



## **N.C. Civil War Tourism Council Grant Guidelines**

The North Carolina Civil War Tourism Council has established a fund to assist North Carolina communities and organizations in the promotion of the Council's core mission, "the preservation of North Carolina Civil War heritage by educating the public about the state's economic, cultural, and social experiences during the War Between the States, and by encouraging visitation to our Civil War era sites and museums."

The Council has \$5,000.00 available for the calendar year 2012 for projects relating to this mission.

**APPLICATION GUIDELINES:** If you have any questions about the program requirements, contact a member of the Council's grant committee before submitting your application. (Committee contact information is at the conclusion of these guidelines.)

- An organization may apply for up to \$500.00.
- The grant program is open to North Carolina city/county municipal entities and formally established non-profits (501c) only.
- Grant projects must take place within North Carolina.
- The applicant organization will supply a 1:1 match for the amount requested. Up to one-half of the match may be in-kind services and the rest must be a cash match. For instance, if your organization applies for \$300.00 in Council funds, it can supply \$150.00 in in-kind services and \$150.00 as a cash match.
- **Ineligible expenditures:**
  - Funds spent before the date of the award announcement
  - Funds may not be used for an organization's everyday operating expenses (salaries-permanent full/part-time or temporary employees, equipment purchase, utilities, office supplies or routine maintenance, etc.).
- Applications must be **POSTMARKED** no later than **September 12, 2011**. Faxed applications will not be accepted.
- Applications must be submitted on the form provided, with all requested information provided. Incomplete applications will not be considered for funding.
- All applicants will receive notice via electronic mail (or written notice if necessary) as to the status of their request for funds. These notices will be sent by **November 1, 2011**.

## **PROJECT SELECTION:**

- The applicant must demonstrate that the grant funds will be used to promote North Carolina's Civil War heritage in conjunction with and in support of the Council's core mission, "the preservation of North Carolina Civil War heritage by educating the public about the state's economic, cultural, and social experiences during the War Between the States, and by encouraging visitation to our Civil War era sites and museums."
- The Council's three member grant committee plus one outside representative will review all eligible applications and present their recommendations to the Council's complete board.

## **GRANTEE REQUIREMENTS:**

**Should your project be selected for funding, be advised of the following.**

- Grantees will receive a check from the Council upon notification of their grant award.
- Projects should be completed and the grant award spent by the end of the 2012 calendar year.
- Within thirty (30) calendar days of project completion, grantees must provide a final report outlining how monies were spent. Submit paid receipts/invoices for the grant monies and the match (any in-kind portion should be detailed here). If the monies were spent on an event, you should provide information on how many people attended, what groups participated, all promotional activities etc.
- Materials should credit the Council as a sponsor of the initiative for which funding was received through appropriate verbiage and use of the Council's logo on marketing materials or event signage. If monies are awarded for markers, it may not be possible to do this and the Council can waive this requirement.

## **NC CIVIL WAR TOURISM COUNCIL GRANT COMMITTEE**

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