



Lewis and Clark Trail Stewardship Endowment (LCTSE) Grant Program Q & A's

Acronyms:

LCTHF: Lewis and Clark Trail Heritage Foundation

LCTSE: Lewis and Clark Trail Stewardship Endowment

BTSAC: Bicentennial Trail Stewardship Advisory Committee

LCNHT: Lewis and Clark National Historic Trail

1. Can an applicant request more than one grant for the same project in the same year?

The general rule is NO; a Chapter or other qualifying organizations cannot apply for more than one grant for the same project in the same year.

2. Can more than one applicant submit a grant request for the same project?

The general rule is NO. One of the goals of the program is to maximize the effect and benefit of the fund across the trail. However, there may be a circumstance where different chapters or organizations have a different relationship with the same project; therefore, exception to this rule would be decided on a case by case basis where the separate grants would be for discrete project elements of a larger umbrella project for which there is no overlap in the work elements being proposed or if the grant significantly leverages partner dollars to the overall benefit of the project.

3. Can an applicant request a grant for the same recurring project year after year?

The answer depends on the type of project:

Recurring Festival Type Events

In general, recurring events, such as festivals, ongoing community events, and educational fairs are a lower priority than projects that create a long term tangible benefit to the trail. Grant requests for the same event awarded in previous years must fund separate aspects of the event. Annual recurring events are limited to two years in a row.

Acquisition, Development, or Construction Projects

Yes, as long as the grant request funds discrete elements that can be realistically scheduled and accomplished and the project shows progress toward completion. If the project is in progress, applicant must show what has been completed to date.

If the project is a multi-year project, applicant must show the project phases and what part of the larger project will be completed with the LCTSE Grant.

4. Is LCTSE Funding available to be awarded to contribute to a very large (i.e. multi-million dollar) project where the scale of the project far exceeds the maximum grant size from the endowment?

Only under specific condition: It is the intent of the program to grant funding to projects where this funding will make a difference in the long run. For large construction projects, it will generally be the policy of the endowment to grant a LCTSE grant if the funding can be identified as contributing to the completion of a discreet part of the program or exhibit, with a definable beginning and end. For example, a large multi-million-dollar project which asks for a \$7,500 grant from the LCTSE will only be considered for funding if it is earmarked for a specific exhibit, or sign, or media that meets the stewardship goals of the program and the contribution can be visibly associated with the exhibit with a logo or acknowledgement on a visible part of the sign or exhibit.

5. Can an applicant request another grant if a previously awarded grant is not complete?

Yes, but only under the following condition: The applying Chapter or organization must submit, for committee approval, a modified project schedule that clearly indicates the rationale for needed additional time prior to submitting another grant request for a new project. Only one, one-year extension will be granted per project. The new deadline for expending the grant funding will be two years from the first fiscal year it was awarded in. If grant funding is not expended as requested by the end of the one-year extension, LCTHF will request the funding be returned in full, or in part, depending on the circumstances for the non-completion.

During years when grant application exceed the quantity of funding available for distribution, the selection committee may consider project completion and performance during the grant application evaluation process.

Where no explanation for project non-completion is provided and no modified project schedule is submitted, it is the general policy to not entertain an additional grant request until the incomplete project is completed, or evidence is provided showing good faith progress and a satisfactory explanation for project delay is submitted to the BTSA Committee.

6. Can a grant recipient request supplemental funding before the next grant cycle?

No, it is the general rule that requests for supplemental funding be submitted in the next funding cycle. If additional funding is needed for a project, a new application can be submitted the following year (up to the annual limit in accordance with Guideline #3) and provide an explanation for why additional funding is needed.

7. Is there a limit to the total number of grants or total amount of funding an applicant can submit in one fiscal year?

Yes: Only two grant requests for two different projects (up to the maximum grant request) will be accepted from any one chapter or organization per fiscal year.

8. Is there a total amount of funding over the life of the LCTSE Program that can be given to any one Chapter or Organization?

No. Projects will be evaluated according to the individual merits of the project, the strength of the application, and the number of grant applications received.

9. Are other organizations that are not Foundation Chapters eligible for a grant from the LCTSE?

Yes, however, Chapters of LCTHF who apply directly for the grant will be given priority consideration.

It is the goal of the BTSE Program to encourage Chapters of LCTHF to become involved in stewardship activities which benefit the LCNHT.

Priority consideration is given to applications directly from Chapters of the LCTHF. However, other non-profit organizations whose mission's work is to preserve and protect important and specific resources on the LCNHT, or who manage sites that are specifically provided for public access to sites that interpret the Lewis and Clark story are eligible to apply for funding. Projects must clearly meet the goals of the LCTSE Program. Organizations whose mission is to carry out heritage preservation, ecological protection, or restoration may qualify as long as the project can be shown to directly tie to a significant Lewis and Clark site.

Documentation must be provided that shows the link between the organization's mission and the goals of the LCTSE Program and what effort have been made to formally involve a Chapter of LCTHF.

10. Are projects owned or maintained by a governmental entity, or that are governmental property eligible for LCTSE funding?

Yes, however the grant request must be submitted through a Chapter of LCTHF or eligible non-profit as described in Question #9.

Chapter or other organizations that are working in partnership with a governmental entity must provide a copy of the agreement that shows that Chapter has responsibility and permission from the governmental entity to work on the project and documentation to show the responsibility and commitment of the governmental entity to maintain and sustain the project over time. In other words, if the project is on government property, then the Chapter must explain how the project fits with the mission of the agency and the commitment of that agency to be responsible for maintaining the project or site after the project is complete. The Chapter must also provide and show they have permission to work on the project.

11. Do applicants have to be members of LCTHF?

If the applicant is a Chapter, yes the Chapter must be in good standing with LCTHF.

If the applicant is another non-profit organization, they do not have to be members of LCTHF, but it is highly encouraged.

12. Are projects that are not on the LCNHT eligible for LCTSE funding?

Yes, as long as the applicant explains how the off-trail project benefits the LCNHT.

It is the goal of the LCTSE Program to support projects that create lasting benefit to the LCNHT. The type of projects considered Trail Stewardship can range from tangible physical projects, such as enhanced public access to trail sites where something of significance was documented in the journals, to those with more intangible benefits, such as educational events and seminars that enhance the general public's understanding of the resources and people encountered by the Expedition during the course of the journey. (For other trail stewardship examples, see "Lewis and

Clark Trail Heritage Foundation Trail Stewardship Policy” document approved by the Board of Directors on April 20, 2013.)

The applicant must explain how a project off-trail demonstrates a connection to the natural, historic, educational, and cultural resources of the LCNHT. For example, an event that is a living history festival that educates people about some aspect of the L&C story would have to have some element of it that discusses, educates, or interprets the trail and the resources found on the trail.

13. Are projects involving written materials, such as books and brochures for public distribution and sale, eligible for LCTSE funding?

It depends.

If the project is a brochure or booklet sponsored and written by a Chapter and ultimately owned by LCTHF, then yes, it is eligible for LCTSE funding. If approved, the product must be submitted to the BTSA Committee for review to determine if the product meets the goals of the LCTSE program and to the editorial board or education committee for a recommendation as to whether the product is of sufficient quality for LCTHF to be acknowledged in the final printed product.

If a written product is awarded a LCTSE grant, the recipient must agree to 1) Be willing to allow LCTHF to review a draft of the product; 2) Acknowledge the LCTSE Grant and LCTHF on the acknowledgement page or title page with “This project was funded in part by a grant from the Lewis and Clark Trail Stewardship Endowment: A National Council of the Lewis & Clark Expedition Bicentennial Legacy Project. For more information, please contact the Lewis and Clark Trail Heritage Foundation, PO Box 3434 Great Falls, MT, 59403 www.lewisandclark.org”; and 3) Provide a final complimentary copy for LCTHF’s Library.

14. What are the requirements for acknowledgement of the LCTSE Grant and LCTHF for exhibits and signs?

LCTHF and LCTSE must be acknowledged in the final product.

Grant applications must describe how that acknowledgement will be accomplished.

If space allows, it is requested the following be designed into the sign or exhibit:

“Funded in part by the Lewis and Clark Trail Stewardship Endowment: A National Council of the Lewis and Clark Expedition Bicentennial Legacy Project through the Lewis and Clark Trail Heritage Foundation” with the LCTSE logo beside it.

LCTHF will provide a digital image of the LCTSE logo.

15. Are there any restrictions on what the funding can be used for?

It is the goal of the LCTSE to provide funding that will facilitate Chapters working with partners to accomplish legacy projects for the benefit of the LCNHT.

Funds can be used for supplies, materials, advertising, contractors, etc., necessary to accomplish the project. Be as specific as possible in the budget submitted.

16. What happens after a grant is approved?

Once a grant is approved, the Executive Director of LCTHF (ED) will send a letter outlining the reporting requirements, and upon receipt of the signed agreement, a check for the awarded amount. The ED will communicate periodically with the grant recipient to monitor project progress. A written interim progress report and a final report (including photographs and a signed financial report showing expenditures by expense category) are required.

If a grant recipient is non-responsive, they will be disqualified from any further consideration for extension or another grant and LCTHF will request a refund of the granted project money.

A project is “finished” when the grant funding has been used as requested and all reports are complete and submitted.

17. What happens if the grant funding is not used as intended by the end of the granting fiscal year?

Grant recipients must contact LCTHF to report unexpected delays and submit a new anticipated project completion date. Only one one-year extension will be granted per project. The new deadline for expending the grant funding will be two years from the original issuance date of the grant, unless specifically approved by the BTSA Committee.

If grant funding is not expended as requested by the end of the one-year extension, or progress has not been made, LCTHF will request the funding be returned in full, or in part, depending on the circumstances for non-completion.

If a grant recipient spends the funding and the project is not complete, the grant recipient will be disqualified from submitting another grant request unless otherwise authorized by the BTSA Committee and will be responsible for refunding the money if the project is not completed by the end of the extension period or second year.

Performance on prior grants will be a factor for selection for another grant in the future.

18. Why do I need to send a copy of our latest 990 filing receipt?

The LCTHF must verify your organization is eligible for grant awards. The IRS Website is not always updated. We need to do our due diligence and document your availability in our records.

19. Are projects that produce a commercial product eligible for LCTSE funding?

In general, it is the policy of the LCTSE program NOT to fund products that we be produced for commercial sale. However, if a project is produced on a non-profit basis, funding may be considered.

20. Can LCTSE funding be used for Administrative overhead?

NO.