



## KMTA COMMUNITY GRANT APPLICATION 2023

**Directions:** We recommend reading through this application in its entirety before completing, and compiling your answers in a word document to copy and paste into this form before saving and submitting. Please do not complete this application by hand, as we will only accept typed answers, saved as a pdf or word document via our online portal.

### APPLICANT GENERAL INFO

<b>Grant Request Amount:</b>	
<b>Estimated Match Amount:</b> <i>-Non-federal funds and in-kind contributions</i>	

<b>Project Title:</b>	
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<b>Organization:</b>	
<b>Sponsoring Organization</b> <i>(only if primary applicant is a for profit/private entity; otherwise write N/A):</i>	
<b>Website URL:</b>	
<b>Applicant Type</b> <i>(nonprofit 501(c)3, government, private):</i>	
<b>Tax ID/EIN</b> <i>(if applicable):</i>	
<b>Primary Contact Name:</b>	
<b>Primary Contact Title:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

**What type of grant are you applying for? (select one)**

*Please note you may only apply for a multi-year grant (of two or three years) if you are a returning grantee. Your selection indicates the number of years that you wish your total funding request to be split.*

- One Year Grant      Two Year Grant      Three Year Grant

**Project Focus Area** *(check all that apply)*

Historic and Cultural Preservation  
Education and Interpretation

Natural Resource Conservation  
Trails and Recreation

**Have you received a grant from KMTA in the past?**

Yes No

**If yes, do you currently have an open grant with KMTA?**

Yes No N/A

**Provide a brief overview of your organization and mission. (300 word max)**

## REQUEST DETAILS

### PROJECT INFORMATION AND IMPACT

**Project Description** *(300 word max)*

**What is the rationale/need addressed by this project proposal?** *(200 word max)*

**How does your project align with KMTA's mission and core funding priorities?** *(250 word max)*

**Is your project located within the geographic boundaries of the Heritage Area?**

Yes    No

**Within which KMTA communities or regions will your project take place?**

**Please describe the population that will be served/impacted by your project:** *(150 word max)*



## **OBJECTIVES, EVALUATION, AND PROJECT SUSTAINABILITY**

### **What are the objectives for your project?** (250 word max)

*(Please include your short- and long-term objectives/goals. Objectives should be specific and measurable, for example: impact X # of kids, gather X % satisfaction on a survey, collect input from X # of community members on a project design, leverage X # of volunteers, repair X # of miles of trails, preserve X # of acres)*

### **How will you evaluate your success in achieving these objectives?** (250 word max)

*(Describe the specific strategies, tools, processes and metrics you will implement to reach your intended objectives. Examples: # of people impacted, diversity of users, # of communities served, survey design and implementation, growth in visitors, etc.)*

### **How will the requested funding help you achieve these objectives?** (150 word max)

*(Please use this space to describe the impact you expect to have related to each of your stated objectives/ goals, and the specific role KMTA funding will play in realizing those outcomes.)*

### **Provide a detailed project timeline that outlines when each of your objectives will be met.** (200 word max)

### **Please describe the long-term sustainability of this project and how you will ensure lasting benefits.** (200 word max)



## **PROJECT PARTICIPANTS**

**Please list any project partners that you will collaborate with and how they will be involved. (100 word max)**

**Please estimate the number of volunteers and volunteer hours you anticipate leveraging for your project. (50 word max)**

**Describe your volunteer demographics if applicable (e.g., youth, community members/leaders, professional, etc.). (50 word max)**

**Please describe what project staff and/or contractors will be involved and their relative qualifications. (200 word max)**

## **PROJECT SUPPORT**

**Please list all grants/donations received and committed for this specific project, along with corresponding amounts. (200 word max)**

**Are you currently a recipient of an NPS Alaska Region financial assistance award?**

Yes    No

**If Yes, please provide details on award, amount, and purpose of funding. (100 word max)**

### **KMTA RECOGNITION AND INVOLVEMENT**

**Provide a brief description of how your organization will promote your partnership with KMTA and recognize our financial contribution. (200 word max)**

*(Recognition of financial support from KMTA is required for all contractual grant agreements. If your project is selected to receive a grant, you will be provided with a media packet to assist you.)*

**Are there other opportunities for KMTA to be involved in your project (e.g., site visits, consultation, events, panels, etc.)? (100 word max)**

### **ADDITIONAL INFORMATION**

**Are public lands involved in your project?**

Yes No

**If Yes, do you have written approval of the corresponding governmental agency to include as an attachment with this application?**

Yes No

**Are there any conflicts of interest related to your request for KMTA grant funding? (100 word max)**

*(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.)*

**Please list any additional considerations (optional). (150 word max)**



## **PROJECT BUDGET INFORMATION**

**Provide a brief written summary of your project budget, including the amount of funding you are requesting from KMTA, and the nonfederal dollars you will be using to meet your match requirement.**

*Please remember you will also need to complete a Budget Worksheet separately in excel to capture a detailed breakdown of the anticipated expenses you are requesting for reimbursement. Upload your completed worksheet as an attachment when submitting your application.*

### **Project Budget Overview for KMTA Contributed Funding**

*Please provide a high-level overview of your project budget for each year of requested funding. Include a brief written explanation of what project expenses you want reimbursed (e.g., Year 1- \$2,000 for construction materials for new floor, Year 2- \$3,000 for labor and installation, etc.). You'll be prompted for a detailed cost breakdown of those expenses in your Budget Worksheet. (250 Word Max)*

### **Overview of Budgeted Nonfederal Match**

*Please provide a high-level overview of the nonfederal match you anticipate leveraging for each year of requested funding. Include a brief explanation of anticipated sources of in-kind contributions (goods and/or volunteer time) and cash donations (e.g., Year 1- \$2,000 volunteer time for researching and finding contractors, Year 2- \$3,000 worth of donated construction equipment for floor installation). Again, you'll be prompted for a detailed breakdown of match in your Budget Worksheet. (250 Word Max)*

## SECTION 106 REQUIREMENTS

**Does your project have the potential to physically impact cultural resources and/or historic properties?**

Yes No

**If you answered no, your application is complete and you may skip the rest of this section. If you answered yes, please explain the current status of your project in-regards to Section 106 compliance (*reference Section 106 Review Process below*), and how you plan to pursue compliance with the State Historic Preservation Office (SHPO). (100 word max)**

**If your project involves a historic structure or site, is it currently listed on the National Register of Historic Places (NRHP)?**

Yes No

**If not, is it eligible, or has the potential to become eligible as a result of your project efforts, for a nomination to be listed on the NRHP? Please refer to [National Register of Historic Places](#) to determine eligibility.**

Yes No N/A

## SECTION 106 REVIEW PROCESS

If your project does have the potential to physically impact historic properties or sites, then a Section 106 review must be incorporated into the project. Physical impact could include anything from digging a post hole, to installing a sign, to breaking ground on new construction, to restoration and rehabilitation on a historic structure. SHPO has 30 days to review your project, so project details should be sent to them as soon as possible. Please follow the steps below to make sure that your project is in compliance and attach any necessary documentation to your Grant Application.

**Step 1: Submit an email to the State Historic Preservation Office including the following information:**

- Email Address: [oha.revcomp@alaska.gov](mailto:oha.revcomp@alaska.gov)
- Subject Line: Cultural Resource Presence/Absence Info Request
- Message Body:
  - Project Description
  - State this is a potential KMTA NHA grant project
  - Include location information (e.g., a map or lat/long to help SHPO find the location to check for cultural resources)

SHPO has 30 days to respond. If your project has the potential to impact historic properties or sites, they will let you know if there is more work to be done.

**Step 2: Has SHPO responded to your request in 30 days?** Yes No

If yes, include their response in your application as an uploaded attachment.  
If no, please follow up with SHPO to inquire about the status of your request.



**Step 3: If SHPO determines that your project has the potential to impact historic properties or sites, please complete the following:**

- Contact Development Manager Jessa West to plan on how to proceed with the review. In the meantime, complete and submit the grant application with the above documents (email to SHPO, and their response). While Jessa will help direct you on next steps, you can expect to be asked to take the following actions:
  - Consult with NPS Region 11 [Cultural Resource Manager](#)
  - Enlist the services of an archeologist contracted by KMTA to do a site visit and write a letter detailing their findings
  - Complete the Section 106 [Project Review Form](#) and submit to SHPO, including the findings of the archeologist and any input from NPS staff as attachments
  - Wait for SHPO's response to your submitted Project Review form to take the appropriate next steps. SHPO has 30 days to respond.
    - *A project review is SHPO's opportunity to concur (or not concur) with an agency or individual's findings/recommendations for a project (e.g., no potential to cause effects, no historic properties affected, no adverse effect, or adverse effect). This is done after background research, fieldwork, report writing, etc. has been completed.*

**Step 4: If your project was found to have an Adverse Effect on cultural resources, please do the following:**

- Contact KMTA to work with the appropriate NPS staff and contractors to create a mitigation plan.
- Create a Memorandum of Agreement (MOA) with SHPO
  - *When historic properties may be harmed, Section 106 review usually ends with a legally binding agreement that establishes how adverse effects will be avoided, minimized, or mitigated.*

## HOW TO SUBMIT YOUR GRANT APPLICATION

Once you've completed all steps above, use the online portal [here](#) to submit the following:

- Grant Application (this form)
- Budget Worksheet (excel)
- Letter(s) of Support
- Note: At least one letter of community support for the project is required, but you may include more than one.
- Relevant Section 106 documentation if applicable (your email to SHPO and their response)
- Permits/Evidence of Public Lands Permissions (if applicable)
- Any additional materials you'd like us to review

Please reach out to Development Manager, Jessa West, at [jessawest@kmtacorridor.org](mailto:jessawest@kmtacorridor.org) with any questions.

***Incomplete applications will not be reviewed by the KMTA Board and will be ineligible for funding consideration.***