

Bristol Bay Native Place Names Grant Program Guidelines and Application Form 2017

Visit "Our Education Foundation" at bbnc.net.

**Application Deadline Date:
5 p.m. on February 3, 2017**

Must be received in the BBNCEF office by this deadline date.

Bristol Bay Native Place Names Grant Program Guidelines

The Bristol Bay Native Place Names Project was prompted by the late Harvey Samuelsen, who spoke of the need and importance of preserving place names in the Bristol Bay region. The BBNC Land Department and its partners developed a website with a map and database that documents Native place names, locations and meanings. The Bristol Bay Native Place Names Grant Program resulted from a collaborative effort between the BBNC Education Foundation and BBNC Land Department to expand and continue efforts to collect, preserve and increase accessibility to information about Native place names for the people of Bristol Bay.

Bristol Bay Native Place Names Grants are awards from \$1,000 to \$5,000 to collect Bristol Bay place names, as well as the stories, oral history and pronunciations of these places, before they disappear forever.

Place Names projects would include efforts to document traditional names of communities, rivers, lakes, mountains, hills, bays, beaches and other physical features. Projects could also include the history and/or significance of those places. Work in this area might entail working with individuals and groups or research. Methods might include, but are not limited to:

- community sessions or workshops to discuss and learn about traditional place names.
- oral histories and conversations through recording or videotaping.
- marking photographs and maps.
- creating photo essays or videos.
- visiting and photographing sites.
- extracting information from documentary sources (records from individuals or groups such as diaries, letters, memoirs, public documents, photos, etc.).
- gathering old maps and aerial or other photographs.
- coordinating with current research and other place names projects.

Creative approaches that actively engage Elders, youth and community; are educational; and foster an interest in learning our history are especially encouraged. Work products from Place Names projects funded by BBNCEF may be shared with BBNCEF partners such as BBNC Land Department, become part of the BBNC "Bristol Bay Online!" website or shared with other BBNC Land Department partners.

Applicants are encouraged to contact Fran Demoski, Land Manager at the BBNC Land Department to find out about any traditional place names currently identified in your geographic focus area of Bristol Bay. Fran can be reached at 1-800-426-3602 or at fdemoski@bbnc.net

For the purposes of the BBNCEF Place Names Program, "projects" are:

- Clearly defined activities organized to achieve a specific, measurable purpose that aligns with the BBNCEF Cultural Heritage and Place Names program mission and grant guidelines.
- Temporary and term-specific (e.g., 12 months or less) - not ongoing work of an organization.
- Have clear, measurable goals linked to work plans that specify steps, dates, and responsibilities.
- Have separate, clear budgets and financial accounting procedures.

Note: Projects related to cultural heritage may seek funding under the BBNCEF Cultural Heritage grant program.

Deadline is February 3, 2017 at 5 p.m. AK time

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Project Requirements

- Projects must have an educational component but do not need to be in a classroom setting. Experiential activities – e.g. watching, listening, and practicing - are encouraged. Applicants must clearly describe what the educational component is and be able to identify what is learned in these activities.
- Applicants will need to provide a detailed description of their plan for activities, who will be involved, what will take place, and expected results.
- Applicants will need to identify the number of adults, youth and elders they expect will participate in activities. If there are community events/gatherings, these attendee numbers should be identified separately.
- Applicants will need to provide a detailed timeline for their plan of activities.
- Intergenerational participation of various age groups is highly encouraged.
- A budget justification is required. The budget justification should address each budget line item and explain how it relates to the project and how the budgeted amount was calculated. All expenses should relate clearly to the project narrative.
- In this grant cycle, applicants will need to start and complete their projects within one year of the grant agreement. Grant funds are not multi-year grant funds.
- Applicants must identify the geographic focus of their project and their relationship to that geographic area.
- Grantees are expected to document and photograph activities and share that documentation with BBNCEF.
- The organization must grant permission to the BBNC Education Foundation to use photographs and any other outputs of project activities.
- Any balance of grant funds not used for the specific purpose set forth in the grant application must be returned to the BBNCEF upon project completion or at BBNCEF's request.
- Grantees will acknowledge BBNCEF funding on all publications/materials relevant to the funded project.

Project Reports

A final project and expenditure report is due at the end of the project period. Report forms will be provided and must describe the project approach and results; how grant funds were used; the number of people involved and a breakdown of BBNC shareholder, descendant, youth and elder participants. Final reports must include actual or digital access to photographs, maps, video or other materials related to project activities.

Grant Awards

The grant award range is from \$1,000 to \$5,000.

Funding Period for 2017 Grants

All grant activities must be started and completed within one year of grant award.

Eligibility

Applications will be accepted from:

- Bristol Bay tribes and traditional councils identified in the Federal Register as entities recognized and eligible to receive services from the United States Bureau of Indian Affairs, or
- Bristol Bay K-12 public schools and accredited post-secondary education institutions, or
- Bristol Bay nonprofit organizations certified as tax exempt under Sections 501(c)(3) or 170(c) of the Internal Revenue Code and classified as "not a private foundation" under Section 509(a). Bristol Bay education and governmental institutions meeting these requirements are eligible to apply under this criteria. Qualifying nonprofit organizations are asked to demonstrate strong evidence of community support for a project.¹

¹ Evidence of support would include letters of support from organizations within the community where project activities will occur, letters from shareholders, and governing body resolutions. Support should be specific to the project.

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Applications will not be accepted from:

- for-profit groups.
- organizations that are not tax-exempt under section 501(c)(3) of the Internal Revenue Code.
- organizations that do not provide direct services to Bristol Bay shareholders.
- organizations without a 501(c)(3) tax status designation who are using another non-profit organization as a fiscal or umbrella agent.
- 501(c)(3) organizations that are not in current good standing with the IRS regarding their Form 990 filing requirements.
- foreign entities.
- individuals.
- current grantees.
- previous grant recipients who have not fulfilled the terms/conditions of a past grant with BBNCEF.

Allowable and unallowable costs:

Funds may be used for necessary expenses that directly support project activities. Funds may be used as a match for other grants but grantees must accomplish the project goals stated in the application and meet all BBNCEF reporting requirements. BBNCEF Cultural Heritage Program funds are intended to support projects that provide new or additional activities and should not be used to replace state, local, or tribal funds that have been appropriated or allocated for the same purpose. Administrative and or indirect costs must not exceed 20% of the total grant amount.

Funds may not be used to lobby or otherwise attempt to influence legislation, to influence the outcome of any public election, or to carry on any voter registration drive. In addition, grant funds may not be used for “pass through”, sub-grants or re-grants; tuition, registration or similar fees; past purchases or debts; alcohol or tobacco products; endowments, capital projects or loans; or payment of any kind to BBNCEF Board members or staff. Funding may not be used for pre-award project or grant preparation costs or projects that have been completed prior to action on the proposal by the Foundation Board of Directors. Applicants are encouraged to contact BBNCEF if they have any questions regarding allowable costs.

Timeline for 2017

Application available:	October 31, 2016
Application due:	Must be received by 5 p.m., February 3, 2017 (not postmarked)
Funding decisions and grant agreements:	March-April 2017
Project Completion:	Within one year of award date
Final Report Deadline:	June 16, 2018

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How to Apply

Grant applications are available online. Visit “Our Education Foundation” at bbnc.net. Hard copies may be requested by email at: bbncef@bbnc.net.

Grant applications may be emailed, faxed, mailed or delivered to BBNC Education Foundation to be received by 5 p.m. on February 3, 2017. **Late or incomplete applications will not be accepted or reviewed.**

Applications should be addressed to:

BBNC Education Foundation Grant Programs
111 West 16th Avenue, Suite 400
Anchorage, AK 99501
Phone 907.278.3602
Toll Free 800.426.3602
Fax 907.265.7886
Email: bbncef@bbnc.net

Further Information

Questions? Call BBNCEF, 907-278-3602.

Attachments to Bristol Bay Native Place Names Program Guidelines

1. Scoring guidelines
2. Example of IRS letter for Tribes
3. BBNC Education Foundation Place Names Grant Application Form

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Bristol Bay Native Place Names Grant Application Scoring Guidelines

Proposal Narrative

The proposal narrative provides a clear, understandable and achievable plan for a project that, if funded, will help further the BBNCEF program mission to engage BBNC shareholders and descendants in educational activities that promote, preserve and celebrate our Alaska Native cultural heritage and way of life.

Project Description

The proposal summarizes all critical components necessary for a successful project including goals and objectives; persons responsible for the project; the project activities and where and when they will take place; targeted participants; what participants will learn or how educational materials will be used; and tangible results.

Promotes and Preserves Alaska Native Place Names of the Native People of Bristol Bay

The project demonstrates how it will contribute to the collection and preservation of Bristol Bay Native place names.

Project Management Capacity

Proposal identifies, or has a plan in place to secure, the project manager(s) and other key participants that will oversee, instruct, or otherwise help implement the project.

Partnerships and collaborations

Proposal identifies other organizations that will provide financial, personnel or in-kind support and describes their involvement.

Promotes Intergenerational Participation and Communication

The proposal encourages interaction between youth and Elders or includes multi-generational activities/educational opportunities.

Education

The proposed project provides educational activities or develops educational materials.

Project Schedule

The timeframe for accomplishing project activities is reasonable.

Measures of success

The expected outcomes/results of the project are identified and the proposal describes how the applicant will evaluate the success of the project and how the project will be documented.

Budget and Budget Justification

Proposal includes a budget that describes how funds will be spent. A budget justification with itemized cost breakdowns was provided and the activities and services described in the program narrative are consistent with the estimated costs in the budget and seem reasonable.

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Example of IRS letter for Tribes

Name of Tribe

Address

Date

Address your letter to:

BBNC Education Foundation Grant Programs
111 West 16th Avenue, Suite 400
Anchorage, AK 99501

Dear BBNC Education Foundation:

[Name of tribal government] is an Indian tribal government that is treated as a State pursuant to Section 7871 of the Internal Revenue Code of 1986, as amended (“IRC”). As such, it is a “governmental unit” as defined in IRC Sections 170(b)(1)(A)(v) and 170(c)(1), and is not a private foundation by virtue of IRC Section 509(a)(1).

Indian tribal governments are not required to have a tax exemption determination letter under IRC Section 501(c)(3). Therefore, this letter is being furnished to you in lieu of a federal tax exemption determination letter.

This will confirm our assurance and agreement that any funds granted to **[name of tribal government]** by Bristol Bay Native Corporation Education Foundation will be used for exclusively public purposes within the meaning of IRC Section 170(c)(1).

Sincerely,

Name

Title

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APPLICANT INFORMATION

Legal Name of Organization _____

Address _____

City _____ State _____ Zip Code _____

Contact person for this application _____

Title _____ Email _____

President or Executive Director of Organization _____

Title _____ Email _____

Authorized signer (if different from Contact or President/Director) _____

Title _____ Email _____

Organization Telephone _____

Employer Identification Number (EIN) _____

Project Title _____

Project Dates (Period when project activities will take place) _____

Project Budget Request \$ _____

APPLICATION QUESTIONS

Please address all of the application questions to be considered for funding.

The applicant organization is: (check one)

- A Tribal entity
- A public school or accredited post-secondary educational institution
- A Bristol Bay nonprofit organization certified as tax exempt under Sections 501(c)(3) or 170(c) of the Internal Revenue Code and is classified as "not a private foundation" under Section 509(a).

APPLICATION QUESTIONS (CONTINUED)

Project Narrative: Please address the following questions and attach extra pages as needed.

1. **Project Description:** Briefly describe your project, goals and objectives, and plan for implementation. Please tell us what you plan to do, what activities will take place, where they will take place, participant groups you are targeting (such as youth, Elders, teens, families, or others), the kinds of activities that will be involved in identifying place names and who will be involved as resources and collectors of place names.
2. What geographic area are you focusing on?
3. What is your tribe or organization's relations to this geographic area? For example, is the area within your community or Native Corporation boundaries, a traditional subsistence area or old village site?
4. **Project participation:** Provide an estimate of how many people will be participating. If different kinds of activities are planned, estimate separately how many students or participants. Give us a general idea of how many (or what percentage) might be youth, adults, elders and BBNC shareholders or dependents. Estimate participant numbers for community events separately from other kinds of project activities.
5. **Leadership and personnel:** Who will provide leadership or coordination for the project? Who will carry out the work of the project? Will there be instructors, elders, volunteers? What is their expertise?
6. **Partnerships and collaborations:** Identify organizations, other than the applicant, that will be involved in the project and describe how they will be involved.
7. **Youth and Elder interaction:** Describe any opportunities for youth/elder interaction during the project.
8. **Education:** Explain how your project will be a learning experience.
9. **Project Schedule:** Provide your proposed schedule for carrying out project activities. This timeline should identify the general project period for the activities you will be conducting and describe significant project milestones and dates. Milestone examples might include ordering supplies; identifying coordinator, instructors, volunteers, elders or experts; completing research, mapping; meetings, workshops, community gatherings; interview sessions; products finished. (Projects and project expenditures must be completed by April 30, 2018 but grantee activities may conclude before that date.)
10. **Outcomes:** Describe what you are trying to accomplish. What are the kinds of measurable results you anticipate and how will you know if you have been successful? What kinds of documentation will you provide to BBNCEF? (see the Grant Requirements)
11. **Project Budget and Justification:** Please provide and submit a project budget and budget justification that explains how grant funds will be used. Itemize your expenses and provide an expense total. The budget justification should address each budget line item and explain how it relates to the project and how the budgeted amount was calculated. All expenses should relate clearly to the project narrative. Provide resumes for any consultants or speakers that will be brought in for the project. Clearly identify any administrative and/or indirect costs. Administrative and indirect cost combined may not exceed 20% of the total grant amount. If you will be using this grant as a match, provide information about that matching program and identify the BBNCEF line item expenses.

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Assurances and Certification

By signing this application form, the signer acknowledges and certifies:

- The information provided is accurate and any grant funds received will be used according to the stated purposes and approved awarded purposes only.
- The organization will comply with BBNCEF regulations and guidelines.
- The organization provides assurances that funds will not be used to lobby or otherwise attempt to influence legislation, to influence the outcome of any public election, or to carry on any voter registration drive; as “pass through,” sub-grants or re-grants; tuition, registration or similar fees; past purchases or debts; alcohol or tobacco products; endowments, capital projects or loans; payment of any kind to BBNCEF Board members or staff; or for pre-award project expenses, grant preparation costs, or projects that have been completed prior to action on the proposal by the Foundation Board of Directors.
- The organization will provide a final evaluation and expenditure report by the deadlines and in the format required by BBNCEF. Final reports must provide a narrative describing project activities, information about participants as outlined in the grant application, and photographs of project activities.
- The organization will maintain adequate financial records that track all uses of grant funds. The organization agrees to make its financial records available to BBNCEF representatives upon request.
- The organization grants permission to the BBNCEF to use any project written materials, photographs, and video or audio recordings.
- The organization understands that grant funds can only be used for the purposes stated in the grant proposal and agrees to return all unspent funds to BBNCEF.
- The person signing this application has the authority to commit the organization to these conditions.

If submitting the application by email, and applicant cannot create a signed PDF version, the email will be used as a signature.

Authorized Signature:

Name _____

Title _____

Date _____

Please Attach and Submit with your Completed Application

- Verification of tribal status (IRS letter for tribes), or
- Verification of tax exempt status under Section 501(c)(3) of the IRS code
- Project description
- Project budget and narrative and
- If applicable, evidence of community support for the project

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