

HOW TO APPLY

ARCHAEOLOGICAL ASSESSMENT

The following directions are organized by application tabs in the order that they are displayed. For more information about the State Historical Fund (SHF) program and grant details, take a look at our [Guidebook](#).

ORGANIZATION & CONTACT INFORMATION

- Please provide contact information for the applicant organization and an individual with signing authority for the organization.
- Be prepared--have the applicant organization's Federal Tax ID number ready.
- Please provide the requested information regarding your organization's diversity, equity, and inclusion work.
- Check the box if this is your organization's first time applying for an SHF grant. Please reach out to our staff if you are unsure.
- Please provide contact information for the Grant Recipient Contact; this will be the primary point of contact for the project.



PROJECT & PROPERTY INFORMATION

- Provide the property owner's information.
- Enter the geographic information for the property's location. (Not the applicant's or owner's address, if different)
- Select the State Senate, State House, and United States Representative Districts for the property.

*In 2021, new Colorado state legislative districts were drawn. Your district may have changed; please verify.

- Enter the address and legal description of the property.



DIVERSITY, EQUITY & INCLUSION

The State Historical Fund is committed to diversity, equity, and inclusion rooted in [History Colorado's Anti-racism Grounding Virtues](#). One of our goals is to seek racial equity within our funding by providing grants that clearly benefit Black, Indigenous, and People of Color (BIPOC) communities.

Provide information regarding how this project will significantly benefit and involve the BIPOC community, along with two letters of support.

If your current project is not serving a BIPOC community, please leave this section blank and proceed to the Project Team section.

- Which communities will primarily benefit?
- How will BIPOC communities benefit from this project?
- Did the BIPOC community take part in bringing the project together? If so, how?
- Will BIPOC communities be involved during the project? If so, how?
- Are there BIPOC partnerships?

Project Team

750 Words or Less

Briefly describe similar projects or grants the applicant has completed or managed.

List your project team members including any additional consultants/engineers and provide:

- Each person's role and responsibilities for this project.
- Their qualifications that are applicable to this project.
- Any experience with historic preservation, and/or grant finance and management, etc.

Please include resumes as a separate attachment.



RESOURCE DESCRIPTION & SIGNIFICANCE

500 Words or Less

- Write a brief history of the property.
- Why is the property significant?
- What is the property's archaeological potential?
- What archaeology projects have occurred at the site?



SCOPE OF WORK & BUDGET

- This section should align with your project description.
- Only use whole dollars. No decimals, commas, or dollar signs.
- Support amounts with metrics or include bids as an attachment.
- Common budget categories include pre-fieldwork mobilization and literature review, fieldwork, artifact analysis, report writing, travel, and supplies.
- Press the calculator at the bottom and all of the totals will be calculated.
- There is a maximum grant request of \$15,000.
- Cash Match:
 - Nonprofit and government agency owners = 10%
 - Private owners = 25%
- BIPOC Cash Match:
 - Nonprofit and government agency owners = 0%
 - Private owners = 10%
 - **a letter of support is required from the participating BIPOC community.
- If your organization is unable to provide the required match, please provide a statement in the cash match waiver box.

PROJECT DESCRIPTION

1500 Words or Less

- Describe the entire scope of work.
- State the team member responsible for the task and the methods for completing it.
- Why is it urgent to do this project now?
- Is the community involved?
- How might this project lead or inform future historic preservation or archaeology projects?

Common initial archaeology documentation project tasks:

- Literature review of known archaeological resources.
- Pedestrian survey
- Limited shovel tests to determine the presence or absence of intact archaeological resources.
- Completion of Colorado State Historic Preservation Office site forms, report, and GIS shapefiles.

PROJECT TIMELINE

Check each box to confirm the following statements regarding the project timeline:

- I understand that if awarded, it can take up to 6 weeks to execute the grant agreement with the State Historical Fund.
- I understand that the State Historical Fund 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) 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 the completion of some projects and I have accounted for possible delays within the 24 month agreement period.

AGREEMENT

- Read the agreement listing conditions associated with awarded State Historical Fund grants.
- Check the box if you agree to the conditions.



ATTACHMENTS



Colorado State Substitute W9



Signature page signed by:

- Applicant Organization
- Property Owner
- Local Official*



Consultant Proposal



Resume(s) for primary project participants



Photographs of the site and/or collection.



Map of the site.

* A signature on the signature page is required for projects on private property.



Our Engagement Team is happy to help!
Call or email us at 303-866- 2825 or hc_shf@state.co.us