

Bristol Bay Native Place Names Grant Program Guidelines and Application Form 2018

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 is a collaborative effort between the BBNC Education Foundation and BBNC Land Department to expand and continue these efforts.

The goal of the Bristol Bay Native Place Names Grant Program is to collect, preserve and increase access to information about Native place names for the people of Bristol Bay. Grant awards of up to \$5,000 are available to support educational projects to document Bristol Bay place names, stories, oral history and pronunciations of these places, before this information disappears 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 educational approaches that actively engage Elders, youth and community, 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.

Note: Projects related to cultural heritage may seek funding under the BBNC Education Foundation Cultural Heritage Grant Program. Grantees may only apply for and receive a maximum of ONE award under both programs per calendar year.

Place Names Pre-Application and Post Award Resources:

To help position applications for success, we invite Place Names applicants to speak with the BBNC Land Department staff ahead of time to discuss their project. The BBNC Land Department can offer ideas and strategies for Place Names collection. The Land Department has maps and information available with traditional place names currently identified in your geographic focus area of Bristol Bay.

In order to help each funded project achieve success, BBNC Land Department will offer optional training to grant awardees. During training, awardees will learn more about the existing place names database and how their work can support the larger effort to document and preserve these names. If you would like assistance, please contact Fran Demoski, BBNC Land Manager, via email: fdemoski@bbnc.net or by phone at 1-800-426-3602.

*Applications may be submitted at any time.
Please allow 6-8 weeks for review.*

Connecting to our past and investing in our future

111 West 16th Avenue, Suite 400, Anchorage, AK 99501
bbncef@bbnc.net | T 907.278.3602 | F 907.265.7886
Visit our website: www.bbncef.org

Project Requirements:

- Proposals should identify the geographic focus of their project and describe their relationship to that geographic area.
- 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 should clearly describe educational components and identify what will be learned through these activities.
- Intergenerational participation of various age groups is highly encouraged.
- Grantees are expected to document activities and share any photographs, maps, video or other materials related to project activities.
- The organization must grant permission to the BBNC Education Foundation to use photographs 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.

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

Eligibility: Who can apply?

- 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 these criteria. Qualifying nonprofit organizations are asked to demonstrate strong evidence of **community** support for a project.

Applications will not be accepted from:

- for-profit groups or corporations (including village corporations).
- 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.
- Individuals (including individual BBNC shareholders).
- 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. Administrative and or indirect costs must not exceed 20% of the total grant amount.

Funds may be not 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.

How to Apply:

Grant applications are available on the BBNCEF website at: www.bbncef.org. Hard copies may be requested by email at: bbncef@bbnc.net.

Grant applications may be emailed, faxed, mailed or delivered to BBNC Education Foundation. Incomplete applications will not be considered.

Applications should be submitted 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

Review Process and Criteria:

When an application is received, BBNCEF staff will send the applicant a letter via email or mail acknowledging receipt. Applications will be screened for eligibility by BBNCEF staff and then reviewed by the BBNCEF Board on a quarterly basis. The Board (or a committee created by the Board) will evaluate the eligible applications as to how well the proposed project or activity addresses the priorities of the BBNC Education Foundation. Projects must address one of the themes or priorities listed at the beginning of these guidelines. Final decision for grant approval is made by the BBNC Education Foundation Board of Directors.

Progress and Final Reports:

A final project and financial report is due 45 days following completion of the project and no later than one year (plus 45 days) after the grant award date. Report forms will be provided. Final reports must describe the project approach and results; how grant funds were used; the number of people involved (including estimates of BBNC shareholder, descendant, youth and elder participants). Final reports must include actual or digital access to photographs of project activities.

Further Information: Questions? Call BBNCEF, 907-278-3602.

Timelines for 2018

Application Due:	No deadline. Applications are accepted on a rolling basis throughout the year.
Funding Decisions:	Award decisions made on a quarterly basis. In most cases, applicants will be notified of a funding decision within 6-8 weeks after the application is received at BBNCEF . In developing your project schedule, we recommend applicants plan activities that would take place 3-6 months after the date the application will be received at BBNCEF.
Project Completion:	Within one year of award date. Final reports are due 30 days following completion of the project and no later than one year (plus 30 days) after the award date.

Bristol Bay Native Corporation Education Foundation Grant Program Frequently Asked Questions

We currently have an open BBNCEF grant. Are we eligible to apply for another?

Current grantees must submit the final report for their existing grant before a new proposal is submitted. Grantees may only apply for and receive a maximum of ONE award under the Cultural Heritage and Native Place Names programs per calendar year.

Are Village Corporations or individual BBNC shareholders eligible to apply?

Due to IRS regulations, for-profits (including village corporations) and individuals (including BBNC shareholders) are not eligible to apply for grants. We do encourage partnerships with eligible organizations and tribes on aligned activities, but grant funds may not be used for “pass through” or sub-grants. Please call us with ideas or questions.

How can BBNCEF grant funds be used?

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 and Native Place Names 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.

Are there restrictions on how funds may be used?

Funds may be not 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 for projects that have been completed prior to grant award start date. Applicants are encouraged to contact BBNCEF if they have any questions regarding allowable costs.

We are a non-profit organization serving Bristol Bay shareholders. What kind of evidence of community support do we need to submit with our application?

Community support may 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.

Is it okay if grant project activities happen in a short period of time?

Yes. The grantee determines the schedule that is appropriate for their project activities. Some projects might be implemented throughout the year or a period of months, while others might be completed in a week or two.

What format do we use for the budget and budget justification?

There isn't a specific budget form required for the application. Applicants should list the estimated expenses for the project. These might include employee wages or non-employee stipends; supplies, material and equipment; travel; administration and other anticipated expenses. 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 clearly relate to the project narrative.

May grant funds be used for administrative costs?

Administrative and/or indirect costs must not exceed 20% of the total grant amount.

When are grant awards made?

Grant applications may be submitted at any time and will be considered on a rolling basis each quarter in 2018. In most cases, applicants will be notified of a funding decision within 6-8 weeks after the application is received. In developing your project schedule, we recommend applicants plan activities that would take place 3-6 months from the date the application will be received at BBNCEF.

What help is available in preparing an application?

At any time during the application process, you are welcome and encouraged to contact Ricardo Lopez, Program Officer, with any questions or for additional assistance. He can be reached at: (907) 265-7852 or email: rlopez@bbnc.net.

APPLICANT INFORMATION

Legal Name of Organization		Employer Identification Number (EIN)	
Address			
City	State	Zip Code	
President or CEO		Title	
Email		Telephone	
Primary Contact for this application (if different from CEO/President)		Title	
Email		Telephone	

Project Title: _____

Project Dates: _____ **Project Budget Request: \$** _____

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

Project Description:

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

1. Describe the specific purpose or project for which BBNCEF grant program funds are requested. Briefly describe the kinds of Place Names activities, who will be involved as resources for and collectors of Place Names, and the groups you are targeting (such as youth, Elders, teens, families). If planned, describe any Elder involvement or youth/elder interaction during the project. What do you hope participants will learn?

APPLICATION QUESTIONS (Continued)

2. Describe the geographic area that will be the focus of the project and its significance to your community. What is your tribe or organization's relationship to this area? For example, is the area within your community or Native Corporation boundaries? Is it a traditional subsistence area or an old village site?

3. Please identify any project deliverables such as names on maps, GPS locations, recorded or written stories, collected documents or photos.

4. Provide a proposed timeline for carrying out project activities.

5. Provide estimates of how many people will participate in your project.
How many youth: _____ Age Range _____
How many adults: _____
How many Elders: _____
How many volunteers: _____
Estimate percentage of participants that will be BBNC shareholders or descendants: _____%

Project Budget and Narrative: Attach a project budget and brief budget narrative that explains how grant funds will be used. Itemize your expenses and provide an expense total. 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.

Partnerships and Collaborations: Please list any other partner organizations or agencies that are involved in the project. Describe how they are involved. Identify partners as: **Funding Partners** – if they are only providing monetary support, **Project Partners** – if they are only involved in project activities, or **Both** – if they are providing funds, plus participating in project implementation. It is not necessary to include dollar amounts or details of partner participation.

Assurances and Certification

By signing this application form, the signer 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:

Printed Name: _____

Signature: _____

Title: _____

Date: _____

Please attach and submit with your completed application:

- Verification of tax exempt status under Section 501(c)(3) of the IRS code
- Project description
- Project budget and narrative

Grant applications may be emailed, faxed, mailed or delivered to BBNC Education Foundation. Applications will be considered on a rolling basis each quarter in 2018. Please allow 6-8 weeks for review.

Questions? Please call BBNCEF: **1-800-426-3602**