**Muscle Shoals **

**National Heritage Area**

**Education Series Grants Application**

**Instructions:** To submit the application, download and fill out application. Save as a Word doc or PDF & email as an attachment to msnha.una.edu. Questions? Email Terah Klein, MSNHA Business Manager, at tklein@una.edu.

Combine the application form with required attachments. Name that document YOURORGANIZATION NAME2025. Email to [tklein@una.edu](mailto:tklein@una.edu), Refer to Grant Guidelines for additional information.

**Application date:**  **Grant amount requested ($1,200 maximum):**

**Start date of series:** **End date of series:**

**Name of organization applying for grant**:

**Name, email & phone number of project director**:

**Name & title of person who will sign contract**:

**Organization mailing address for grants correspondence**:

**Organization physical address, if different**:

**Organization email & phone number**:

**Organization website & social media**:

**Name of partner teacher (please attach a copy of the teachers resume/CV to the application):**

**Proposed lesson topics** - include a brief description of each topic and how it is connected to your organization’s collection/mission. Maximum of six lessons.

*Example: The lesson will examine the indigenous pottery collection of the XYZ museum. Pieces of pottery will be shown as we talk about the way archeologists use pottery to date different eras of indigenous history. The lesson will include a demonstration to teach students how to date pieces of pottery based on their design and will have the opportunity to make their own piece of pottery.*



**Table I—Teacher Stipend** *(Text in table is example only--delete/replace example text when submitting application.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense(s) charged to award** | **Description** | **Quantity** | **Total item expense** |
| *Teacher stipend* | *Lesson development*  *$200/lesson* | *3* | *$600* |
|  |  |  |  |

**Table II--Match Contributions** – Use this table to show cash & in-kind contributions to be used as one-for-one match for your requested award. Value volunteer hours at $23 per hour and professionals/staff at their verifiable hourly rate. “Total match” must be the same amount as “total expenses” in Table I. If your budget goes over the 1:1 match required, additional time/expenses may be reported as overmatch. Overmatch helps the MSNHA meet our match (*Text in table is example only--delete/replace example text when submitting application.*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Matching contribution(s)** | **Description** | **Quantity** | **Match** | **Overmatch** |
| *Videographer* | *Videographer will record each lesson and produce final video* | *3 videos @ $153.33 each* | *$460* |  |
| *Staff time* | *Staff member will promote each lesson on social media, answer questions about lessons on social media, upload lessons to website* | *10 hours @ $14* | *$140* |  |
| *Director time* | *Director will work with teacher to develop each lesson plan* | *15 hours @ $25* |  | *$375* |
| *Total* |  |  |  | *$975* |

**Table III--Total Award Budget** (*Text in table is example only--delete/replace example text when submitting application.*)

|  |
| --- |
| **Requested grant award: *$600\_\_\_\_\_\_\_\_\_\_\_***  **Total match: *$600\_\_\_\_\_\_\_\_\_\_\_\_***  **Total overmatch*: $375\_\_\_\_\_\_\_\_***  **Total project budget *$1575\_\_\_\_\_\_\_\_\_*** |

**Attachments to submit with application:**

IRS determination letter indicating 501(c)(3) tax-exempt status if relevant and IRS W-9 form

Things to remember about your application:

* Your project must be located within the MSNHA (Colbert, Franklin, Lauderdale, Lawrence, Limestone, and Morgan counties).
* This is a reimbursable grant--you pay for expenses first & then we reimburse you.
* This is a 1:1-matching grant--you invest in your project at an amount at least equal to the award you’re requesting. Match can be in-kind contributions or additional expenses.
* We designed the budget tables to help you provide the information we need. We’ll automatically discard applications not using the tables.
* Expenses & match must meet our guidelines. (See Grant Guidelines)
* Expenses & match must be incurred between the specified start & end dates.
* Funding is always contingent on approval of final report.