

Para español, seleccione de la lista  Powered by Google Translate 

Department of State / Division of Historical Resources / Grants / Small Matching Grants

# Small Matching Grants

## About Small Matching Grants

---

The Department of State, Division of historical Resources, provides state and federal funds for historic preservation. The purpose of this program is to provide funding to assist local, regional and state-wide efforts to preserve significant historic structures and archaeological sites, and promote knowledge and appreciation of the history of Florida. This program does not fund operational support for historic preservation organizations.

Small Matching grants are awarded annually to assist in: acquisition of historic properties or archaeological sites; restoration, rehabilitation, restoration, and structural analysis; stabilization of historic and archaeological properties; site specific planning for these activities; recordation of historic or archaeological properties threatened with damage or destruction; architectural and archaeological surveys which include recording the sites in the Florida Master Site File (</historical/preservation/master-site-file/>); acquisition of State Historical Markers (</historical/preservation/historical-markers/>); community education projects; management plans; nominations to the National Register of Historic Places (</historical/preservation/national-register/>); and start-up Main Street (</historical/preservation/main-street-program/>) projects.

The Historic Preservation Grants Program utilizes an online grant system via which prospective applicants submit their applications. Applications from previous solicitation periods will also be available at this site as historical information (for viewing only). The new online system will launch April 1<sup>st</sup>, 2017.

## Types of Projects

---

Types of historic preservation projects that can be funded include:

- > **Acquisition** of historical resources such as archaeological sites or historic properties or the moving of a historic building or structure that is under threat of demolition or destruction due to natural causes;
- >

**Development** projects such as excavation of archaeological sites, building restoration and rehabilitation, stabilization of historic or archaeological properties, historic structure assessments, feasibility studies, and emergency repairs, among others;

- **Community Education** projects aimed at increasing public understanding and awareness such as walking tour brochures, educational programs for school children, videos illustrating historic preservation principles, and educational apps related to history or historical structures or sites, among others;
- **Survey and Planning** projects includes surveying for historic and archaeological sites, preparing ordinances, and creating preservation plans, among others;
- **Main Street Start-up** projects are a one-time start-up grant to newly designated Florida Main Street communities pursuant to Chapter 1A-36, F.A.C.;
- **Historical Marker** projects entail the acquisition of state Historical Markers for which texts have been approved by the State Historical Marker Council;
- **Nominations to the National Register of Historic Places;** and
- **Special Statewide Projects**

## Eligibility

---

State agencies including universities, cities, counties, units of local government, and not-for-profit organizations.

## Review Process

---

Small Matching grant applications will be evaluated in the fall on a competitive basis by Grant Review Panels appointed by the Secretary of State. The applications are evaluated on historic significance, endangerment, appropriateness of the preservation treatment proposed, administrative capability of the organization, adequacy of technical and financial resources, educational potential, economic benefits, and public good resulting from the project.

## Grant Award / Requirements for Match

---

Small Matching grants provide assistance up to \$50,000. The grantee is required to provide a matching share equal to the grant award in any combination of in-kind services, volunteer labor, donated materials and travel, plus cash-on-hand which must constitute a minimum of 25% of the total match.

REDI designated communities and CLG organizations in good standing are eligible for waiver or reduction of match (please see below).

## Rural Economic Development Initiative (REDI)

---

Under the REDI initiative, certain rural or economically distressed counties or communities are designated as REDI qualified pursuant to Section 288.0656, *Florida Statutes* ☞. This qualification permits a waiver of match for REDI applicants.

Information about counties and communities eligible for financial match waivers may be found on the Florida Department of Economic Opportunity's REDI webpage [↗](#).

- REDI Eligible Counties and Communities as of August 1, 2015 (.pdf)  
(/media/695866/2015\_eligible\_communities\_12-16-15\_listing.pdf)

If your county or community is REDI designated and you would like to request a waiver of match, please check the appropriate box on the grant application. Please note that the waiver of match is not available for Historical Marker grants.

## Certified Local Governments

---

The Certified Local Government (/historical/preservation/certified-local-governments/) (CLG) program links three levels of government-federal, state and local-into a preservation partnership for the identification, evaluation and protection of historic properties. Designation as a certified local government makes historic preservation a public policy through passage of a historic preservation ordinance which establishes a historic preservation board to develop and oversee the functions of its historic preservation program.

CLGs in good standing qualify for a waiver of match.

Florida's Certified Local Governments are eligible to apply for federally funded Small Matching grants to assist their preservation projects. Funding is available, through the National Park Service, for projects such as surveys to identify and evaluate significant historic properties and nominations to the National Register of Historic Places.

Florida's Certified Local Governments are eligible to apply for state funded Small Matching grants to assist their preservation projects. Funding is available for projects such as surveys to identify and evaluate significant historic properties; nominations to the National Register of Historic Places; historic markers; preservation education materials such as booklets, brochures, slide or video programs (i.e., community education); and local historic preservation plans.

If you are applying as a CLG your organization must be certified by the National Park Service prior to submitting a grant application.

## Small Matching Grant Application Information

---

The Small Matching Grant application will be available for completion once the grant cycle opens. It is important for the applicant to review the following documents and to follow the instructions precisely as to how to complete the application and how to label the attachments.

- Small Matching Grants Guidelines (/media/696945/small-matching-guidelines.pdf)  
(/media/696049/2017-2018-small-matching-solicitation-notice.pdf)
- Dropbox Guidelines for Submitting Required Grant Application Attachments  
(/media/694120/getting-started-with-dropbox-with-guidelines-link.pdf)
- Small Matching Application Example (<http://apply.flheritage.com/index.cfm?page=previewGrants&appID=13>)

### Application Form

- Small Matching Online Application (<http://apply.flheritage.com/>)
- List of Attachments to be included with the grant application (</media/694353/small-matching-application-attachments.pdf>)

## **Information and Documents for Current Grantees**

---

### **Managing your grant**

- OCHIP Grants Compliance Procedure  
(<http://dosintraweb/das/forms/OCHIP%20Grants%20Compliance%20Procedure%20FINAL%2009.htm>)

### **Progress Report**

- Progress Report Form (doc) (</media/696950/progress-report-form-effective-062016.docx>)

### **Grant Funds Expenditure Log**

- Grant Funds Expenditure Log Form (xls) (</media/696889/grant-funds-expenditure-log-effective-062016.xls>)

### **Payment Request Form**

- Payment Request Form (dotx) (</media/696688/payment-request-form-071916-template.dotx>)

### **Schedule of Contract Values**

- Schedule of Contract Values Form (xls) ([/media/32528/schedule\\_of\\_contract\\_values.xls](/media/32528/schedule_of_contract_values.xls))

### **Contract Amendment Form**

- Contract Amendment Form (doc) (</media/694980/contract-amendment-form.docx>)

### **Single Audit Act**

When a project is completed, the Grant Recipient is required to fill out the following document.

- Florida Single Audit Act (doc) (</media/694966/florida-single-audit-act.docx>)

### **Preservation Agreement**

- Small Matching Preservation Agreement (pdf) (</media/697245/sm-preservation-agreement-2016.pdf>)

### **Documents for Survey Projects**

- Archaeological Survey Guidelines (pdf) ([/media/32277/archaeological\\_survey\\_guidelinespdf.pdf](/media/32277/archaeological_survey_guidelinespdf.pdf))
- Historic Structures Survey Guidelines (pdf)  
([/media/32281/historic\\_structures\\_survey\\_guidelinespdf.pdf](/media/32281/historic_structures_survey_guidelinespdf.pdf))
- Site File Document Submission Guide (pdf) (</media/696302/documentsubmissionguide.pdf>)

### **Division of Historical Resources Recommended Time Sheets**

The following documents should be utilized to document any volunteer, in-kind, or grant worked hours related to your project for which there is no alternate official record. Completed time sheets should be submitted with any payment request which cites these services.

- Grant Funds and In-Kind Timesheet (pdf) (</media/697352/in-kind-time-sheet.xlsx>)
- Volunteer Timesheet (pdf) (</media/697354/volunteer-time-sheet.xlsx>)

### **Photographic Guidelines**

Photographs are requested not only at the time of application but also to evidence the progress and

completion of all funded projects. Please refer to these guidelines for required format and size. Development projects must adhere to these guidelines.

- Photographic Guidelines (doc) (</media/696670/photograph-submission-guidelines.pdf>)

#### **Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (36 C.F.R. 68)**

- Professional Qualification Standards (48 FR 44716, September 29, 1983) ([http://www.nps.gov/history/local-law/Prof\\_Qual\\_83.htm](http://www.nps.gov/history/local-law/Prof_Qual_83.htm))
- Standards and Guidelines for Archeology and Historic Preservation (as amended and annotated by the National Park Service) ([http://www.cr.nps.gov/local-law/arch\\_stnds\\_0.htm](http://www.cr.nps.gov/local-law/arch_stnds_0.htm))
- Standards for the Treatment of Historic Properties, 1995 ([http://www.cr.nps.gov/local-law/arch\\_stnds\\_8\\_2.htm](http://www.cr.nps.gov/local-law/arch_stnds_8_2.htm))

#### **State of Florida Archaeological Reports Standards and Guidelines**

- Archaeological Reports Standards and Guidelines, Chapter 1A-46, *Florida Administrative Code* (pdf) ([/media/31388/1a\\_46.pdf](/media/31388/1a_46.pdf))

#### **Electronic Payments**

You can choose to use electronic funds transfer (EFT) to receive your grant payments.

- If EFT has already been set up with the Department of Financial Services (DFS) for your organization, you do not need to submit another form.
- To download this form visit the Direct Deposit [☞](#) sign-up on the DFS website [☞](#).

#### **Substitute W9 Form**

- If you already have a current active Substitute Form W9, you can print out a copy of the form by going to the DFS website [☞](#). Sign in using your user ID and your password to obtain a copy of your Substitute Form W9. Provide a copy of the Substitute Form W9 to DHR with your executed Grant Award Agreement.
- If you have not completed a Substitute Form W9, go to the DFS website [☞](#) and fill out a Substitute Form W9. Provide a copy of the Substitute Form W9 to DHR with your executed Grant Award Agreement.

#### **Minimum Wage for determining in-kind volunteer match**

For state projects as of January 1, 2015 the Florida's minimum wage is now \$8.05 an hour.

For Certified Local Government projects the federal minimum wage is used. The federal minimum wage is \$7.25 an hour.

## HOW TO APPLY FOR SMALL MATCHING GRANTS



For information on how to complete an application for Small Matching projects you may access a PDF version of the Small Matching Grant PowerPoint Presentation (pdf) (</media/697675/how-to-apply-for-a-small-matching-grant.pdf>).

## HOW TO APPLY FOR SPECIAL CATEGORY GRANTS



For information on how to complete an application for Special Category projects you may access a PDF version of the Special Category Grant PowerPoint Presentation (pdf) (</media/697674/how-to-apply-for-a-special-category-grant.pdf>).

## HOW TO MANAGE YOUR GRANT



For information on how to manage your grant funds you may access a PDF version of the How to Manage Your Grant PowerPoint Presentation (pdf). (</media/697314/2017-how-to-manage.pdf>)

## GRANT BOOK



To download the most recent DHR grant book please click here [Grant Book \(.pdf\)](/media/697656/grant-book-2017-18-dhr-lists.pdf)  
(</media/697656/grant-book-2017-18-dhr-lists.pdf>)

---

## Sign up to receive grant information

A notice is sent to our email list when grant cycles open. Subscribe [HERE](http://myflorida.us10.list-manage.com/subscribe?u=c0f01c8e7fa3df2ddee8db9b1&id=b802e81a3b) (<http://myflorida.us10.list-manage.com/subscribe?u=c0f01c8e7fa3df2ddee8db9b1&id=b802e81a3b>) if you wish to be placed on the list to receive grants news.

---

**Rick Scott, Governor**



## **Ken Detzner, Secretary of State**

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Copyright (/copyright/) © 2017 State of Florida, Florida Department of State.

**Florida Department of State**

**Phone: 850.245.6500**

R.A. Gray Building  
500 South Bronough Street  
Tallahassee, Florida 32399-0250