

History Colorado
STATE HISTORICAL FUND

Grant Program Guidebook

Fiscal Year 2027

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Cover Image: Montrose Fruit & Produce Association Building, Montrose County

Who We Are

Two foundational things are true at History Colorado. We love Colorado. And we believe in the transformative power of history and historic places. As an agency of the State of Colorado and a non-profit organization, we are committed to serving all Coloradans. We offer access to our state's history through enriching experiences at eleven museums and historic sites. We steward 15 million objects, photographs, and archival resources that make up the State's collection, and serve tens of thousands of learners of all ages through dynamic programs. We work with school groups and young learners through field trips, day camps, and traveling programs. We're also home to a free public research center and Colorado's Office of Archaeology and Historic Preservation (OAHP). And since 1990 we've been the proud home of the Colorado State Historical Fund (SHF), the nation's largest preservation program of its kind.

The State Historical Fund (SHF) of History Colorado preserves and celebrates the diverse heritage that defines Colorado. Established more than thirty years ago, it is funded by a portion of gaming tax revenue to support statewide historic preservation projects.

Since its creation, the State Historical Fund has awarded more than 5,000 grants totaling nearly $400 million across all 64 Colorado counties. These projects protect places and stories that connect us to our shared past and build a stronger future. Learn more about our funded projects in our Annual Reports.

We're committed to Colorado's diverse communities through grant funding, engagement, education and access. We know we're succeeding when more voices, perspectives, and experiences are part of History Colorado. It's our vision that every Coloradan feels rooted, draws strength from those who have come before us, and knows they belong in this place.

In pursuit of a more just and equitable Colorado, we embody the grounding virtues listed below as the foundation of all aspects of our work: our thinking, communication, process, outcomes, and evaluation. Our work is guided by, for, and of the communities we build, belong to, and serve, and we commit to:

- Being in Community
- Amplifying and Centering Voices of Black, Indigenous, and People of Color
- Co-creation and Shared Authority
- Humility and Reflection
- Responsiveness and Flexibility
- Shared Destiny

We are Colorado.Together, our generational work centers communities, deepens knowledge and catalyzes the transformative power of history.

Land Acknowledgement

We acknowledge that the land currently known as Colorado has been the traditional homelands of Indigenous peoples since time immemorial. We are grateful to work in partnership with the 51 sovereign nations who continue to call this land home. Together, we plan exhibits; collect, preserve, and interpret artifacts; do archaeological work; and create educational programs to share the history of Colorado.

Application Requirements

Eligible Applicants

Public Entities within Colorado

- State agencies
- County, city, or township governments including Special Districts
- Sovereign Tribal Nations

Nonprofit Organizations

- Includes any organization registered with and certified by the Internal Revenue Service as tax-exempt under Internal Revenue Code Section 501 (c), (d), (e), (f), and (k), or Section 521 (a).
    - Religious organizations must also be fully registered with the Internal Revenue Service or fall under a group exemption.
    - Not sure if you're registered and certified as a tax-exempt nonprofit? Check your tax status.
- Nonprofits must also be a registered business entity or charity in good standing with the Colorado Secretary of State.

Ineligible Applicants

Federal Agencies

- Federal agencies must partner with an eligible public entity or nonprofit organization willing to apply for and administer a grant on their behalf.

Private Individuals and For Profit Entities

- Private individuals and for-profit entities must partner with an eligible public entity or nonprofit organization willing to apply for and administer a grant on their behalf.
- State statute mandates that private owners must have the support of their local government. Your application must include either the signature of a local elected official or a letter of support from a local elected official.

Municipalities of Black Hawk, Central City, and Cripple Creek

- The three gaming towns receive a direct allocation of the annual disbursement of gaming tax revenues for their local preservation efforts.
- State Historical Fund money cannot be used for work on any properties owned by these municipalities, regardless of who applies for the grant.

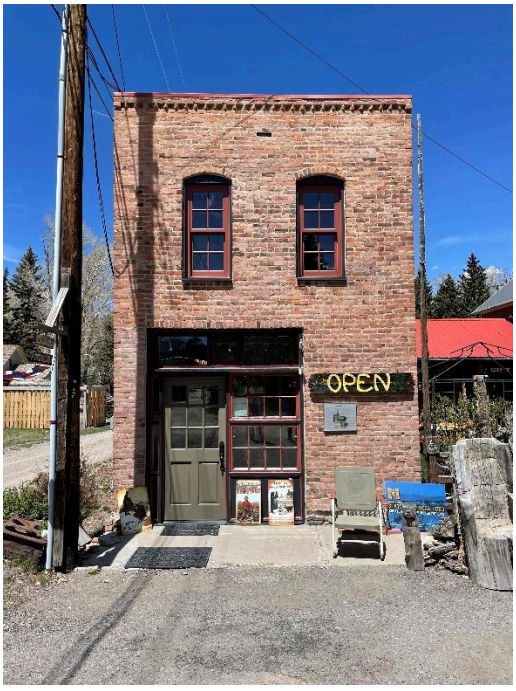


Photo 1: Green Garage, Hinsdale County

National, State, or Local Designation

Historic designation is required prior to application submission for all acquisitions and projects with any physical work. A property is designated when it is listed in the National Register of Historic Places, State Register of Historic Properties, or through an official municipal or county designation process formally adopted by a historic preservation ordinance or resolution.

Local preservation ordinances or resolutions must have clearly documented procedures and criteria in place for designating buildings, districts or other historic resources, and have an appointed body to carry out these designations. Proof of local designation is required by providing a copy of the ordinance or resolution designating the property.

The proposed work must occur within the boundaries outlined in the local, State, or National Register designation.

Certain grant types or projects only require that you are actively working to designate a property or that it is eligible to be listed. Contact our staff for additional guidance if your property is in the designation process.

Cash Match

All projects require a cash match contribution toward the project total. Cash match is actual money in the bank or an accounting transaction that contributes to the completion of the project scope of work. The value of in-kind donations of goods, services, or labor are not eligible forms of cash match. If cash match originates as part of a salary, it must be “extra work” attributed to the project not duties that are part of the employee's permanent job description.

Cash match must be used for work eligible for State Historical Fund funding and that takes place within the State Historical Fund grant contract period, and must be included in your project scope of work and budget. Cash match must be in the bank before our contracts staff can create your grant award agreement.

See our Noncompetitive and Competitive program tables for all cash match requirements. Nonprofit organizations with a long-term lease of 39.5 years or more on a privately owned property qualify for the nonprofit ownership cash match.

If you are unable to provide the required minimum cash match, you must request a cash match waiver in the application. Explain why the minimum cannot be met and the efforts your organization made to find funds or other community resources.

Connection to Historic Preservation or Archaeology in Colorado

Projects must be for significant buildings, structures, objects, districts, or archaeology sites in Colorado, or be about the preservation of historic resources in Colorado.

By state code and statute, the State Historical Fund can only fund projects that meet the Standards for Archaeology and Historic Preservation, which includes the Secretary of the Interior's Standards for the Treatment of Historic Properties.

Secretary of the Interior’s Standards and Guidelines for the Treatment of Historic Properties

All State Historical Fund projects with physical work must adhere to the Secretary of the Interior's Standards for the Treatment of Historic Properties (Standards). The Standards are a series of concepts about maintaining, repairing, and replacing historic materials, as well as designing new additions or making alterations. The

Guidelines offer general design and technical recommendations for applying the Standards to a specific property. Together, the Standards and Guidelines provide a framework for decision-making about work or changes to a historic property.

Four Approaches to the Treatment of Historic Properties

There are four distinct, but interrelated, approaches to the treatment of historic properties: preservation, rehabilitation, restoration, and reconstruction.

- **Preservation** focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved.
- **Rehabilitation** acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.
- **Restoration** depicts a property at a particular time in its history while removing evidence of other periods.
- **Reconstruction** recreates vanished or non-surviving portions of a property for interpretive purposes.

Preservation Briefs/Tech Notes

Preservation Briefs and Tech Notes provide detailed information about various aspects and methods of preserving, rehabilitating, and restoring historic buildings. These National Park Service publications align with the Standards and help historic building stewards recognize and resolve common problems before work. Briefs and Tech Notes recommend methods for rehabilitating historic buildings consistent with their historic character.

State of Colorado Grant Agreement

All awarded projects require the execution of a 24-month, non-negotiable grant agreement between the state of Colorado and the grant recipient organization. Depending on the awarded grant amount and the applicant entity, the document may not require a signature from your organization. It is your responsibility to review the Grant Award/Agreement Templates and the Award Conditions prior to application to be certain that your organization is willing to go under contract with the required terms should your grant be awarded.

Review the Managing Your Grant section of this Guidebook to understand our exhibits, payment structure, and deliverable requirements for all projects, and review the Grant Recipient Responsibilities to understand the contractual and legal requirements for all state grants.

Property Protections for Projects with Physical Work and Acquisitions

Property protections safeguard the State's investment of public funds awarded for grant projects.The duration and type of property protection required varies by the type of owner and the cumulative amount of State Historical Fund grant funds awarded for physical work at the property since the beginning of our program. The two types of protections are covenants and perpetual easements.

- **Covenant**: A recorded document that is tied to the land and binds current and future owners for a specific period of time. Covenants are recorded in the county where the property is located. Any alterations to the interior or exterior of the property during the covenant period require SHF staff review and approval.
- **Perpetual Easement**: A recorded document that is tied to the land and binds current and future owners in perpetuity. Exact terms of the easement will be negotiated between the property owner, the State Historical Fund, and a qualified easement holding organization.

Following application submission, our Property Protection Coordinator will notify you which protection, if any, will be required if the grant is awarded. The State Historical Fund pays all fees associated with the placement of a covenant or perpetual easement.

Review the table below for details on types of property protections and their duration based on property ownership and cumulative grant funds awarded for physical work at that property.

Type of Protection	Public Entity Owners	Nonprofit Owners	Private Owners
None	State-owned, tribe-owned, and federally-owned properties, archaeological sites, and railroad rolling stock; grants of $25,000 or less (Excludes all acquisitions)	Archaeological sites and railroad rolling stock; grants of $25,000 or less (Excludes all acquisitions)	Archaeological sites and railroad rolling stock; grants of $25,000 or less (Excludes all acquisitions)
10-Year Covenant	$25,001 - $100,000	$25,001 - $100,000	$25,001 - $100,000
20-Year Covenant	$100,001 - $250,000 The 20-year period restarts at $250,001 and at each subsequent $250,000 award increment	$100,001 - $250,000 The 20-year periodrestarts once at $250,001	$100,001 - $250,000
Perpetual Easement	All acquisition grants	$500,001 and above; all acquisition grants	$250,001 and above; all acquisition grants

Additional questions about the property protection requirement may be directed to our Property Protection Coordinator, hc_covenant_reviews@state.co.us.



Photo 2: North London Mine and Mill, Park County

Ineligible Projects and Expenses

Per state statute and fiscal policy, some projects, activities, and costs do not qualify for State Historical Fund assistance and cannot be included in the scope of work, budget, and/or cash match for funded projects. Those projects and costs include:

Ineligible Projects

- Acquisition of or physical work on non-designated properties
- Acquisition of or excavation on non-designated archaeological sites
- Construction of new buildings and additions not original to the resource
- Construction of new parking lots, sidewalks, landscaping, or facilities unless to replace one that had been destroyed to enable work within a State Historical Fund grant
- Moving historic buildings
- Education projects without a direct correlation to historic preservation of buildings, historic properties, sites, landmarks, landscapes, archaeology, or the state of Colorado
- Exhibit planning or creation of non-archaeological collections
- Oral histories or social history projects that do not bear a strong relationship to the significance of historic places in Colorado
- Printing or reprinting materials or signage produced outside of our grant program or without the inclusion of State Historical Fund staff review and approval
- Storage, conservation, curation, exhibition, or interpretation of non-archaeological collections
- Wayfinding signage
- Work required by Section 106 of the National Historic Preservation Act
- Work that does not take into account archaeological considerations
- Work on building elements or objects that contain religious symbols

Ineligible Expenses

- Archaeological monitoring requirements omitted from the application scope and budget
- Costs encumbered, contracted for, or incurred before receiving a fully executed grant award/agreement with the State Historical Fund
- Costs of utilities outside the designated area
- Costs to ensure the safe protection of historic collections and archives during stabilization, preservation, restoration, rehabilitation, or reconstruction that exceed more than 5% of the State Historical Fund grant award.
- Entertainment costs and alcohol
- Fundraising costs
- Gifts, awards, and contributions
- Grant administration above 15% of total direct project costs
- Grant writing costs
- Late fees or interest charged for delinquent payment of invoices
- Lobbying expenses
- Moving or relocation costs for occupants
- Purchase of equipment that costs more than $5,000 or more than the rental cost of the equipment during the project
- Sales and use tax expenses
- Travel expenses above the State of Colorado travel rates specified in your Grant Award Exhibit B
- The value of in-kind goods, services, or staff time or pay

Our Grant Programs

We offer two grant programs. Competitive Grants are available through two grant rounds a year with a maxiumum grant request of $250,000. Noncompetitive Grants are available year-round for up to $20,000.

Grant Program	Grant Type	Maximum Grant Request	Application Deadline	Award Announcement
Noncompetitive	Archaeological Assessment	$20,000	Rolling, year-round	30-45 days from submission
Noncompetitive	Planning	$20,000	Rolling, year-round	30-45 days from submission
Noncompetitive	Historic Structure Assessment	$20,000	Rolling, year-round	30-45 days from submission
Noncompetitive	Survey Plan	$20,000	Rolling, year-round	30-45 days from submission
Noncompetitive	Micro	$10,000	Rolling, year-round	30-45 days from submission
Noncompetitive	Emergency	$15,000	Rolling, year-round	As quickly as possible
Competitive	Mini	$50,000	See our website for current dates.	See our website for current dates.
Competitive	General	$250,000	See our website for current dates.	See our website for current dates.
Competitive	Workforce Development Special Initiative	$250,000	See our website for current dates.	See our website for current dates.

Noncompetitive Grants

The primary purpose of the noncompetitive grants is to aid in the planning and development of future, larger historic preservation and archaeology projects.

The State Historical Fund offers six types of noncompetitive grants: Archaeological Assessment, Planning, Emergency, Historic Structure Assessment, Micro, and Survey Plan. We accept these applications year-round and fund them on a rolling basis by fiscal year (July 1–June 30). If awarded, the contracting process can take up to 6 weeks before the project can begin. If funds are no longer available within the current fiscal year, awarded applications will be approved for funding at the beginning of the next fiscal year (July 1).

The following table shows specific requirements for each noncompetitive grant.

Grant Type	Maximum Grant Request	Required Cash Match (% of Project Total)	Expanding the Narrative Required Cash Match (% of Project Total)	Is Historic Designation Required?*
Archaeological Assessment	$20,000	**10%** for nonprofit or public owners **25%** for private owners	**0%** for nonprofit or public owners **10%** for private owners	No
Planning	$20,000	**10%** for nonprofit or public owners **25%** for private owners	**0%** for nonprofit or public owners **10%** for private owners	If the property is not designated, Form 1419 (Preliminary Property Evaluation Form) must be submitted to and approved by the State Historic Preservation Office.
Historic Structure Assessment	$20,000	**10%** for nonprofit or public owners **25%** for private owners	**0%** for nonprofit or public owners **10%** for private owners	If the property is not designated, Form 1419 (Preliminary Property Evaluation Form) must be submitted to and approved by the State Historic Preservation Office.
Survey Plan	$20,000	**10%** for all applicants	**0%** for all applicants	No
Micro	$10,000	**10%** for nonprofit or public owners **25%** for private owners	**0%** for nonprofit or public owners **10%** for private owners	National, state, or local designation is required at time of application for physical work.
Emergency	$15,000	No match required	No match required	National, state, or local designation at time of application.

*For additional questions about designation requirements, contact our engagement team.

Noncompetitive Eligible Costs

Direct Costs: Expenses directly attributable to the grant project not the organization's general operation. This includes:

- Contractor/subcontractor labor, general conditions, overhead and profit, and bonding
- Consultant fees
- Permits
- Purchases for materials and supplies
- Rental costs
- Purchases of $5,000 or less for equipment
- OAHP File search fees
- Travel Expenses (within the state travel rates)

Ineligible Costs

- Grant Administration and indirect costs
- Contingency

Archaeological Assessment Grants

Archaeological Assessments collect and evaluate archaeological data to create a plan for larger-scale research, site preservation, and/or interpretation of a site. This grant funds testing for up to 10 square meters. See our Competitive Grant Program if your project includes excavating more than 10 square meters or for additional testing within the site.

All awarded archaeology applications will be contingent on receipt by the State Historical Fund of an approved archaeological permit prior to the execution of the grant award contract. For state lands including city, county, and any other political subdivision of the state, a permit must be issued by the Office of the State Archaeologist, and the permit must be valid during the proposed project dates. For federal lands, a permit must be issued by the federal land managing agency and must be valid after the grant award date. Please do not apply for a permit until the grant is awarded. If a Principal Investigator is unable to obtain the required permit within 9 months of award, the grant may be rescinded.



Photo 3 Chancellor Ranch Archaeology Survey, Las Animas County

Eligible projects may include:

- Assessing a known archaeological site to direct future work, such as excavation; preservation; listing on local, state or national registers; and/or interpretation.
- Evaluating areas for the presence of archaeological resources.
- Testing archaeological research methodologies in preparation for a competitive grant.
- Assessing archaeological collections to plan future curation work.
- Developing an archaeological monitoring plan through survey, limited testing, and geophysical prospection techniques prior to a project with ground disturbing physical work.

Planning Grants

Planning grants create documents that meet the Secretary of Interior's Standards to prepare for future physical work.

Common projects include:

- Designation nominations
- Historic contexts
- Construction documents
- Schematic design plans
- Design development plans
- Investigation (hazmat, geotechnical, structural, materials analysis, etc.)
- Cost estimating
- Maintenance plans
- Master plans

Historic Structure Assessment Grants

Historic Structure Assessment grants allow a Colorado licensed architect to fully document the physical condition of a historic resource. The completed assessment reflects a comprehensive understanding of the condition and needs of the resource. This information includes details specific to the historic character and significance; materials, features, elements, and spaces; and intended use. Ideally, a resource will be assessed in different seasonal conditions (wet, dry, hot, cold) to ensure a complete evaluation. Some conditions may not be evident in one visit or under one set of weather conditions.



Photo 4: Cedar Mesa Community Club, Delta County

Historic Structure Assessments must follow a set scope of work.

Survey Plan Grants

Survey Plan grants create a comprehensive document that assesses a community's historic resource survey needs and provides a phased plan for future survey efforts.

Final products may include:

- Evaluation of previous survey work
- Identification of appropriate historic contexts
- Identification of current survey needs
- Completion of a Limited Reconnaissance Survey
- Prioritization of recommendations for future survey project phases and cost estimates
- Outreach to inform the public of the results

Experienced survey plan consultants understand survey and planning projects. The selected consultant should be knowledgeable in applying the Secretary of Interior's Standards for Identification and Evaluation.

Micro Grants

Micro grants support grassroot, small-scale preservation efforts, and can be for any project that could qualify for a competitive grant, but, due to the smaller dollar figure, offer more flexible application timing.

Common projects include:

- Preservation or Archaeology Internships
- Day-long workshops or conferences
- Small physical projects such as door rehabilitation
- Lessons or other educational materials
- Interpretive Signage

Noncompetitive applications for conferences, workshops, or similar public events should be submitted at least 4 months before the event to allow adequate time for grant contracting and pre-event deliverable review.

Emergency Grants

Emergency grants provide funding for immediate stabilization work needed when a designated resource faces imminent danger of being lost, demolished, or seriously damaged due to sudden or unexpected acts of nature such as fire, flood, snow, hail or human interaction such as a vehicle crash. Please contact any one of our Engagement Specialists as soon as possible but no later than three months after the unexpected event ocurred to begin the application process.



Photo 5: Heginbotham Home-Holyoke Library, Phillips County

Competitive Grants

We regularly offer two competitive grants, General and Mini, twice a year. The grants vary by request amount and review process.

Grant Type	Maximum Grant Request	Letter of Intent Required	Required Cash Match (% of Project Total)	Expanding the Narrative Required Cash Match (% of Project Total)
Mini	$50,000	Must be submitted at least 14 days prior to the application deadline.	**25%** for nonprofit or public owners **50%** for private owners	**0%** for nonprofit or public owners **10%** for private owners
General	$250,000	Must be submitted at least 14 days prior to the application deadline.	**25%** for nonprofit or public owners **50%** for private owners	**0%** for nonprofit or public owners **10%** for private owners

Competitive Eligible Costs

Direct Costs: Expenses directly attributable to only the grant project and not the organization's operation. Direct costs may include:

- Contractor/subcontractor labor, general conditions, overhead and profit, and bonding
- Architect and engineering fees
- Consultant fees
- Permits
- Purchases for materials and supplies
- Rental costs
- Equipment purchases up to $5,000. Costs above this must be justified by providing documentation comparing the cost to rent the same type of equipment during the project period.
- Costs related to the safe protection of historic collections and archives during stabilization, preservation, restoration, rehabilitation, or reconstruction. These costs may not exceed 5% of the awarded grant amount.
- Office of Archaeology and Historic Preservation Site File and/or Photo Search fees
- Travel Costs (within state travel rates)
- Archaeological monitoring for projects with any ground disturbance

Grant Administration up to 15% of the total direct project costs to cover the management of the grant itself. This may include:

- The cost of time associated with preparing and filing deliverables, progress reports, and financial reports; maintaining communications with the assigned staff; and ensuring the work is carried out in accordance with the project's scope of work and budget. These costs may include salary and benefits paid to an employee if grant administration goes beyond their normal job duties.
- Indirect Costs: Expenses indirectly associated with grant administration, such as office overhead, supplies, accounting support, and use of other equipment or services not otherwise included in the project budget.

Some projects, activities, and costs do not qualify for assistance and cannot be included in the project scope of work, budget, and/or cash match. Review our list of Ineligible Projects and Costs to ensure your project does not include work we cannot pay for. Please contact our engagement staff with questions regarding scope of work or project cost eligibility.

Eligible Projects

All projects must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties and abide by the Colorado State Historic Preservation Office's Survey Manual, if applicable. Your project may require historic designation or be eligible for designation. Qualified projects focus on the built environment, archaeology, and education or training related to historic preservation.

For full project requirements, visit the Competitive Grant webpage.

Physical Work

Physical work projects are for construction related to the preservation, rehabilitation, restoration, or reconstruction of a historic resource. The submitted application must include all proposed construction tasks in the scope of work and budget. We advise you to complete construction documents prior to an application for physical work, however architectural and engineering fees may still be appropriate to include for this type of request.

Grant funds awarded for projects with physical work may trigger Property Protections.

The property must be listed in the National or State Register or locally designated prior to application. A project that has any amount of ground disturbance must include costs for archaeological monitoring.



Photo 6: World's Wonderview Tower-Genoa Tower Museum, Lincoln County

Some examples include:

- Masonry repointing
- Window/door restoration
- Foundation waterproofing
- Roof replacement in-kind
- Mechanical, structural, electrical, and geotechnical engineering components
- Site work and regrading within the designation boundary
- Alterations for the Americans with Disabilities Act
- Restoration of officially designated historic landscapes or streetscapes. Such projects may include the restoration or reconstruction of existing historic landscape and streetscape features such as statuary, benches, gazebos, fountains, gardens and other plantings, pathways, streetlights, and planters. We cannot fund applications for landscape or streetscape projects that involve the construction of new features that are not substantiated through the historic record, that are based purely on conjecture, or are intended to impart a "historical" or "nostalgic" feeling

Acquisition Projects

Acquisition projects are for the purchase of historic or archaeological structures, buildings, sites, and districts resulting in the transfer of a deed. Acquisition grants must include justification of the property purchase price as fair market value. Obtaining an appraisal within six months before you apply will greatly strengthen your application, and one will be a required deliverable prior to receiving a grant payment. We cannot make awards in excess of established fair market value.

The cash match proposed for the acquisition cannot be provided in the form of a loan or mortgage secured by the property in question. The property must be listed in the National or State Register or locally designation prior to application, and the placement of a Perpetual Easement will be required.

Archaeology Projects

Archaeology projects include the identification, recordation, preservation, and/or interpretation of archaeological resources. This includes work with archaeological sites and artifact collections. For all projects that physically impact a site with excavation or site protection, the property must be listed in the State or National Register or locally designated. Collected artifacts must be curated and publicly accessible after the project.

All awarded archaeology applications will be contingent on receipt by the State Historical Fund of an approved archaeological permit prior to the execution of the grant award contract. For state lands including city, county, and all other political subdivision of the state, a permit must be issued by the Office of the State Archaeologist, and the permit must be valid during the proposed project dates. For federal lands, a permit must be issued by the federal land managing agency and must be valid after the grant award date. Please do not apply for a permit until the grant is awarded. If a Principal Investigator is unable to obtain the required permit within 9 months of award, the grant may be rescinded.

Project examples include:

- Artifact analysis
- Excavation (designation required)
- Field school
- Place-based ethnographic studies
- Surveys



Photo 7 Chancellor Ranch Archaeology Survey, Las Animas County

Architectural Survey and Nomination Projects

Architectural survey and nomination projects cover the identification, documentation, evaluation, designation, and/or planning for the protection of historic buildings, structures, sites, and districts.

Common projects include:

- Surveys
- Survey plans
- Preservation plans
- Nominations for local designation, the State Register of Historic Properties, and/or the National Register of Historic Places
- Multiple Property Documentation Forms
- Historic contexts
- Design guidelines

Planning Projects

Planning projects develop documents to outline future physical work on a site or resource that address potential changes, alternative approaches, preservation of historic materials and finishes, and/or the prevention of loss, damage, and irreversible changes.

Common planning projects include:

- Schematic designs
- Construction and/or Design documents
- Investigation and/or testing reports (structural, hazardous materials, paint analysis, geotechnical, etc.)
- Master plans
- Historic Structure Assessments (for a large or complex building or a multiple building site)
- Maintenance plans

The property must be listed, or in the process of being listed, in the State or National Register, or locally designated prior to application.

Education Projects

Education projects provide education or training in historic preservation practices, or education about the preservation or significance of a historic place in Colorado. Education projects must demonstrate a direct correlation to historic preservation, the built environment or specific historic place(s), and/or archaeology in Colorado. For projects about a specific resource(s), the resource must be listed in the State or National Register or locally designated, or have documented eligibility for designation.

Common education projects include:

- Preservation technical guidance, trades trainings, or workshops
- Interpretive signage about the history, significance, and preservation of historic sites
- Pre-k through high school curricula or lessons about historic sites
- Historic district audio or walking tours

Competitive grant applications for conferences or similar public events are most competitive when submitted at least one year before the event takes place to allow adequate time for contracting and State Historical Fund review of pre-event deliverables.

Education projects that create work products in a digital format (PDFs, Word documents, Videos, etc) must comply with all applicable provisions of §24-85-101, et seq., C.R.S., and the Accessibility Standards for Individuals with a Disability, as established by the Governor's Office of Information Technology (OIT),

pursuant to Section §24-85-103 (2.5), C.R.S. Work products must comply with all State of Colorado technology standards related to technology accessibility and with Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards. **Your project budget may need to accommodate for the additional cost of satisfying this requirement.**

Loan or Sub-grant Program Projects

This type of project includes the creation and support of loan or sub-grant programs for historic preservation. Projects supported by these programs must comply with the Secretary of the Interior's Standards. Any interest or principal payments generated by such programs shall continue to be used for those purposes, including costs for the administration of the program, or shall be returned to the State Historical Fund.

Other Preservation Projects

Contact our engagement staff to discuss other project ideas that may meet our program requirements.

Workforce Development Special Initiative

For a limited time, we offer a competitive Workforce Development Special Initiative Grant opportunity dedicated to advancing and strengthening Colorado's preservation workforce. Future grant opportunities will be subject to available funding.

Workforce development projects must seek to build the preservation workforce pipeline through education and training in preservation, preservation planning, and preservation trades, including apprenticeships, internships, and professional development opportunities focusing on nurturing the preservation workforce in Colorado.

Visit our Workforce Development Grant page for additional details including deadlines, announcement dates, and Frequently Asked Questions. Contact our engagement specialists with other questions.



Photo 8: Youth Summit at Mesa Verde National Park, Montezuma County



Photo 9: Youth Summit at Hovenweep National Monument, Montezuma County

Expanding the Narrative Projects

The State Historical Fund prioritizes projects that expand the narrative of Colorado history in alignment with our State Preservation Plan. These projects demonstrate a meaningful commitment to inclusivity and community engagement.

Projects that both directly benefit and actively involve communities of color—including Indigenous, Latino, Black, Native Hawaiian, Asian American and Pacific Islander—are strongly aligned with our mission to support diverse heritage and narratives. These projects may be recognized with additional scoring consideration for their contributions to expanding the narrative, fostering equity, cultural heritage preservation, and shared stewardship of Colorado's history.

Grant requests that do qualify can:

- Receive up to 10 points on their score (Competitive Applications only)
- Be eligible for a reduced cash match

To qualify for Expanding the Narrative consideration and a reduced cash match, you must meet and demonstrate both of the following two criteria:

- Community Involvement
- Project Benefit

Criteria 1: Community Involvement - Active participation and engagement in the project's development and execution

One or more of the communities listed above must be involved in your proposed project. You must be able to demonstrate one of the following:

> The community is directly and materially involved in project planning and/or implementation.
>
> (or)
>
> The applicant organization identifies as an organization from this community and/or primarily serves this community.
>
> (or)
>
> The property is owned by an organization or individual from one of the communities listed above.

Required Supporting Attachments

You can use any of the following to show evidence for Criteria 1:

- Documented partnerships with organizations or individuals representing the relevant community, such as a Memorandum of Understanding or testimonial letters.
- Ownership by an individual or organization that aligns with the stated identities.
- Local demographic data included in the application paired with evidence that the community reflected in the data is actively engaged in the project or program.
- Documented partnerships with organizations led by or focused on the relevant communities, including stated partners and their current role (aspirational or potential future partnerships do not qualify), or a recommendation letter from these partners.
- A mission statement that centers the commitment to serving and engaging these communities through the organization's programs, leadership, or partnerships and impact.

AND

Criteria 2: Project Benefit - Demonstrate how the project will make a real and positive difference for specified communities

You must be able to show that the completed project will directly benefit one or more of the communities identified above.

Required Supporting Attachments
To demonstrate evidence for Criteria 2, the following is required at time of submission of the application:

Two letters of support from community members actively impacted by the project.

Note:

- Any application that does not include these letters of support will automatically be ineligible for the Expanding the Narrative points and reduced cash match.

These letters should be authentic, clearly identifiable as coming from the specific community benefiting, and provide detailed, genuine expressions from the community. They should not be boilerplate letters

Step-by-Step Process – Competitive Grants

To pursue eligibility for this application section, you must receive an invitation to apply as an Expanding the Narrative project through a Letter of Intent. Follow the steps below:

1. Review the above criteria before submitting the Letter of Intent
    - Thoroughly review the guidebook and this section.
    - Ensure your project meets both Criteria 1 and 2 above.
    - Prepare your Supporting Attachments for each criterion for the full application including the required two letters of support from communities that demonstrate project benefit to one or more of the intended communities i.e .Indigenous, Latino, Black, Native Hawaiian, Asian American, and Pacific Islander
2. Identify Your Eligibility on the Letter of Intent
    - Fill out the Letter of Intent form in the grants application portal.
    - There will be a question on the Letter of Intent form asking if you plan to apply as an Expanding the Narrative project. Select the appropriate checkbox indicating your response. If you select “Yes” or “Unsure”, an SHF staff member will reach out to you to discuss.
    - **Deadline: Letters of Intent to apply for the current round are accepted up 14 days before the application deadline.** No Letters of Intent will be accepted after this deadline.
    - SHF Staff will review the letter of intent and eligibility criteria on a rolling basis.
3. If your project is deemed eligible to apply, you will receive an invitation to the application.
    - **If your project is invited to apply**
        - When filling out the application, please answer the three questions in the Expanding the Narrative section for review. Explanations for both involvement and benefit should be well explained.
        - Attach all supporting documents at the end of the application. Letters of Support must be uploaded as “Expanding the Narrative Letters of Support”. Note: These letters count toward the recommended 5-7 letters of support.
        - You are eligible to request the lower Cash Match. See page 14 more details.

        - NOTE: Being invited to apply doesn't automatically make a final application qualify as Expanding the Narrative; the applicant still needs to prove their eligibility within the full grant application. If SHF determines that your project does not qualify based on your full application, points will not be awarded, and the reduced cash match may not be granted.
    - **If your project is invited to apply but does not qualify**
        - We encourage you to share additional project public benefits for underserved communities in either the “Resource Significance” or “Public Benefit “application sections.

If you’re still unsure if your project meets the above criteria, contact our engagement team.

Step-by-Step Process – Noncompetitive Grants

We highly recommend speaking with the SHF Engagement team prior to submitting a noncompetitive application if you are considering applying as an Expanding the Narrative project.

1. Review the above criteria before submitting the application
    - Thoroughly review the guidebook and this section.
    - Ensure your project meets both Criteria 1 and 2 above.
    - Prepare your Supporting Attachments for each criterion including the required two letters of support from communities that demonstrate project benefit to one or more of the intended communities i.e .Indigenous, Latino, Black, Native Hawaiian, Asian American, and Pacific Islander
2. Complete the noncompetitive application
    - When filling out the application, answer the three questions in the Expanding the Narrative section. Explanations for both involvement and benefit should be well explained.
    - Attach all supporting documents at the end of the application. Letters of Support must be uploaded as “Expanding the Narrative Letters of Support”.

If SHF determines that your project does not qualify based on your application, the reduced cash match may not be granted.

Application Process

Plan Out Your Project

We encourage you to contact our engagement staff to discuss your proposed project as early as possible. We can help you develop a scope of work eligible for our program, conduct site visits, provide samples of successful applications with similar scopes, and offer draft reviews.

Please request site visits at least three months before your target application deadline.

Acknowledgment of Program Award Conditions

By applying for a grant with us, you must be able to adhere to our program terms. These terms ensure the applicant organization agrees with the state’s contract and fiscal requirements and program provisions. Terms also stipulate the applicant organization follows the Secretary of Interior’s Standards for the Treatment of Historic Properties (the Standards) and/or the Colorado State Historic Preservation Office's Survey Manual.

Please carefully read and review this information and the requirements with your applicant organization (including your board) prior to applying. It may be helpful for your organization’s attorney to review the terms and

Award/Agreement template.

Project Team Roles

Multiple roles play a part in the preparation, submission, and administration of an application and grant project. You must have an Organization Contact with legal signing authority and a Grant Recipient Contact to oversee the project day-to-day. You may need additional roles such as a Grant Administrator, Project Manager, Consultant, Contractor, or Archaeologist on your project team. Take the time to understand these roles and how they may or may not apply to your project.

Key roles for managing the grant:

The **Applicant Organization Representative** is the legal contact between the State Historical Fund and the Applicant organization, and should have the legal authority to sign contracts. The applicant organization, not the property owner or any subcontractor, is responsible for the fulfillment of the grant award and cannot assign, or pass through, their responsibilities to a third party. The applicant organization representative can be, but does not need to be, the grant recipient contact.

The **Grant Recipient Contact** (GRC) is the primary point of contact between the State Historical Fund and the grant recipient organization for oversight of the project. The GRC should be an employee of the applicant organization. This individual coordinates all project team members to ensure the project complies with the contractual requirements. The GRC may also act as the Grant Administrator.

The **Grant Administrator** is responsible for accurate and timely completion of all payment requests, financial reports and documentation, and deliverables. The grant administrator must follow the guidebook, the grant award contract, and proper general accounting procedures. This individual may not be a subcontractor or otherwise financially compensated for other work under the grant award.

Consider Archaeological Monitoring Requirements

Projects that involve any amount of ground disturbance require archaeological monitoring.

Waivers are available for minor ground disturbances (such as small-scale geotechnical borings). Archaeological monitoring can also be waived with documentation of previous ground disturbance in the area to-be-disturbed. Evidence includes photographs, previous archaeological reports, and construction documents.

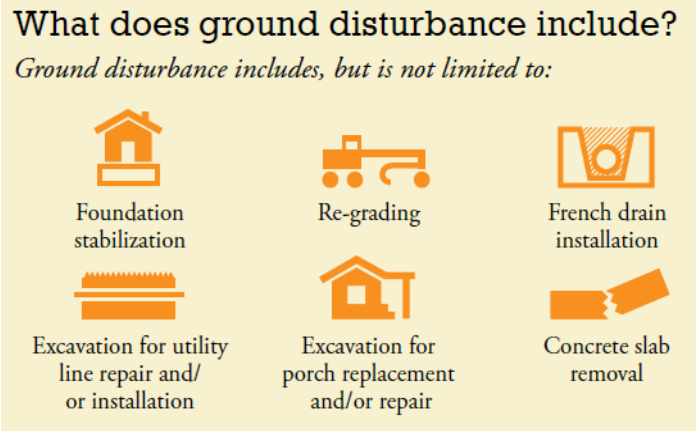


*Figure SEQ Figure * ARABIC 1 Ground Disturbance*

Contact us to discuss the ground work, and if a waiver can be granted. If granted, we will provide a formal letter for inclusion in your application.

Gather Resource and Project Information

The list below describes the materials and resources needed to develop your grant application.

Historic Resource Data

Gather a history of the significance of your site and previous preservation work or physical changes to the historic resource. Potential resources for this information include:

- Local, State, or National Register nomination forms
- Site Forms

- Previous Historic Structure Assessments
- Construction documents
- Previous State Historical Fund grant applications

Contractor Estimates and/or Bids

Estimates from contractors and consultants form the backbone of the application scope of work and budget. Reviewers want to know how the costs for the project were determined and if they are reasonable, how you selected your contractors and/or consultants, and that they meet the Secretary of the Interior's Standards (if applicable, or are otherwise qualified). We highly suggest obtaining at least two estimates or bids and building your budget off the most expensive one. Do *not* average the cost of multiple bids. You will be required to follow a procurement process prior to contracting for work once a grant is awarded.

Locating a Contractor

As a state agency, we cannot recommend a contractor for your project. However, you can consult History Colorado's non-comprehensive Directory of Cultural Resource Professionals and Historic Preservation Service Specialists for Colorado, which includes organizations and individuals that have requested to be added.

Supporting Materials

Support your application with the requested materials in the Attachments section.

Letter of Intent

In order to apply for a Competitive Grant, you must submit a Letter of Intent and be invited to continue to the application. The Letter of Intent is a Competitive Grant requirement intended to be an easy access point to the application process and makes sure all proposed projects meet our program guidelines. It also gives new applicants a quick and simple way to introduce their project to our staff so we can help guide you through the process and provide assistance. For experienced applicants, it is an easy way to check in and make sure their project is on track for success.

Noncompetitive grants do not require a Letter of Intent. Find detailed application instructions for each noncompetitive project type by selecting its name here.

To receive access to the competitive application, a Letter of Intent must be submitted to the State Historical Fund and approved. We accept Letters of Intent on a rolling basis, but must receive one no later than 14 calendar days prior to your target grant round deadline.

To submit a Letter of Intent, log into your grants application portal and navigate to the "Apply for Funding" page. Start a Competitive Application to begin your Letter of Intent. For more information about registering for and logging into the grantee portal, visit our website. The Letter of Intent includes the following information:

- Your name, phone number, and email address.
- The applying organization's name, tax status (nonprofit or government/public entity) and Tax ID number.
- The historic name of the property and its address.
- The designation level of the property (local, State, National, not applicable, or unsure/unknown)
- A brief summary of the proposed work (150 words or less)
- Do you plan to apply as an Expanding the Narrative project?

Draft Review Policy

The State Historical Fund offers competitive grant draft application reviews to new applicants, for projects previously denied, and by invitation only. Applicants must have an approved Letter of Intent before they begin the competitive application process including draft reviews.

We accept drafts for review up to three weeks prior to the application deadline. Drafts may be submitted in the grants application portal.

Noncompetitive Application

Noncompetitive applications do not require a Letter of Intent and may be applied for in the grants application portal. Find detailed application instructions for each noncompetitive project type by selecting its name here.

You are strongly encouraged to draft and save your narrative content in a Word document to prevent loss of progress in the applicant portal. Once you complete your narrative sections in a Word document, copy and paste the content into the online application. Formatting in Word, such as bullets, does not transfer into the online application. Contact Engagement staff throughout the application process with any questions.

Competitive Application

Competitive applications are scored out of 100 points. The sections that follow provide the application narrative questions, response prompts, word counts and point allocations for each scored section. Reviewers use this guidance to score applications.

You are strongly encouraged to draft and save your narrative content in a Word document to prevent loss of progress in the applicant portal. Once you complete your narrative sections in a word document, copy and paste the content into the online application. Formatting in Word, such as bullets, does not transfer into the online application.

Please note that no narrative section should be left blank or indicate N/A for any project. The only exception to this is Expanding the Narrative if your project does not primarily benefit and involve those communities. For more information, see the Expanding the Narrative above.

Application Section Guidance

Applicant Organization and Contact Information

The first section pertains to the Applicant Organization and the contacts for the project including an Applicant Organization Representative who has legal authority to sign contracts and the Grant Recipient Contact.

You will need the nine-digit tax identification number (TIN) assigned to the applicant organization by the IRS, not the Colorado state tax-exempt number. For Colorado organizations, TINs typically start with the numbers “98” or “84.”

If you do not know your Federal Tax ID number, contact the IRS to obtain the number.

This section also includes questions intended to help us gather data about our applicants and measure our progress in our diversity, equity, and inclusion work.

Project and Property Information

This section gathers more details about the project and property (if applicable). You will provide information about the project's Geographic Information, Property Information, and Property Owner, and provide a Project Title and Project Summary for the grant request.

This section also requests information about revised applications – this only applies to applicants who are reapplying for all or any part of a previously declined grant. If this is a revised application, please explain how this application addresses the previous reviewers' concerns and include the declined SHF project number.

To find out if your request qualifies as a repeat application please contact our engagement staff.

Project Team – 10 points

This section demonstrates the project team's ability to successfully complete and manage the grant project in accordance to our program guidelines (1,000 word limit).

1. Briefly describe similar projects or grants the applicant has completed or managed.
2. List your project team members and include:
   - Each person's role and responsibilities for this project.
   - Their qualifications for carrying out this project.
   - Any other relevant experience with historic preservation, and/or grant finance and management, etc.

Resource Description and Significance – 10 points

This section explains the history, appearance, and importance of the resource(s) (500 word limit).

If the resource is designated, you can find the following information in the historic designation nomination. To get a nomination for resources designated at the local level, contact the local authority. For resources listed in the State or National Registers, see Listed Properties.

1. Briefly describe the prehistory or history of the resource, survey area or archaeological site. If applicable, describe how the resource represents a historically excluded history or community. (For example, LGBTQ+, women's history, religious minorities, etc.)
2. In your own words, briefly explain why the resource, survey area, or archaeological site is important. (For example, the cultural importance to a community, the architectural features, or archaeological value.)
3. Briefly describe the appearance of the resource and how it has changed over time (refer to construction history on survey/site forms or nominations, if available).

Scope of Work and Budget – 15 points

In this section you will provide a list of tasks and reasonable costs to complete the project. The Project Budget should include all direct, grant administration, and contingency costs related to completing the scope of work and managing the grant. Your application should include clear calculations for each budget task and/or reference a contractor-provided bid or estimate.

In the Scope of Work and Budget template, provide the following information:

1. Identify a task title for each scope item and describe the relevant work required for the task. Include calculations to support the total, or attach bids or a Detailed Budget with the cost calculations.
2. Make sure the tasks and costs are eligible for our funding. Review the list of Ineligible Projects and Expenses.

3. For archaeology projects, include curation fees and/or consultation with appropriate descendent communities, if necessary. This may include tribal consultation and/or consultation with other groups as appropriate. For example, projects at a Japanese internment camp should include consultation with former internees and their descendants. Note: this is not needed for archaeological monitoring.
4. Make sure attached bids match the scope of work and budget.
5. For physical work projects, costs for general conditions, overhead and profit, permits, and bonding must be clearly broken out. Bonding is required for all construction contracts of more than $150,000.
6. If necessary, include archaeological monitoring costs for excavation or ground disturbing activities related to physical work.
7. If you include Grant Administration, provide the calculation here or in a bid for how the amount was estimated. Up to 15% of the total direct costs is allowed, but the average range is 3–10%. Justify costs higher than 10% in the comments section of this scope of work.
8. Include an amount for contingency that is reasonable for the type of project; typically 10–20% of the project subtotal.
9. Use the Budget Comments field to clarify why a certain budget line may be excluded or higher or lower than the guidance above suggests (Ie. Why permits are excluded, why contingency is low/high, etc.) or anything else in the budget that may require clarification.
10. The cash match should be at least the minimum required (25% of the project total for nonprofit or public owners, and 50% of the project total for private owners; Expanding the Narrative projects: 0% for nonprofit/public owners or 10% for private owners.)
11. If you request a cash match waiver (any cash match amount less than the minimum required), explain why the minimum cannot be met and the efforts your organization made to find funds or other community resources. Waivers are not guaranteed.
12. IMPORTANT: Double-check that your Grant Request Amount plus Cash Match Amount add up to the Project Total AND that the Grant Request Percent plus the Cash Match Percent add up to 100%. Awarded grants with such errors will result in either a reduction of the Grant Award or an increase to your Cash Match.

Project Description – 20 points

This section defines your understanding of preservation and archaeology approaches, methodologies, and techniques as they relate to your project (1500 word limit).

Verify that the project description correlates directly with the scope of work. If you listed an activity or task in the scope, describe it in this section.

Your description should make clear that your project meets the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation and/or the Colorado Cultural Resource Survey Manual.

1. List and explain the steps you completed that led to this grant project.
2. Clearly explain this proposed project:
   - Describe all the tasks that will be completed.
   - Explain how the components of the project will be executed and by whom.
   - Discuss why the specific treatments, strategies, or methods were chosen.
3. Briefly list future phases or programming directly related to this project.
4. Describe how you will financially commit to this project or resource going forward.

5. Depending on your type of project, attach photos that:
   - Show the current condition of the resource(s) including overall and detailed views; or
   - Capture a representative sample of the resource(s) to be researched; or
   - Feature potential outcomes of the project; and
   - Include captions.
6. If previous planning documents exist for this project, attach the most recent and relevant sections of those documents that support this proposed project (e.g., historic structure assessment, construction documents, survey forms, reports).

Urgency – 15 points

This section focuses on the critical need(s) for completing this project (1000 word limit).

Provide the following information, as it may apply to your project:

1. The physical conditions of the resource that make the project urgent. For example, if the grant is not funded now:
   - The conditions that could cause a public health or safety concern.
   - The conditions that will quickly deteriorate.
   - The conditions that will further damage the resource.
2. All current or potential threats to the resource(s) or program.
3. Any community participation, partnerships, or cash match funds that might be in jeopardy or dependent on this grant.
4. Whether this project will be delayed if this grant is not awarded.
5. Other valid reasons for urgency.

Public Benefit, Project Promotion, and State Preservation Plan – 20 points

This section illustrates the overall public benefits of the project.

Community Support & Benefit of Project (750 word limit)

1. Explain how the public supports and benefits from this project. Things to consider:
   - The use of the resource or project products.
   - The source(s) of the cash match and whether it was provided by the community.
   - Non-monetary ways the community supports this project.
   - Enhancement of historic preservation, economic development, and heritage tourism.
   - Encouragement of existing or new partnerships.
   - Benefits of the project to other historically excluded communities. For example, LGBTQ+, women, religious minorities, etc.

0. **Highly recommended**: Attach at least five recent letters of support (dated within the last six months) from people and organizations who will use this resource, community members, and elected officials.

Project Promotion (300 word limit)

Explain how you will promote this project, such as:

- Public events or celebrations
- Physical and digital media
- Presentations/tours
- Other

State Preservation Plan (200 word limit)

Review the 2030 Colorado Statewide Preservation Plan and briefly explain how this project will directly support at least two of the four goals (Goals 1-4 beginning on page 39 of the linked PDF.).

Expanding the Narrative – 10 points

The State Historical Fund prioritizes projects that expand the narrative of Colorado history in alignment with our State Preservation Plan. These projects demonstrate a meaningful commitment to inclusivity and community engagement.

If your Letter of Intent (competitive grants only) was not approved to apply as an Expanding the Narrative project, skip to the Project Timeline. Any responses provided to the questions below will not be scored.

1. Identify the Expanding the Narrative intended communities your project is working with and will benefit.
2. Explain their involvement ie. Active participation and engagement in the project's development and execution. (500 words or less)
3. How will they directly benefit from the completed project? (500 words or less)

Project Timeline

This section confirms that you understand the State Historical Fund's policies and procedures.

You will acknowledge your understanding of the following program policies pertaining to timeline requirements for an awarded project with the following statements:

- I understand that if awarded, it can take up to eight weeks to execute the grant agreement with the State Historical Fund once all required paperwork is submitted to the Contracts Team.
- I understand that the State Historical Fund grant agreement period is 24 months and this project will be completed within that time period.
- I understand that the State Historical Fund has 30 calendar days to complete review of the deliverables (products) and payment requests that will be required with this project, and I have accounted for the 30-day reviews within the 24-month agreement period.
- I understand that weather may delay completion of some projects and I have accounted for possible delays within the 24-month agreement period.

Acknowledgement of Award Conditions

By applying for a grant, you must agree to our program terms. These terms ensure the applicant organization is in agreement with the state contractual and fiscal requirements and grant award provisions and will meet the Secretary of Interior's Standards for the Treatment of Historic Properties and/or the Colorado State Historic Preservation Office's Survey Manual. You acknowledge here that you have reviewed our program terms and that your organization agrees to them.

Application Attachments

Several attachments are required, while others are recommended.

Please use the following naming convention for all attachments:

Applicant Organization_Name of Attachment.pdf

For example: Colorado Barn Coalition_Letters of Support.pdf

Required Attachments

Your application will be returned as incomplete if these attachments are not included.

Signature Page(s): An individual with signatory authority (the ability to sign contracts on behalf of the organization) for the applicant organization must sign this page. All signatures must be current and dated within the last 60 days.

- If the applicant organization is not the property owner, the property owner(s) must also sign a signature page.
- If there are multiple property owners, signatures from **all** owners are required.
- Archaeology projects on federal land must obtain a signature from the appropriate federal agency Line Officer or National Park Service Superintendent.
- If survey fieldwork requires access to private property, obtain permission at the time of application. Property owner permission can be provided in a signed letter of support for the project or with the property owner signature page attachment.
- If the property is privately owned, a local government official must sign the signature page OR provide a letter of support.
- Attach multiple signature pages if needed.

State Substitute W9 is required from all applicants.

Proof of Local Designation, if applicable: If your property is locally designated at by a city or county, provide documentation from the designating authority, such as a historic preservation board. This must be a copy of the ordinance or resolution designating the property.

Expanding the Narrative Letters of Support, if applicable: If your project was invited to apply as an Expanding the Narrative project, you must submit two letters of support from community members who are directly impacted by the project.

Strong letters of support should come from community members who are directly impacted by the project, such as local leaders, residents, or beneficiaries. These letters should highlight specific benefits the project provides—such as improved resources, cultural preservation, economic opportunity, or social enrichment—and explain its significance. Personal stories and credible endorsements demonstrating the project's impact are key.

IRS Letter of Determination (For religious organizations only): Due to group exemptions for many religious organizations, we need this form to verify your certified 501(c)3 status.

Highly Recommended Attachments

Not including these attachments may likely result in a lower application score.

Overall Image: Provide a high-resolution image (300dpi or greater, JPG or JPEG format) that best represents your historic resource or project.

Project Images: Submit clear, large, and current photos within the last 6 months of your historic resource to help reviewers see what is relevant to your proposal and necessary for understanding the project. This could include detailed photos of the current physical condition of a building or photos of the area of a survey or site on which you propose to place interpretive signage. *For archaeological projects*: include a representative image for your project. This could include artifacts, a landscape overview, or an image of a crew working in a similar area.

Captions help reviewers understand what they are seeing. For example: "NE corner of the second floor, interior, crown molding detail—see rot caused by moisture penetration."

Bids and/or Estimates: We recommend that applicants obtain two to three bids to ensure the project budget is appropriate and reasonable for the proposed scope of work. Attaching these documents helps justify your project budget. Bids should be no more than six months old and reflect and clarify the budget information provided in your scope of work and budget. Explain which bid you used for the budget and why. We suggest using the highest bid for budget creation. Do not average the bids together.

Project Team Members' Resumes: Please provide two-page maximum resumes for professional project team members listed in your project team section with relevant qualifications and experience related to this project.

Letters of Support: All grants must demonstrate public benefit. Letters of support indicate that someone other than you or your organization supports your project. Most successful applicants include five to seven letters of support from people and organizations who will use this resource, community members, and elected officials. Be sure they are recent (no older than six months from the deadline).

If re-applying, ask writers to initial and date their previous letters to indicate continued support.

Letters of support may be addressed to the History Colorado Executive Director, Dawn DiPrince, but please do not mail any letters. Attach them to the application. Mailed letters will not be included in the application.

Excerpts of most recent supporting documents: Please do not attach the entire document, only the excerpts or pages relevant to the current scope of work. Such as, archaeological assessment, historic structure assessment, construction documents, survey forms, survey plans, reports, etc.

Optional Attachments

These attachments may help further explain or provide context for your scope of work and budget.

Detailed Scope of Work and Budget: A document of a more detailed scope of work and budget can be helpful to provide more explanation and justification for the budget costs and calculations.

Historic Images: Show the historic integrity and significance of a building or a site and how it has evolved over time with historic images.

Media Images, Newspaper Clippings, Etc.: Demonstrate public support for your project with media materials.

Maps, Site Plans, or Drawings: Show reviewers your project's location with a map. Help them visualize your building and project proposal with site plans and drawings.

Research Design: Include this when applicable for survey and planning, education, and/or archaeology projects. (For example, document outlining archaeological or survey research questions and methods for obtaining data to answer those questions.)

Miscellaneous Attachments: Use this attachment for any other materials you want to include.

How We Check For Completeness

Once the application period has closed, we check for completeness and eligibility of the applicant organization and project. Staff may contact the GRC listed on the application to provide required information, so please be sure this person will be available to respond after the deadline. If not provided within 48 hours of our request, we may have to determine that the application cannot move forward in the review process.

Public Notice

We post a list of all received applications to our website within a few business days following the grant deadline close. The public can comment on received applications by writing to us at hc_shf@state.co.us with the requisite grant number in the subject line. Comments must be received within three weeks of the grant deadline. Grant review committees receive all submitted comments for consideration during the grant review presentations.

Review Process

Noncompetitive

Noncompetitive grants are reviewed by the project-appropriate Resource Specialist (historic preservation, survey, or archaeology) and a Contract Specialist. During review, we may request additional information to clarify the grant proposal.

Competitive

Mini grant applications are reviewed by three History Colorado staff members who discuss all applications and recommend funding or non-funding based on the technical aspects, feasibility, and urgency of the project. A History Colorado leadership team reviews these recommendations for diversity of communities and geography and provide final approval.

General grants are reviewed by one State Historical Fund staff member and two external reviewers, including one from the State Historical Fund Grant Council (Grant Council). Applications then go through three rounds of review meetings with State Historical Fund staff, History Colorado leadership team, and the Grant Council before going to the History Colorado Board of Directors for final approval.

External Reviewers

Selection

External Reviewers are selected from around the State based on their experience in historic preservation and archeology as professionals, subject matter experts, and community participants. All reviewers are trained and provided with the resources to fairly score grant applications. If you are interested in becoming a grant reviewer, please email hc_shf@state.co.us.

Reviewer Conflict of Interest

Upon accepting the opportunity to review grants in any given round, reviewers must notify us of any conflicts of interests with the assigned projects or organizations.

A conflict of interest occurs when financial or other personal considerations may compromise or bias professional judgment and objectivity. A conflict of interest exists if a professional's objectivity and independent judgment might reasonably be questioned based on their financial or personal interests or relationships. A conflict of interest exists whether or not decisions would be affected by a personal interest; a conflict of interest requires only the potential for bias, not the likelihood.

Grant reviewers have a conflict of interest if they review or act on grant applications when they: serve on the board of directors, are an employee, or have a financial stake in a grant project of the grant applicant organization or property owner; or are a potential recipient of our funding through the grant application under consideration. Reviewers who have been involved with a building or site in the past may not necessarily have a conflict, but must not have involvement with the specific scope of work in the current grant application.

When there may be a real or perceived conflict of interest, a reviewer will not be assigned to review the application.

Award Announcement

Funding decisions are emailed to all applicants within one to two business days of the award announcement dates for competitive grants and 30-45 days after submitting a noncompetitive application. We also post all competitive funding decisions to our website.

Reapplication

If denied funding, applicants are welcome to reapply. Engagement staff will reach out to each denied applicant via email to schedule an optional feedback meeting. A summary of strengths and weaknesses will be shared upon request so that applicants can focus their future application on key areas of improvement.

Non-Funded Appeals

Applicants who submitted applications meeting all program requirements and eligibility for funding under state statute and the State Historical Fund's policies may submit an appeal.

- The appeal must be made in writing by the applicant organization to the State Historical Fund within 30 calendar days of receiving a declination notification.
- Appeals based solely on dissatisfaction with the denial of funding are not valid grounds for an appeal.
- Appeals will only be considered based on the specified grounds outlined below.



Submit written appeal requests to hc_shf@state.co.us with "Appeal" in the email's subject line and include the following:

- Applicant name and contact information
- Grant number, as assigned by the State Historical Fund
- Grounds for appeal, specifically citing evidence that:
    1. The review process deviated from the established procedures outlined by the State Historical Fund and/or:
    2. The State Historical Fund's conflict of interest policy was violated during the application evaluation and/or:
    3. Errors or discrepancies in the application evaluation process unfairly impacted the applicant's chances of approval.
- Desired remedy or outcome sought through the appeal process.

Photo 10: 4 Bar 4 Ranch Stagecoach

Managing Your Grant

Award Notification

Award notifications arrive via email from the SHF Contracts Team to the grant recipient contact, and include contact information for your Historic Resource Specialist (who may be a preservation, archaeological, or survey specialist). This email contains instructions to follow and documents to submit before we can create a fully executed grant award. No work, purchase of supplies, nor contracting with your project consultant(s)/contractor(s) can take place prior to the start date of our grant award contract.

Once we receive the requested information and documents, it typically takes up to eight weeks for you to receive the executed grant award PDF. Grant agreements with nonprofit organizations for $150,000 or more, or with a sovereign nation for any amount, will be sent via DocuSign for a signature by an authorized signatory for your organization and the property owner(s), if different. All awards for less than $150,000, or with a public entity, require no grant recipient or owner signatures.

Initial Paperwork will require the following:

Acknowledgement of Award Conditions

This acknowledgement documents the grant recipient organization and the property owner's acceptance of the grant award terms and conditions. An authorized signer must read and initial each term, sign and date, scan, and email it back to the Contracts Team. If the property owner is different, they must also read and property owner terms, and sign and date the letter.

The award notification email includes a sample grant agreement for review prior to signing the acknowledgement.

Property Protection Review and Acceptance (Exhibit E)

If applicable, Exhibit E contains the property protection that will be incorporated into the grant agreement. An authorized signer for the property owner (or future property owner for acquisition grants) must sign and date the number of copies indicated in the email and mail the original(s) to the Contracts Team.

- Covenants require notarization of the property owner signature on all copies.
- For Easements, you must also submit a letter from the easement-accepting organization stating:
    - That the easement-holding organization is willing to accept the easement for the property; and
    - The anticipated fees. All easement fees are paid by the State Historical Fund outside of your awarded grant funds.

See the accompanying *Property Protection Information Sheet* attached to the email for additional details.

Direct Deposit Authorization or Verification Form

Grant payments are sent by Electronic Funds Transfer to a bank account owned by the grant recipient organization. If a bank account is not already linked in the state's financial system, or is linked but has not been verified previously for State Historical Fund payments, complete the form and email it to the Contracts Team.

State Substitute W-9

The state controller only accepts the Colorado Substitute W-9 version found on our website. If your application contains a different version, or it is dated more than 12 months from date of application, you must complete a new W-9.

Nine Months Not-Under-Contract

To keep State funds actively making an impact across the state, grant awards that are not executed within nine months of their award date may be taken before the History Colorado board of directors for rescission. Please let your Historic Resource Specialist know of any delays you may encounter submitting the required documentation.

Grant Agreement

The grant award is the non-negotiable, legally binding contract between the State of Colorado and the grant recipient organization outlining all terms and conditions for acceptance of the grant money. Exhibits A, B, and C are customized for your particular project. The initial grant period is 24 months.

Exhibit A: Scope of Work

Exhibit A outlines the work allowed under the grant award and aligns with the scope from your application. The awarded funds and cash match may only be used for this scope of work.

Exhibit B: Budget

Exhibit B directly relates to the work described in Exhibit A and aligns with the budget figures from your application.

- The project budget is on a line-by-line basis not just by the project total. Pay close attention to each budget line throughout the project. Budget revisions may be needed in order to use savings from one line to cover overages on others.
- Project savings are shared between your organization and ours based on the grant award/cash match percentages.
- The final grant award share paid out equals the grant award percentage of the project subtotal, plus the State Historical Fund share of any contingency approved throughout the project, not to exceed the grant award amount.

Exhibit C: Submittals and Deliverables

Exhibit C outlines all products and documents that you must submit throughout the project for State Historical Fund review and approval, and shows the grant payment amounts and payment schedule.

Progress Reports

Progress reports provide your Historic Resource Specialist with a status on project activity since the last progress report, what you hope to accomplish before the next progress report, and any issues or concerns related to the project or budget. Submit progress reports to your Historic Resource Specialist on the day listed in the schedule.

Payment Requests and Financial Reports

Payments

Payment amounts are pre-calculated as percentages of the grant award amount minus the grant share of the contingency budget line using one of two schedules:

One Interim Payment	Two Interim Payments
Advance Payment = 40% of award amount Interim Payment = 50% of award amount Final Payment = 10% of award amount	Advance Payment = 30% of award amount 1st Interim Payment = 30% of award amount 2nd Interim Payment = 30% of award amount Final Payment = 10% of award amount

Payments are listed in your grant contract Exhibit C with an associated due date, however, this date is only a guideline. You can request payment once the indicated deliverables have been submitted and approved and at least 40% of the previous payment has been spent or invoiced.

State fiscal rules mandate that we withhold the final 10% of the grant award until the project is complete and all invoices are paid in full.

Financial Reports

Throughout the project, you must maintain a clean file of all financial records including detailed invoices and itemized receipts, legal, financial, or other documentation, communications, and other materials pertaining to the scope of work and budget in the case of an audit or staff request.

You must report all project expenses on the interim and final financial reports when requesting payments to ensure the expenses are eligible within the grant award and meet all state fiscal rules.

See Grant Payment Requests below for instructions on how to report your expenses and request payments.

Deliverables

Deliverables document progress and completion of the grant scope of work, satisfy required state fiscal and program term compliance, and ensure appropriate application of the Secretary of the Interior's Standards for the Treatment of Historic Properties. Submission and approval of deliverables is directly tied to payments, so while there are no due dates specified, deliverables must be submitted in sequence. Note that certain deliverables may require approval prior to beginning any physical work. Failure to submit deliverables before starting work may result in work done that does not meet the Standards and/or is ineligible for our funding.

How to Submit

Submit deliverables to your Historic Resource Specialist through email.

Mail hard copy deliverables to your Historic Resource Specialist at State Historical Fund, 1200 Broadway, Denver, CO 80203.

Review of Deliverables and Payment Request and Financial Report Form

State Historical Fund staff have 30 days from the date of submission to review each deliverable, progress report, financial report, and pay request. Staff may request revisions or additional information prior to approval, which may add time to the review period.

Payment Requests

You must formally request your grant payments using the Payment Request and Financial Report Form. We do not send payments without a request. All financial forms require signatures from a representative of the grant recipient organization, but you may use an Adobe® certificate-based digital signature on fillable PDF forms. Ink-signed forms may be scanned. No hard copies are needed.

Advance Payment

You may request the advance payment after execution of your grant award and approval of the required deliverables associated with the advance payment in Exhibit C.

To request your advance payment, complete the Payment Request and Financial Report Form with only steps 1, 2, and 5 completed, and email it to the Contracts Team.

Interim and Final Financial Reporting and Payments

You may request interim payments when at least 40% of the previous grant payment has been paid or invoiced. The final payment is a reimbursement and may only be requested once all invoices are paid in full and the project is complete.

Email the Contracts Team the following information to request interim or final payments:

- ❏ Payment Request and Financial Report Form
- ❏ All required supporting documentation * if applicable
  - ❏ Hotel, airfare, and car rental receipts
  - ❏ Mileage log(s)
  - ❏ Grant administration
  - ❏ Grant Recipient staff time
  - ❏ Equipment and Supplies

  *Additional documentation including invoices, receipts, and check copies may be requested at any time at the discretion of the Contracts Team.

Supporting Documentation Requirements

Grant Administration

All grant administration expenses must be accompanied by a clear, detailed calculation, or other documentation for the charges. Contracted grant administrator time may be supported with copies of invoices. Grant recipient staff time for grant administration must follow the requirements described in the following Staff Time paragraph. Indirect costs must include a clear calculation for how you determined the amount reported.

Staff Time

All grant recipient employee compensation for work on the grant project must include documentation that accurately reflects the work performed for the grant project. This record must be supported by a system of internal control that provides reasonable assurance that the charges are accurate, allowable, and properly allocated to the project scope of work and budget.

Travel Costs

Project travel costs cannot exceed the state travel rates stated on Exhibit B of your grant award. The rate is set using the state travel rates at the time your grant award contract is executed. You must keep all

documentation for travel expenses for audit purposes including itemized meal receipts, but we only require you to submit documentation for mileage, hotels, vehicle rental, and air travel.

Mileage

Check this website for current mileage rates. The listed state rate per mile is the maximum allowed for vehicle travel and includes the cost of fuel; do not report separate charges for fuel. Reimbursement for mileage should include: project personnel name, date of travel, purpose of travel, number of miles traveled, and rate per mile claimed. Reimbursement at the four-wheel drive (4WD) rate can be claimed only if a 4WD vehicle is necessary to access the project site due to off-road conditions.

Per Diem

Per Diem for meals is currently up to $68 per day: $16 for breakfast, $19 for lunch, and $28 for dinner, plus $5 for incidental expenses when traveling overnight. You do not need to submit receipts to claim per diem, but please tell us how many people ate at each meal and keep the itemized receipt for your project records or in the event we request this documentation during the project or for an audit. Alcoholic beverages are not allowable expenses.

Hotels

Hotel allowance is at-cost with hotel receipt. Please make every effort to find lodging at a reasonable rate in the respective location.

Equipment/Supplies

Receipts must be included for the purchase of all equipment and supplies.

Ineligible Expenses

Per state statute and fiscal policy, some costs do not qualify for State Historical Fund assistance and are not eligible for reimbursement.

- Archaeological monitoring requirements omitted from the scope and budget
- Budget line overages of 25%+ of the budgeted amount without contingency approval or a budget modification to move savings
- Costs encumbered, contracted for, or incurred before receiving a fully executed grant award with the State Historical Fund
- Costs of utilities or any work outside the designated area
- Entertainment costs and alcohol
- Fundraising costs
- Gifts, awards, and contributions
- Grant administration in excess of 15% of total direct project costs or with no documentation
- Grant writing costs
- Late fees or interest charged for delinquent payments
- Lobbying expenses
- Purchase of equipment that costs more than $5,000 or more than the rental cost of equipment during the project
- Sales and use tax
- Travel expenses in excess of the state travel rates specified in your grant award Exhibit B and travel expenses with no documentation
- The value of In-kind goods, services, or staff time or pay

Expense Reporting Checklist

Double-check your financial reporting information:

- ❏ Are the reported expenses allowed?
- ❏ Are invoices broken out by the tasks listed in Exhibit B?
- ❏ Did you report interest earned on advanced grant funds or enter zero?
- ❏ Double-check all calculations.
- ❏ Are travel expenses within the state rates listed in Exhibit B?
- ❏ Is required documentation for grant administration and travel included?
- ❏ Did a representative of the grant recipient organization sign, initial, and date the forms?

Contingency Payments

Review our contingency policy prior to submitting a contingency payment request. You *must* have prior approval from your Resource Specialist for use of contingency money. If approved, the State Historical Fund share of the approved contingency amount can be added to an interim payment when specified on the payment request and financial form or requested as an additional, separate payment. Alternatively, if not requested in a previous payment, we will automatically add the approved amount of our share to the final payment.

Easement Payments

Easement fee payments can be requested individually or combined with an interim or final payment request, and must include a copy of the fee invoice from the easement holding company. You are not expected to pay these fees prior to requesting the payment(s) from us. We send the easement payments to the grant recipient organization. Once received, you can use the funds to pay the easement fee(s) to your holding company.

Payment Review Process

Contract Specialists review payment requests within 30 days of receipt of the completed documentation. They review for the following information:

- The required Exhibit C deliverables tied to the payment are submitted and approved.
- Reported expenses correspond to the task items and amounts listed in Exhibit B.
- All reported expenses are paid.
- Invoices and Payments are within the grant award period.
- Supporting documentation has been submitted for travel and grant administration.
- Additional payment information meets our requirements, if requested.

Once payment is processed, the grant recipient contact receives notification by email from the Contracts Team.

Payments are made to the grantee listed on the cover page of your grant award and issued via ACH electronic fund transfer through the state accounting system. If paper checks are requested, they will be mailed to the address on your W-9.

Grant Revisions

Once your grant award is fully executed, we allow limited modifications to the exhibits with prior approval from our staff. Modification requests include reductions to the scope of work, reallocation of budget line item amounts, grant period extensions, and contingency use requests. Staff must review each request to ensure the project maintains the appropriate amount of preservation work and original intent of the application, and that the request does not violate any state fiscal rules.

If approved, the Contracts Team creates and sends the appropriate revised exhibit(s). Modifications made to Grant Agreements (Awards of $150,000+ to nonprofit organizations) require a signed amendment with signatures from the original parties. If not approved, we may request additional information or notify the grant recipient contact of the decision.

Scope of Work Revisions

Our grant program only allows reductions to the scope of work. This may have to happen when one task costs substantially more than originally estimated. To prevent the entire project from going over budget, you can remove a task from the scope of work and reallocate its budget to the task that now costs more.

To request a scope reduction, contact your Historic Resource Specialist as soon as possible to review the situation and receive verbal approval before proceeding with any work related to the proposed changes. As soon as possible, follow your verbal request with a redlined Exhibit A showing which scope item(s) is being removed and a redlined Exhibit B showing the requested budget changes, if applicable (ie. Which line(s) goes up and by how much and which line(s) goes down and by how much), along with an explanation for the requested change(s).

Budget Revisions

Funds may be reallocated to use savings from one line to cover overages on another. Contact your Historic Resource Specialist as soon as possible to review the situation and receive verbal approval before proceeding with any work related to proposed budget changes.

Minor adjustments of less than a 25% change may be made between each line item of the budget without formal modification to the grant award/agreement, as long as the maximum award amount does not change.

If the budget modification is a 25% or more change of a budget line, in addition to contacting your Historic Resource Specialist, you must submit a redlined Exhibit B or spreadsheet showing the requested changes **in whole numbers**, along with an explanation. Figures with cents will be rounded by contract staff.

Grant Extensions

We are authorized to grant a one-year extension on the initial 24-month grant term. If you need more than 36 months to complete the project, you must talk to your Historic Resource Specialist. Extensions beyond 60 months are not permitted.

To request an extension, email the following information at least 60 days before the grant end date.

- Project progress to date
- Why you need an extension
- How you will ensure the project will be completed within the extended grant award term
- A revised project schedule with dates for remaining deliverables

Contingency

Unexpected costs can occur in any project. We encourage applicants to include 10–20% of the project subtotal as contingency in the budget for these unanticipated expenses. Contingency may only be used for unanticipated expenses directly related to the grant scope of work, not for poor planning or forgotten expenses excluded from the application scope of work. The State Historical Fund withholds its share (the grant award %) of the contingency line from the grant payments. If contingency is not needed during the project, the State Historical Fund and the grant recipient organization share those project.

You must receive approval from your Historic Resource Specialist to use any of the contingency funds before starting the work that requires contingency money. Utilizing contingency money without SHF approval will result in those expenses being ineligible for grant reimbursement.

Request to Use Contingency Funds

Contact your Historic Resource Specialist to receive verbal approval by providing an explanation for the unanticipated work and the proposed cost. Follow your verbal request with an email including either:

- a redlined Exhibit B showing how much contingency is requested **in whole numbers** and which budget line(s) the money is allocated and an explanation for the need, or
- a completed Contingency Use Form.

The Contracts Team will review this information and will create an updated Exhibit B with contingency use tracking.

Approved Contingency Request Example:

- You discover unexpected conditions as demolition begins, such as structural issues or additional damage to historic fabric unable to be seen at the time of obtaining an estimate.
  - Contingency request is approved because the additional costs were unknown at grant application. The funds may be used for the additional labor, materials, and architect and/or engineering costs.

Not Approved Contingency Request Examples:

- You realize a task is over budget after the work is finished and the contractor is paid.
  - The request is not approved because contingency was not discussed with your specialist prior to the work commencing.
- Your contractor is restoring the building's façade and notices needed roof and gutter work.
  - While the work may be needed and appropriate under the Secretary of the Interior's standards, the request is not approved because it is outside of the original scope of work.

Project Close Out

To close out your grant, submit all outstanding deliverables to your Resource Specialist and submit the final Payment Request and Financial Report Form to the Contracts Team 30 days before the Grant End Date. Issuance of the final payment closes the project. Contact our office no later than 30 days from final payment with any questions or concerns. Any remaining grant balance will be reallocated for future State Historical Fund grants.

For projects with property protection, review your covenant or easement responsibilities and incorporate into your own operations.

The property recapture term for privately owned properties begins the date your final payment is approved.

End of Project Cost Savings

All project cost savings are shared between the State Historical Fund and your organization. The amount you save is based on the cash match percentage shown in Exhibit B. For example, the project budget is $100,000,

but the final project expenses total $80,000 resulting in savings of $20,000. If the grant ratio to cash match ratio is 75% grant to 25% match, your organization would save $5,000 (25%) of the $20,000 in savings and the State Historical Fund would save $15,000 (75%).

Money Owed

Grant funds that are advanced to you in the advance and interim payment but that do not get utilized during the project must be returned to the State Historical Fund. If repayment of unspent funds or ineligible costs is necessary, refunds should be made payable to State Historical Fund and mailed to 1200 Broadway, Denver, Colorado 80203.

Grant Recipient Responsibilities

These are some of the grant award terms and conditions that the grant recipient organization, grant recipient contact, and property owner should consider before applying and throughout the project.

Accessibility Standards for Individuals with a Disability and Americans with Disabilities Act

Projects that develop work in digital format (PDFs, Word documents, Videos, etc) must comply with all applicable provisions of §§24-85-101, et seq., C.R.S., and the Accessibility Standards for Individuals with a Disability, as established by the Governor's Office of Information Technology (OIT), pursuant to Section §24-85-103 (2.5), C.R.S. Work product must comply with all State of Colorado technology standards related to technology accessibility and with Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards. **Your project budget may need to accommodate for the additional cost of satisfying this requirement.**

All projects are expected to comply with all applicable legal requirements of the Americans with Disabilities Act (ADA). This Act provides, in part, for access by the disabled to properties and programs, including historic buildings and archaeological sites, as well as educational opportunities such as exhibits, conferences, and interpretive displays. Contrary to popular belief, historic buildings and sites are not exempt from the ADA. There may, however, be some variance allowed if the requirement is determined to negatively impact a significant feature. We encourage compliance with ADA requirements and urge all applicants to include ADA compliance as a part of their scope and budget.

Audit

You must maintain detailed financial, legal, and communication records for your project in an auditable condition for at least three (3) years after date of final payment. All invoices should include an itemized, detailed calculation. Grantee unwillingness or inability to provide documentation requested by an audit or staff review will deem disputed charges ineligible as either grant or matching costs.

Bonding

You must require Labor and Material Payment Bonds and Performance Bonds from subcontractors conducting physical work. This statutory requirement (24-105-202) in State Law (CRS 38-26-105) requires construction contracts of more than $150,000 to deliver to the state, upon execution of the contract:

1. A payment bond executed by a surety company authorized to do business in Colorado, for the protections of all persons supplying labor and material to the contract or its subcontractors for the

performance of the work provided for in the contract. The bond shall be in an amount equal to at least 50% of the price specified in the contract.

2. A performance bond, executed by a surety company authorized to do business in this state, in an amount equal to at least 50% of the price specified in the contract.

Compliance with Historic Preservation Laws

If your project includes any federal agency involvement, that agency must complete consultation for Section 106 or 110 of the National Historic Preservation Act.

State agency applicants proposing work on properties listed on the State Register must consult under the Colorado State Register Act (CRS 24-80.1-104).

Conflict of Interest

A conflict of interest is a financial, personal, or familial interest that can potentially compromise the person's duty to put the interest of the state first. A conflict of interest exists if a person's objectivity, professional judgement, or ability to perform their duties might reasonably be questioned based on their financial or personal interests or relationships. A conflict of interest exists whether or not decisions would in fact be affected by a personal interest; a conflict of interest requires only the potential for bias not the likelihood.

A financial, personal, or familial interest includes, but is not limited to:

- any business in which the person has a direct or indirect monetary interest
- a familial relationship in connection with the grant recipient or property owner
- any real property in which the person has a direct or indirect monetary interest
- any source of income, loans, or gifts received by or promised to the person within 12 months prior to the execution date of the contract, and/or
- any business in which the person is a director, officer, general, limited partner, or trustee.

The following are common examples of how conflict of interests apply to our grant program:

- No person at any time exercising any function or responsibility in connection with the project on behalf of a grant recipient shall have or acquire any personal financial or economic interest, direct or indirect, that is materially affected by the contract, except to the extent that such person may receive compensation for this performance pursuant to the contract.
- Nonprofit organizations created by, managed by, or affiliated with a private property owner in any way may not apply for a grant on that private owner's behalf.
- Grant administrators cannot be hired as a subcontractor to perform any other task, technically or otherwise, within this project. For example, the architect of record cannot also be the grant administrator or grant recipient contact.
- No employee or member of a board of the grant recipient or History Colorado party may perform or provide services for compensation, monetary or otherwise, to a consultant or consultant firm retained by the grant recipient organization or property owner.
- No property owner, employee, or member of the board of the property owner may perform or provide services on the project for compensation, monetary or otherwise.

If in doubt, err on the conservative side: a conflict of interest can be real or perceived. A conflict of interest involves abuse—actual, apparent, or potential—of the trust that people have in professionals.

Copyright & Right of Use Policy

All copyrightable materials and/or submittals developed or produced under this grant award are subject to a royalty-free, nonexclusive, and irrevocable license to History Colorado to reproduce, publish, display, perform,

prepare derivative works, or otherwise use, and authorize others to reproduce, publish, display, perform, prepare derivative works, or otherwise use, the work or works for History Colorado and/or the State Historical Fund's purposes.

Fiscal Agents

Ineligible applicants, as well as eligible applicants with staff limitations to manage and administer a grant themselves, may partner with another eligible organization to apply for and manage a State Historical Fund grant on your behalf. Under this arrangement, the fiscal agent is the legal grant recipient of the grant funds responsible for ensuring the project adheres to all financial and award terms and conditions. This responsibility includes being the primary point of contact between the State Historical Fund and the property owner, accepting the grant payments and disbursing them, and being responsible for submitting all required deliverables and financial reports. These responsibilities cannot be passed through to the property owner or any other entity.

All grant awards under this arrangement require a Memorandum of Understanding (MOU), Letter of Agreement (LOA), or similar legal agreement between the fiscal agent and the property owner to outline the terms of the agreement between the two parties including respective duties and obligations of each party throughout the grant award period. This agreement will be a required deliverable to receive the advance payment of grant funds.

The MOU should include the following:

- Identification of both parties, addresses, and primary contact person
- The property name and address
- Reference to the specific grant number, awarded amount, and required cash match from the property owner
- Roles and responsibilities of the Parties with consideration of the following, at minimum:
    - Who will contract with the subcontractors or consultants?
    - Will the property owner transfer all cash match to the fiscal agent at the start of the project? Or, for each invoice, will the property owner be expected to issue payment of their share and the fiscal agent issue payment of the grant share?
    - Property owner must provide copies of all invoices, proof of payments, and receipts to the fiscal agent for grant audit purposes.
    - How will the fiscal agent confirm readiness of the cash match?
    - What happens if the project is at risk of going over budget?
    - Is the fiscal agent financially compensated out of the grant for this service? If so, how much?
- Signatures for each party executed after the grant award contract execution

For additional questions about fiscal agents or MOUs/LOAs, please email the general State Historical Fund inbox (hc_shf@state.co.us), and we will connect you with a Contracts Specialist.

Insurance Requirements

State regulations require your organization and subcontractors to carry workers' compensation, employer's liability (if you have employees), general liability, and automobile liability insurance.

State regulations require that your organization carry insurance covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows: (a) $1,000,000 each occurrence; (b) $1,000,000 general aggregate; (c) $1,000,000 products and completed operations aggregate; and (d) $50,000 any one fire.

State regulations require that your organization carry automobile liability Insurance covering any auto including owned, hired, and non-owned autos with a minimum limit of $1,000,000 each accident combined single limit.

Procurement

You must follow your organization's procurement guidelines when hiring consultants and contractors or making purchases. If your organization does not have an established procurement process, you must follow the state's Recommended Guidelines for Procurement detailed below:

Competitive bidding or Request for Proposals (RFPs) are **not** required for the following purchases:

- Acquisition of services, equipment, products, or supplies in the amount of $50,000 or less
- Construction projects in the amount of $50,000 or less

Competitive bidding or RFPs are required for all other purchases. There are two ways to meet this requirement:

1. A process of obtaining documented quotes from at least two qualified vendors is acceptable for the following purchases:
    - ❖ Acquisition of services, equipment, products, or supplies using more than $50,000 but less than $250,000
    - ❖ Construction projects using more than $50,000 but less than $250,000
2. A formal competitive bidding or RFP process, including publication of notice in a newspaper of general circulation in the project area at least twice in a 30-day period, is required for all other purchases including the following:
    - ❖ Acquisition of services, equipment, products, or supplies using $250,000 or more
    - ❖ Construction projects using $250,000 or more

Profit from Grant-Funded Products

Projects that produce deliverables that result in a profit, such as publications, conferences, or workshops, must report the amount of profit earned during the project period and certify that the funds will be used by the grant recipient organization to further its historic preservation mission.

Public Acknowledgement of Funding Source

All publications and similar materials funded by the State Historical Fund shall include a credit line that reads: "This project is/was paid for in part by a History Colorado State Historical Fund grant." History Colorado reserves the right to require that the following sentence be included in any publication or similar material funded through this program: "The contents and opinions contained herein do not necessarily reflect the views or policies of History Colorado."

Our logo may be used in place of the credit line when appropriate.

Recapture Provision

All grant awards for more than $15,000 include a provision that if a privately owned property is sold within a five-year period after completion of the project, the following recapture provision shall apply: If the property is sold within the first year after completion of the project, 100% of the grant funds paid to the grant recipient organization shall be returned to the state, with a 20% reduction per year thereafter.

Sales and Use Taxes

The State is exempt from federal excise taxes and from Colorado state and local government sales and use taxes. Therefore, the State cannot reimburse any of these taxes incurred as part of your awarded project. Grant

Recipient is responsible for any exemptions from the collection of excise, sales, or use taxes. Taxes incurred by any grant recipient or for-profit consultant/contractor as part of the project are not eligible costs.

Taxation

A State Historical Fund grant may be considered taxable income or revenue to the grant recipient, the property owner, or other beneficiary of grant funds. However, the State Historical Fund is not authorized to provide legal advice on this issue. The grant recipient is advised to consult with their tax attorney or accountant. Contact the IRS for federal income tax information. Contact the Colorado Department of Revenue for state income tax information.

Publicity after Award

Big Check Presentation

Celebrate your grant with a big check presentation. Our staff can present an oversized check to your organization at one of your planned events. Speak with your Historic Resource Specialist to schedule. Please note that the check is for publicity purposes only and all payments are by electronic funds transfer.

Press Releases and Social Media

We encourage the production of public information about your project. Please provide us with copies of press materials, social media articles, website updates, and a list of event acknowledgements. Our grant award requires a public acknowledgement of our funding in your public materials.

For examples of various media templates, contact Engagement Staff who can provide you with a Marketing Toolkit. History Colorado actively gathers photos from social media posts. To have your post noticed by History Colorado, use *#PreserveCO*.

Signage

Promote your project with a free State Historical Fund banner and sign. Your Historic Resource Specialist will give you a vinyl banner (96 x 30 inches) or semi-flexible plastic sign (32 x 24 inches) at your initial consultation.

Public Information

Colorado Open Records Act

Under the Colorado Open Records Act (CORA), all messages sent to the State Historical Fund may be subject to public disclosure. All funded grant applications, contracts, and materials are accessible to the public upon request.

Website Posted Application Information

The following information is posted on our website:

- All grants funded through the fiscal year
- Grants awarded each competitive grant round
- Grant applications received

Appendix A: List of Potential Deliverables

Project Deliverables document project progress. Required deliverables vary by project, but include meetings, reports, forms, photographs, and press releases. See below for examples of the most common deliverables.

Standard Deliverables for all projects

- Initial consultation with SHF Historic Resource Specialist
- Before/existing condition photos of scope of work
- Documentation of professional/public outreach

Acquisition Deliverables

- Current appraisal
- Photographs of current condition
- Closing schedule
- Good faith estimate/closing cost
- Copy of the recorded deed

Administrative/Property Protection Deliverables/Easement Action Form

- Written documentation of owner(s) permission
- Copy of MOU/LOA between grant recipient and owner
- Complete, certified copy of the signed and recorded perpetual easement OR easement update

Archaeological Monitoring Deliverables

- Copy of Federal or State Archaeological Permit
- Consultation with SHF Archaeology Specialist prior to ground disturbance
- SHPO Site/Archaeological Forms, if necessary
- Final Archaeological Report

Archaeology Deliverables

- Copy of Federal or State Archaeological Permit
- Archaeological Research Work Plan
- Archaeological Methodology
- Draft/Sample SHPO Site/Archaeological Forms
- Final SHPO Site/Archaeological Forms and GIS shapefiles
- Draft Archaeological Report
- Final Archaeological Report
- Artifact Catalog, if necessary
- Documentation of professional/public outreach

Archaeological Assessments Deliverables

- Copy of Federal or State Archaeological Permit
- Site Visit with SHF Archaeological Specialist
- Draft SHPO Site/Archaeological Forms
- Final SHPO Site/Archaeological Forms and GIS shapefiles
- SHPO Site/Archaeological Form Suite and GIS shapefiles
- Archaeological Report
- Artifact Catalog, if necessary

Education Project Deliverables

- *Print Media*
    - Draft text and photographs
    - Interpretative Sign Draft layout
    - Final proof
    - Final Brochure
    - Interpretative Sign Final
    - Proposed sign installation site
    - Final copies (for books or brochures)
    - Photo(s) of sign(s) in place
- *Audio Video Recordin*g
    - Draft script
    - Draft historic images
    - Draft video or audio recording
    - Final video or audio recording
- *Display or Exhibit (Archaeology only)*
    - Draft text and photographs
    - Draft graphic design for text (label, panels, etc.)
    - Artifact list
    - Photo(s) of exhibit in place
- *Lesson Plan or Field School*
    - Promotion material for seeking students to attend
    - Draft lesson plans/presentations/educational material
    - Final lesson plans/presentations/educational material
    - Attendance summary
    - Educator or student feedback
- *Research and Collection Analysis*
    - Collection(s) accessed
    - Annotated Bibliography

Physical Work Deliverables

- Historical photos/documentation of areas to be treated
- Construction Documents/Plans and Specifications
- Materials Testing Analysis & Results
- Pre-construction meeting with SHF Historic Resource Specialist
- Mockup
- Draft Maintenance Plan
- Copies of Change Orders
- Interim meeting with SHF Historic Resource Specialist
- Final Maintenance Plan
- After photos of Scope of Work

Glossary

Applicant Organization
An applicant organization is any eligible organization applying for a State Historical Fund grant.

Archaeologist
An archaeologist studies the human past through archival research, archeology survey, limited testing, excavation, and/or artifact analysis. They meet the qualifications of the Secretary of the Interior's Standards for Archaeology and for obtaining the appropriate archaeological permit.

Archaeology Permit
Permits authorize an archaeologist to complete work. The Office of the State Archaeologist issues permits for private land and state lands. Federal permits are issued by the federal agency managing the lands covered by the permit.

Architect
This refers to an architect with experience in historic preservation who meets the Secretary of the Interior's Standards for Architecture and has a State of Colorado issued license to practice architecture. The architect's role may include writing Historic Structure Assessments, creating construction documents, reviewing physical work for compliance with construction documents, and other appropriate project assistance.

Cash Match
Cash match is actual money or an accounting transaction that contributes to the completion of the project. The value of in-kind donations of goods, services, or labor are not eligible forms of cash match. If a cash match originates as part of a salary, it must be "extra work" attributed to a project, not duties that are part of the employee's permanent job description.

Community Benefit
A benefit is a tangible and direct outcome resulting from the project that leads to meaninful, immeditae, and specific improvements for the community engaged in the project.

Conflict of Interest
A conflict of interest exists if a professional's objectivity and independent judgment might reasonably be questioned based on the individual's financial or personal interests or relationships.

Consultant/Contractor
A consultant or contractor refers to an individual or company hired by the grant recipient to complete some or all of the project's scope of work due to their knowledge and experience. If applicable, they must meet the Secretary of the Interior's Standards Professional Qualifications (36 CFR Part 61) and hold the appropriate certifications and licenses for their profession. This term may be used interchangeably with "subcontractor."

Contingency
A contingency is a line item in the project budget set aside for unexpected needed work during the project (typically 10-20% of the project total). Contingency may not be used to cover forgotten expenses due to poor project planning.

Contract Specialist
This is the State Historical Fund staff member who prepares the grant award document and oversees financial documentation for compliance with the grant contract and State of Colorado fiscal rules.

Direct Costs
Direct Costs are expenses directly attributable to the specific grant project, not the organization's operation, such as construction costs and consultant fees.

Deliverable
Deliverables include materials submitted to demonstrate project progress and completion, such as photographs, reports, or documents.

Electronic Funds Transfer (EFT)
EFT, also known as Automated Clearing House (ACH) transfer, is the electronic transfer of grant payments directly to a bank account for quicker and safer deposits.

Expanding the Narrative Project
Projects that directly benefit and actively involve communities of color—including Indigenous, Latino, Black, Native Hawaiian, Asian American, and Pacific Islander—are strongly aligned with our mission to support diverse heritage and narratives.

Criteria 1: Community Involvement - Answer Yes to at least one statement.

The community is directly and materially involved in project planning and/or implementation.

(or)

The applicant organization identifies as an organization and/or primarily serves this community.

(or)

The property is owned by an organization or individual from one of the communities listed above

Criteria 2: Project Benefit - Demonstrate how the project will make a real and positive difference for specified communities (must answer Yes to this statement)

This project must be able to show that the completed project will directly benefit one or more of the communities identified above.

Engagement Specialist
An Engagement Specialist is the State Historical Fund staff member that coaches grant applicants on developing projects for a State Historical Fund application.

File Searches
File searches for site forms and reports can be made at the State Historic Preservation Office. Photograph file and archive searches can be made at the History Colorado Steven Hart Research Center, Denver Public Library, or your local museum and/or library.

General Conditions
General conditions are expenses for a construction project associated with job site startup and supervision. They may include portable toilets, site utilities, insurance, temporary fences, scaffolding, temporary weather protection, trash disposal, and photographic records.

General Contractor
A general contractor is the consultant or company handling the construction portion of the project.

Geographic Information
Geographic information refers to the required application information on the location of the county, city, and legislative districts of a property or resource.

Grant Administration
Grant administration includes the indirect costs of managing the project and the actual time to prepare and file deliverables, progress reports, and financial reports; maintaining communications with the staff; and ensuring the work is carried out following the project's scope of work and budget. These costs may include employee salary and benefits if grant administration is beyond their normal job duties. All grant administration costs must include a clear calculation.

Grant Administrator
The grant administrator is responsible for the accurate and timely completion of all payment requests, financial reports and documentation, and deliverables. The grant administrator must follow the program guidebook, the grant award contract, and general accounting procedures. If financially compensated for this time above their normal job responsibilities, this individual may not be a subcontractor or otherwise financially compensated under the grant award.

Grant Award Period
The grant award period refers to the length of time for a State Historical Fund grant award. The award period begins on the grant award/agreement effective date and ends on the fund expenditure date.

Grant Award/Agreement/Contract
The grant award/agreement/contract* is the nonnegotiable, legally binding agreement between the State of Colorado and the grant recipient organization outlining all terms and conditions for your acceptance of the grant money.
*These terms may be used interchangeably throughout your project.

Grant Recipient Contact (GRC)
The grant recipient contact is the primary point of contact between the State Historical Fund and the grant recipient organization for the awarded grant.

Historic Integrity
Historic integrity refers to the resource's ability to convey its historic identity for which it is significant.

Historic Resource Specialist
The Historic Resource Specialist is the State Historical Fund staff member who oversees grants by advising the project team and ensuring that work follows the Secretary of the Interior's Standards and the State Historical Fund contract. They review and approve all grant contract deliverables, scope/budget changes, and contingency requests

Indirect Costs
Indirect Costs are expenses indirectly associated with grant administration, such as office overhead, supplies, accounting support, and the use of other equipment or services not included in the project budget. Indirect costs should be allocated according to their use in relation to the project.

In-kind Contributions
In-kind contributions are non-monetary donations of goods, services, or labor. The value of any in-kind contributions cannot be used as a cash match. If a cash match originates as part of a salary, it must be "extra work" attributed to a project, not duties that are part of the permanent job description.

Legal Property Description
This is the description that unquestionably and uniquely identifies the property, as found on the assessment record or deed of title.

New Application
A new application refers to the initial request for a project or for the next phase of a multi-phased project.

Period of Significance
The period of significance is the length of time a property was associated with important events, activities, or persons, or attained the characteristics that qualify it for National Register, State Register, or Local listing.

Physical Work
Physical work tangibly alters a cultural resource. This includes physical construction to buildings, structures, and landscapes; archaeological excavation; and physical cultural resource protection measures such as enclosures for archaeological sites.

Principal Investigator
A principal investigator is the archaeologist that oversees an archaeological project. They ensure that work complies with the Secretary of the Interior's Standards. The principal investigator must be permitted appropriately for the project area; this includes a federal permit for archaeology on federal lands or a Colorado state permit for non-federal land projects.

Project Budget
The Project Budget includes all direct, indirect, and contingency costs, to complete the scope of work and manage the grant. Applications must include clear calculations for each budget task and/or reference a contractor- or consultant-provided bid, estimate, or proposal.

Project Context
A narrative section of the grant application, the project context explains the circumstances and work that led up to the proposed project. It also includes a brief summary of any work that may occur after, specifying additional phases of physical work or the continued maintenance or distribution of the project results.

Project Manager
A project manager oversees physical work on the building and ensures that the work complies with the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties. The project manager understands construction processes and can read and interpret construction documents and specifications.

Project Title
A brief title of no more than 15 words, the project title summarizes the purpose of the project. Examples include: Interior Restoration, Exterior Rehabilitation, Cultural Resource Survey, and Construction Documents.

Project Summary
A brief outline (150 words or less) of the proposed project, the project summary includes the applicant organization and property name, and is suitable for a press release.

Property Information
This is the section of the grant application that provides the address and legal description of the property proposed for work.

Property Protection
Property protection refers to legally binding documents—such as an easement or covenant—recorded with the county clerk and recorder to guard the property against alterations that would affect its historic character.

Property Protection Coordinator
A State Historical Fund staff member, the Property Protection Coordinator communicates property protection requirements at the application stage. After the grant closes, they work with property owners to discuss compliance questions and review proposed projects throughout the covenant protection period.

Repeat Application
A repeat application is the request for any part of a project's scope of work that the State Historical Fund declined within the last two grant rounds.

Resource
Any building, structure, site, or object that is part of or constitutes a prehistoric or historic property.

Site Form
Archaeology and survey consultants complete Colorado State Historic Preservation Office site forms to record cultural resources such as archaeological sites, buildings, structures, objects, landscapes, and historic districts. Access all forms here.

State Preservation Plan
The State Preservation Plan, developed with public input, documents Colorado's preservation goals and objectives. Access the current State Preservation Plan here.

Subcontractors*
Subcontractors are individuals or companies hired by the grant recipient to complete some or all of the project scope of work due to their knowledge and experience. If applicable, subcontractors must meet the Secretary of the Interior's Standards Professional Qualifications (36 CFR Part 61) and hold the appropriate certifications and licenses for their profession. All subcontracts shall comply with all applicable federal and state laws and regulations, shall provide that they are governed by the laws of the State of Colorado, and shall be subject to all provisions of the State Historical Fund Grant Award/Agreement.
*May be used interchangeably with "contractor" and/or "consultant."

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