



GUAM PRESERVATION TRUST

P.O. BOX 3036, HAGATNA, 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.*

Complete this form and submit it with your supporting documents.
Ways to submit:
In-person to the Guam Preservation Trust Office, 167 Padre Palomo Street, Hagatna
Email: guampreservationtrust@gmail.com

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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 (see current GPT Strategic Plan).
- 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***

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Email: guampreservationtrust@gmail.com

Website:

www.guampreservationtrust.org

GRANT APPLICATION CHECKLIST

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).
- Implementation plan.
- Accessibility to the public.

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

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