

**Yellowstone County Lewis and Clark  
2007 Program Grants  
General Application Instructions**

**General Application Instructions:**

- **Deadline:** Completed applications must be post marked for return to the Yellowstone County Commission office by February 28, 2007.
- **Two copies total** of the completed application are required, **including attached letter of support and verification of non-profit status.**
- All **sections** of the Grant Application Criteria outlined in the 2007 Guidelines are to **be completed.** Failure to address all criteria will eliminate the application from further consideration.
- Applications are limited to no more than two (2) pages total, including "contact" information and Grant Application Criteria, and are to be prepared and presented in a typewritten, professional **manner. A font size of no smaller than 10pt.** should be used for the entire application. Letter of endorsement, non-profit status and verification of recognition will be considered as supplemental to the 2-page application limit.
- Questions regarding the grant program or application process may be directed to Yellowstone County at 256-2701.
- **Completed applications are to be returned to:**

Yellowstone County Lewis & Clark Bicentennial  
PO Box 35000  
Billings, MT 59107-5000

Yellowstone County Lewis and Clark  
2007 Program Grants Application

**Applicant**

Applicant Name: \_\_\_\_\_

Personal Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fed. ID #: \_\_\_\_\_

**Grant Administrator/Co-Applicant  
(If Different from Above)**

Grant Administrator/Co-Applicant Name: \_\_\_\_\_

Personal Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address \_\_\_\_\_ Fed. ID # \_\_\_\_\_

Amount of Funding Requested: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**Grant Application Criteria**

**Section 1 — Summary of Intended Use of Grant Funds**

- Please provide a very concise summary of the intended use of the grant funds

**Section 2 — Proposed Project Administration**

- Who is the project applicant?
- Who will administer the grant (i.e., receive the funds/serve as fiscal agent)

**Section 3 — Proposed Budget & Timeline**

- What is the total amount of your grant request?
- Please provide an itemized budget outlining uses and dollars
- List all sources and amounts of cash funding, or in-kind matching contributions
- How will local matching funds and/or in-kind contributions be invested by the project applicant?

Note: a chart with a brief summary of how the grant funds will be invested, and a description of the local match, and other funding is required for this section.

Item	Grant Funds	Matching Funds	Total \$
Equipment Rental	\$450	\$225**	\$675
Advertising	\$800	\$525*	\$1325
Totals	\$1250	\$750	\$2000

\*Matching funds provided by cash contribution from (name entity).

\*\*Equipment Rental donated by AA11 Rental Company.

**Section 4 — Verification of Recognition, Letter of Support and Verification of Non-profit Status**

- Please provide verification of applicant's recognition by County Commission(s), and/or tribal governments (i.e. resolution or letter expressing recognition)
- Please provide copies of appropriate verification of IRS Non-Profit Status
- Please provide one letter of support from appropriate tribal or local government expressing support for applicant's grant request.

**Certification:**

The applicant hereby certifies:

- That to the best of the applicant's knowledge the information contained in this application is accurate and complete, and the application is supported by the local governing body appropriate for the applicant.
- That the applicant acknowledges that prior to any disbursement of grant funding a Letter of Agreement will be drafted and signed by the applicant and the Yellowstone County Commissioners, specifying detailed terms and conditions.
- That the applicant is officially recognized as having a non-profit status by the IRS, and agrees to verify that status at the time of signing the Letter of Agreement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title (if applicable)

\_\_\_\_\_  
Signature of Grant Administrator/Co-Applicant  
(if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title (if applicable)

# Yellowstone County Lewis & Clark Bicentennial 2007 Program Grants Guidelines

**Purpose : To offer grants to Lewis and Clark related projects which will continue the Legacy began during the 2006 Clark on the Yellowstone Lewis and Clark Bicentennial. All grants applications must have a focus on the Lewis and Clark Expedition as it relates to the Yellowstone Valley.**

## Program Summary

- **Source of funds:**
  - Yellowstone County Lewis and Clark Bicentennial Clark on the Yellowstone funds
  
- **Matching funds policy:**
  - Minimum match requirements are 2 for 1 (for every \$2.00 of grant funds, the applicant must contribute at least \$1.00)
  - Match can be in cash (hard match), or in-kind (labor, services, supplies, etc)
  - Match must be invested during the specific timeline **supported** by the grant funds (calendar year 2005)
  - Indirect costs (i.e. grant administration fee(s) ) cannot be paid with grant funds; however, the value can be used as an in-kind match
  
- **Unexpended grant funds:**
  - Any unexpended funds remaining after the mutually agreed upon date noted in the Letter of Agreement will be returned to Yellowstone County.
  - Funds spent outside the Applicant's approved project budget will be reimbursed to Yellowstone County
  
- **Grant timeline:**
  - Grant funds awarded for 2007 Program Grants must be expended by the mutually agreed upon date noted in paragraph 2 of the Letter of Agreement

## Compliance Review Procedure

- Applications must follow the specific grant application format and directions
- Applications will be reviewed to ensure compliance with the Grant Application Criteria section of the guidelines
- The review and final grant recommendations will be made following a review of the applications by the the Grant Administrators.
- The recommendations of the Grant Administrators will be presented to the Yellowstone County Commissioners for final approval

## Grant Application Criteria (all sections are required)

### **Section 1 – Summary of Intended Use of Grant Funds**

- Please provide a very concise summary of the intended use of the grant funds

### **Section 2 – Proposed Project Administration**

- Who is the project applicant?
- Who will administer the grant?

### **Section 3 – Proposed Budget & Timeline**

- What is the total amount of your grant request?
- Please provide an itemized budget outlining uses and dollars (i.e. telephone - \$300; travel - \$650, etc.)
- List all sources and amounts of cash funding, or in-kind matching contributions
- How will local matching funds and/or in-kind contributions be invested by the project applicant?

Note: A chart with a brief summary of how the grant funds will be invested, and a description of the local match, and other funding is required for this section.

Item	Grant Funds	Matching Funds	Total \$
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#### Section 4 – Verification of Recognition, Letter of Support and Verification of Non-profit Status

- Please provide copies of appropriate verification of IRS Non-Profit Status
- Please provide one letter of support from appropriate tribal or local government expressing support for applicant's grant request.

#### Disbursement of Funds

- Prior to disbursement, a Letter of Agreement between Yellowstone County and the applicant will be signed specifying the roles and responsibilities of the parties
- Applicants must verify non-profit status with the IRS
- Grant funds will be disbursed in one lump sum prior to project expenses being incurred

#### Project Status & Completion Reports

- A brief one-page report will be due by the mutually agreed upon date noted in paragraph 4 of the Letter of Agreement, summarizing expenditures and use of matching funds.