



GUAM PRESERVATION TRUST

P.O. BOX 3036, HAGATÑA, GUAM 96932
TEL: 671-472-9439/40 FAX: 671-477-2047

GRANT APPLICATION

Submission Date: _____

Project Title: _____

Applicant's Name: _____

Applicant's Address: _____

Telephone: (W) _____ **(Cell)** _____ **(Home)** _____

Email: _____

Duration of Project: _____ **to:** _____

Amount of Request: _____

Project Location: _____

Check One

- New Proposal
 Old Proposal with Changes **Date of Previous Submission:** _____
 Old Proposal without Changes **Date of Previous Submission:** _____

Type of Application (Check One)

- New Grant Continuing Grant Supplemental Grant

I have made such steps as are necessary to verify the information given in this application package and, to the best of my knowledge and belief, all information is true, correct and accurate:

Applicant's Signature: _____

**No funds will be disbursed when the GPT is funding a partial amount for any grant proposal until the applicant has demonstrated with letter of commitment or by other acceptable means, that adequate support, financial or other, has been guaranteed for the project's completion.*



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INTERIM GRANT REPORT

*FOR USE ONLY AFTER APPROVED GRANT AGREEMENT

Date: _____

Project Title/No: _____

Applicant's Name: _____

Has address changed since last report: Yes No

If Yes, Applicant's New Address: _____

Have contact numbers &/or email changed since last report? Yes No

Tel: (w) _____ (cell) _____ (home) _____

Email: _____

Grant Period: _____ to _____ Report # _____ of _____

Reporting Period: Quarterly Bi-monthly Monthly

On a separate sheet:

1. Describe your progress to date. Narrative should discuss the progress of the project in relation to the scope of work and methods stated in the grant application.
2. Give all detail accounting of all grant funds expended: a) during this reporting period; b) grant funds expended to date. Expenses should be itemized by category as listed in the grant application budget.
3. Have personnel changed? If so, explain.
4. List any concerns regarding this grant.

I have made such steps as are necessary to verify the information given in this application package and, to the best of my knowledge and belief all information is true, correct and accurate.

Applicant's Signature: _____



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FINAL GRANT REPORT GUIDELINES

Please submit this form within sixty (60) days of the completion date of the GPT Grant Project. The questions below are intended to help us understand how you used the funds and what kinds of change or outcomes you have seen so far. Please feel free to include any additional information.

Applicant Name: _____

Project Title: _____

Date of Report: _____

Grant Number: _____ **Grant Amount:** _____

Prepared by:

1. Please describe how you used the grant funding from the Guam Preservation Trust, providing examples whenever possible (*2 pages maximum*)
2. Who benefited from these activities and how? Please be specific if beneficiaries include women, men, youth, elders, indigenous peoples, etc. (*1 page maximum*)
3. Changes or outcomes based on your work (*2 pages maximum*):
 - a. What was the most significant change you saw as a result of this finding?
 - b. Did this funding help improve the need(s) that you identified in the grant application? If yes, please provide any examples or evidence of this improvement.
 - c. Did the funding help improve environmental conditions?
If yes, please provide any examples of this change.
 - d. Did the funding help strengthen your organization?
If yes, please provide any examples and evidence of this change.
 - e. Did the funding help increase community involvement or awareness?
If yes, please provide any examples and evidence of this change.
 - f. Did the funding help your organization impact policy?
If yes, please provide any examples and evidence of this change.

- g. Did the funding help your organization influence the media?
If yes, please provide any examples and evidence of this change.
 - h. Please tell us of any additional evidence of change that you see as a result of this funding.
- 4. Did the Guam Preservation Trust grant help your organization gain access to spaces for advocacy or decision-making (i.e. meetings, conferences, forums, networks, hearings)? If so, please not if this specifically increased access for women, indigenous peoples, elders or youth. *(1 page maximum)*
- 5. Has the Guam Preservation Trust grant helped you to gain access to any additional funding, support or partnerships? *(1 page maximum)*
- 6. Were there any external changes in the political, social or environmental context that made your work easier or harder? *(1 page maximum)*
- 7. What were the most important lessons you learned from this grant? Did these lessons change any of your organization's strategies? Please provide examples. *(1 page maximum)*
- 8. What obstacles or challenges did your organization encounter during the project period and how did you overcome these issues? *(1 page maximum)*
- 9. Please provide the Guam Preservation trust with copies of any print, digital, written or visual media that were funded by this grant. We also appreciate any other forms of media, including but not limited to videos, press articles, publications, and photographs that document your work. Guam Preservation Trust assumes permission to share any of the media with our community and stakeholders. Please indicate if you prefer we not share this information or if you would like the media to be credited in a specific way.
- 10. Please provide a brief financial summary of how the grant funds were used. A simple statement by budget line item is all we request. Actual copies of receipts or services or purchased items over \$500.00 are required.

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GRANT PROPOSAL GUIDELINES

- Application must fall within the categories specified by the Guam Preservation Trust (GPT) Programs and the FOCUS projects of the Fiscal Year.
- Proposed activities should take place entirely or substantially within the Territory of Guam.
- Applicants should concentrate their grant proposals on topics related specifically to Guam.
- Grant Applications should be completed in full, regardless of the scope or the amount budgeted.
- Proposed projects must demonstrate a clear commitment to authenticity and preservation.
- Grant projects must be balanced and non-partisan.
- GPT requires a cost-share by each grantee either in cash or in-kind contributions for the grant proposal.

WHO MAY APPLY

1. Applicants may be individuals, community organizations or societies, community galleries or museums, religious or faith based organizations, humanities councils, registered nonprofit organizations, ethnic clubs, festival sponsors/organizers, or educational institutions.
2. Individual Applicants must be U.S. citizens and residents of Guam. Individual applications who do not meet the above criteria may affiliate themselves recognized Guam-based organizations for Sponsorships.
3. Government entities may apply. However, such grant applications are governed by Public Laws 20-151, 21-07 and 27-89, which prevent the use of GPT funds for operational expenses.

BUDGET GUIDELINES

1. Budgets must be submitted on separate sheets of paper. The heading: “(Name of the Grant Project) Budget” must be at the top of the page.
2. Budget should include all applicable costs, such as project staff, supplies, equipment and miscellaneous.
3. Budgets should be divided into sections by category (such as staff, supplies, etc.) and then itemized and sub-totaled within each category and subcategory.
4. A glossary of technical terms should be provided as an attachment to the proposed budget (if applicable).
5. In-kind contributions should be included.

PROHIBITED COSTS

1. Purchase of equipment.
2. Rental of office/storage space, except for approved museum collections.
3. Salaries of full-time positions or positions considered by GPT to be full-time and not related to specifically to the project.
4. Mileage

ALLOWABLE COSTS

1. Fees for personnel involved in the grant project.
2. Cost for materials and supplies related to the development and implementation of the project.
3. Costs for the contractual services (such as renting equipment or professional assistance) to be provided as part of the grant project.
4. Acquisitions, collection, care and conservation costs.
5. Modest costs associated with training community members to perform continuing work in documenting, preserving and enhancing historic places and perspectives.
6. Direct costs of mounting exhibitions, displays or presentations that promote the preservation of and education of historic places.

The costs described above do not comprise of a definitive list. Other costs may be allowed at the discretion of the GPT Board.

1. Requests for general operating support or assistance with annual funding needs, except as an allowable portion of requests to support specific projects.
2. Requests in conflict with the spirit of Public Laws 21-151, 21-07 and 27-89.



For further information, please contact the Guam Preservation Trust

Tel: 671-472-9439/40

Fax: 671-477-2047

Email: jqpreservation@guam.net

Website: www.guampreservationtrust.org



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GRANT APPLICATION CHECKLIST

Additional information is found on page 4 of the Grant Information & Instructions circular. Please ensure that your grant proposal includes the following:

Criterion 1: Introduction and Project Overview/Summary (10 points)

This criterion provides an overview of the proposed project

- Applicant name; project title; duration of the project
- Explain the project goals, objectives (not activities) and expected outcomes; project location;
- Give a brief description of the publication or product, as a result of the proposed project, to be submitted to the Guam Preservation Trust.
- Briefly explain the significance and anticipated benefits of the proposed project.

Criterion 2: Need for Assistance (25 points)

- Identify the GPT Program and FOCUS project that this application is submitted under and explain how your proposed project will further the GPT current Five Year Strategic Plan.
- If the applicant is an organization, please provide a brief statement of the organization's mission and a concise summary of its long range goals.

Criterion 3: Project Approach (20 points)

- Describe how and when this project was originally conceived and by whom (Community Involvement).

Criterion 4: Organizational Capacity (25 points)

- Identify who is involved in designing and implementing the proposed project, who are the technical experts (i.e. administrative, cultural consultants, archaeologists, anthropologists, linguists, etc.) identified for the proposed project.
- If the proposed project includes other funding, identify all sources and amounts.
- Identify and justify the hiring of employees of the proposed project.

Criterion 5: Project Impact and Evaluation (20 points)

- Identify and explain the evaluation and monitoring process of the impact indicator of the proposed grant.

Additional Documents

- Provide a detailed line-item budget and justification.
- Attach supporting documents as necessary (i.e. justifications, resumes, MOUs, pertinent literature as necessary, etc.)