

2015 GRANT APPLICATION

PROJECT NARRATIVE

The Grant Application must include a project narrative. If selected, the project narrative will become the Scope of Work and will be included in the Grant Agreement. Please use the following section headings and provide the content requested for each section in a brief, but thorough, narrative. Please use a separate

1. PROJECT SUMMARY

Summarize in one or two sentences the purpose of the proposed project. A more detailed description will be completed under Project Scope. Indicate if your proposed project addresses the State Preservation Plan (*Preserving the Enchantment: Sustaining New Mexico's Cultural Heritage, 2012-2016*) goals and warrants consideration for bonus points (see evaluation for more information).

2. PROJECT SCOPE

In two pages or less, clearly and concisely describe the proposed project. Be sure to answer the questions for each section below within the narrative:

NEED

- What historic preservation need(s) does this proposed project address?
- Does the proposed project relate to the local government's preservation plan? (For CLG Grants only)
- Why is the proposed project a priority?
- How will the proposed project benefit the community, the state, or the nation?

PROJECT ACTIVITIES

- What activities will be carried out to complete the proposed project?
- Who will be responsible for doing what?
- Does the proposed project use the most efficient, cost-effective way of addressing preservation needs?
- How will the public be involved in the project?

DELIVERABLES

- What product(s) will be derived from the project?
- How will the product(s) be made available to the public?
- How will the product(s) be used by the local government? (For CLG Grants only)

3. ADMINISTRATION

Demonstrate that project personnel and methods are clear and appropriate to achieving project objectives.

PERSONNEL

- Do the Project Coordinator and/or key personnel meet The Secretary of the Interior's Professional Qualifications Standards?
- Are the personnel appropriate for achieving project objectives?
- Is the time schedule realistic? Can the project be accomplished in the proposed grant period?
- Has the project team demonstrated that they have sufficient experience to complete the project?

4. BUDGET

Show that budget is reasonable to accomplish major project tasks and activities and that budget items are necessary to accomplish project activities. Provide a sufficiently detailed budget to show basis for cost items including a breakdown of staff and volunteer hours by task. Indicate how these numbers were calculated.

PROJECT BUDGET

- Are anticipated costs to accomplish project activities realistic, reasonable, and necessary?
- Is the cost basis for the budget justified and documented?
- What funding sources will be used for the match? Is the required match satisfied?

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PROJECT NAME: Fill in Project Name

APPLICANT: Fill in Applicant Name

Project Narrative Text goes here.
Feel free to use additional pages, as necessary.
Font must be Times New Roman, 12 pt.