



GUAM
INANGOKKON
PRESERVATION
INADAH! GUA HAN
TRUST

Guam Preservation Trust Application Package

Important Instructions

Summarize your proposed project in the following order on a separate sheet of paper:

1. Identify the GPT Grant Program that this application is submitted under and explain how your proposed project will further the GPT Program's goals.
2. Describe how and when this project was originally conceived and by whom.
3. Identify who is involved in designing and implementing this project. Who are the technical experts (i.e. administrative, cultural consultants, archaeologists, anthropologists, linguists, etc.) identified for the project.
4. Explain the project objective(s) and method(s).
5. Provide a review of pertinent literature as necessary.
6. Attach supporting documents as necessary (i.e. justifications, personnel qualifications, resumes, etc.).
7. Briefly explain the significance and the anticipated benefits of the proposed project.
8. Give a brief description of the final documentation or product of the proposed project to be submitted to the Guam Preservation Trust.
9. If the Applicant is an organization, please provide a brief statement of the organization's mission and a concise summary of its overall activities.
10. Budget: A detailed budget with justification is required.
11. If project includes other funding, identify all source(s) and amount(s).
12. Will this project require the hiring of employees? Please explain.

GUAM PRESERVATION TRUST

Grant Proposal Guidelines

GENERAL GUIDELINES

- Applications must fall within the categories specified by the Program Descriptions.
- 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

WHO MAY APPLY

- Applicants may be individuals, community organizations or societies, community galleries or museums, religious organizations, humanities councils, registered nonprofit organizations, ethnic clubs, festival sponsors/organizers, or educational institutions.
- Individual applicants must be U.S. citizens and residents of Guam. Individual applicants who do not meet the above criteria may affiliate themselves with recognized Guam-based organizations for sponsorships.
- 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

Applications for grants must comply with the guidelines and requirements listed below.

- Budgets must be submitted in detail on separate sheet(s) of paper. The heading: "(Name of Grant) Budget" must be at the top of the page.
- Budget should include all applicable costs, such as staff, supplies, equipment, and miscellaneous.
- Budgets should be divided into sections by category (such as staff, supplies, etc.) and then itemized and subtotaled within each category and subcategory.
- A glossary of technical terms should be provided as an attachment to the proposed budget (if applicable).
- In-kind contributions (if any) should be included.

PROHIBITED COSTS

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

ALLOWABLE COSTS

The following is a list of budget items typically considered as allowable costs.

- Fees for personnel involved in the grant project.
- Costs for materials and supplies related to the development and implementation of the project.
- Costs for contractual services (such as renting equipment or professional assistance) to be provided as part of the grant project.
- Acquisitions, collection, care, and conservation costs.
- Modest costs associated with training community members to perform continuing work in documenting, preserving, and enhancing historic places and perspectives
- 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 a definitive list. Other costs may be allowed at the discretion of the GPT Board.

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

For questions or inquiries:

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Grant Application

Submission Date: _____

Project Title: _____

Applicant's Name: _____

Applicant's Address: _____

Telephone: (W) _____ (H) _____

Email: _____

Duration of Project: _____ To _____

Amount Requested: _____

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: _____