied to the project activity and preapproved by KMTA.
- Expenses incurred prior to the award date.
- Any expenses outside the specific Scope of Work defined in the grant agreement.
- Acquisition or any interest in real property.

Any expenses deemed unallowable per [Uniform Administrative Requirements Part 2 CFR 200 Subpart E](#)

1. Budget Narrative: *Please provide a written explanation summarizing the allocation of funding requested and the dollars provided as match.(250 Word Max)*

2. In-kind Sources: *(Please list your In-Kind Sources, volunteer contributions and donations)*

3. Cash Sources: *(Please list the sources of your Cash Match)*

4. Project period: *(12-24 month grant cycle) Please estimate the lifespan of your project.*

5. Publication Activities/Milestones: *(please list)*



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6. Authorship: *(If the applicant is different than the author, please explain)*

7. Please list any additional considerations:

8. Download and Complete Budget Worksheet in Excel

**Once complete, email the following to** Amanda Sassi at: [amandasassi@kmtacorridor.org](mailto:amandasassi@kmtacorridor.org)

- Project Pitch/Synopsis (1-page max)
- Grant Narrative Application
- Budget Worksheet
- Bibliography of previous published work
- Publication Sample (i.e. manuscript excerpt; illustration example; video trailer)

***Incomplete applications will not be reviewed by the KMTA Board.***

### **ADDITIONAL CONSIDERATIONS**

Grantees must provide an informal progress report approximately every quarter. We ask that our credit line and logo are placed on the finished product as well as mention of KMTA in the acknowledgments section. Lastly, KMTA requires that ten copies of the final product be sent for archival purposes, and that the publication be made available at local libraries within the communities of the Kenai Mountains – Turnagain Arm National Heritage Area: Girdwood, Moose Pass, Cooper Landing, Seward and Whittier.

### **PERMISSIONS & COPYRIGHT**

Authors must secure all necessary copyrights and permissions for publishing content and materials used in the publication. These include but are not limited to historic content, photos, illustrations, and personal data.

The author/publisher will retain all copyrights, duties and obligations associated with the publication. KMTA does not obtain copyrights of any kind.

### **CONFLICT OF INTEREST (COI)**

Applicants have a duty to disclose any conflicts of interest that may exist within the project budget. A conflict of interest may occur when an interested person or entity has financial or personal interest in the grant award, which may result in monetary or personal gain. A conflict of interest does not mean the application will be excluded from consideration, rather the applicant has a duty to disclose any COI and justify the reasons for proceeding with the project transactions despite the COI.

### **VOLUNTEER IN-KIND CONTRIBUTION**

**Volunteer time** must be counted at the following standardized rate for Alaska: \$28.19/ hour in 2020 ([https://independentsector.org/resource/vovt\\_details/](https://independentsector.org/resource/vovt_details/)), unless a professional rate applies and is justified in writing.



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**REIMBURSEMENT**

**Fund distribution will be made on a reimbursement basis.** Only fully documented and approved expenses will be reimbursed. At the project's conclusion, final payment will be made upon receipt of a final narrative report, expense worksheet, and supporting documentation. Partial reimbursements are optional on a quarterly basis.