

# AHMHS Community Grant Guidelines

## SUMMARY

The purpose of the AHMHS Community Grant is to provide financial support to individuals and organizations completing programs or projects related to Aurora's history and/or cultural diversity. Applicants must currently reside within the city of Aurora boundaries and serve the Aurora community. This grant is not meant to cover general operating costs. The applicant does not have to hold a 501(c)3 status or be a part of an organization dedicated to history in order to apply for this grant.

Projects can be organized by anyone, but an adult over the age of 18 with experience relevant to the project/program is required. Preference is given to programs/projects with a total budget of less than \$15,000.

The total amount allocated is \$2,500, with a maximum of \$2,500 per awarded project. The awarded amount may be less than requested by the applicant. A grant cycle is 1 year from the award date. Funding is provided by the Aurora History Museum & Historic Sites.

- Application Due: June 28, 2024
- Funding announced: July 26, 2024

Translation Services Available Upon Request. Contact the museum: 303.739.6660 or [museum@auroragov.org](mailto:museum@auroragov.org).

## GRANT APPLICATION AND REVIEW

### Application Process

Prepare to Respond to the Following

1. Describe the program/project and how it enhances understanding of Aurora's history and diverse community.
2. How will community members and groups benefit from this program/project?
3. What community partners are you working with to successfully complete this program/project? Include any relevant experience and knowledge that will help make the program/project successful.
4. Email a PDF of your schedule with deliverables, and a budget for the entire program/project to [Museum@auroragov.org](mailto:Museum@auroragov.org). Include other funding sources if applicable.

How to submit your application

- Complete the online application form. Translation services are available by request. Email [museum@auroragov.org](mailto:museum@auroragov.org)
- Answer questions 1-3 in detail, but in less than 350 words each.
- For question 4, email one PDF file to the Aurora History Museum & Historic Sites at [museum@auroragov.org](mailto:museum@auroragov.org). Subject line: AHMHS GRANT APPLICATION Review Process
- The grant review committee uses a rubric for scoring applications. See the Scoring Sheet and Rubric on the Museum website for details on how applications are reviewed.
- Applications will be reviewed by a panel comprised of city of Aurora employees and community representatives.
- Please note, applicants who are selected for this grant cycle will need to skip a grant cycle before they are eligible again.

#### Final Report (For awarded grants only)

At the conclusion of the grant period grantees are required to complete a final report.

Report format (Select one):

- 1-2 page written report. Times New Roman font, 12 pt, Double spaced. 1 inch margins.
- 2-3 minute video
- 3-5 minute audio summary

Payment will be sent when the payment request form, final report and copies of all receipts are submitted. If payment cannot be reimbursed the Aurora History Museum & Historic Sites staff will work directly with grantee to complete purchases as needed.

#### What Expenses Are Eligible For Reimbursement?

This is a reimbursement grant. Eligible expenses directly related to the program/project may be reimbursed once the grant is awarded. Funds will reimburse recipients for eligible project expenses made from August 1, 2024 to June 31, 2025.

In order to be reimbursed the organization MUST provide:

- A documentable connection between the program/project impact as stated in the application questions, and the applicant's final program/project.
- Assurance that the applicant is not receiving financial assistance from other sources for the expenses listed on the reimbursement form AND the ability to determine client's needs not met from other funding sources.

#### **ADDITIONAL INFORMATION**

### Non-Discrimination

Grantees as well as their employees, contractors and volunteers shall not discriminate against any employee, applicant for employment, contractor, subcontractor or patron because of race, color, religion, sex, national origin, disability, pregnancy, age, bankruptcy or bad debts, genetic information, or veteran status. Grantee shall adhere to acceptable affirmative action guidelines in selecting employees and contractors and shall ensure that employees and contractors receive fair treatment during employment or agreement, without regard to their race, color, religion, sex, national origin, disability, pregnancy, age, bankruptcy or bad debts, genetic information, or veteran status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

### Determining Awards

Applications will be reviewed and scored by a panel consisting of city of Aurora employees and/or community representatives.

### Contracts and Payments

The Aurora History Museum & Historic Sites Community Grant requires awardees to enter into an Agreement with the City of Aurora which requires awardees to agree to various terms and conditions (for example use of funds, non-discrimination, indemnification, etc.) and to monitor, document and report on processes and outcomes. Awardees will receive the full award amount within 60 days of submitting the required Agreement with the City.

### Acknowledgement of City of Aurora Funding

All grantees are required to acknowledge the city of Aurora in printed materials, publications, advertisements and signage related to the funded programs and/or services. Grantees are prohibited from acknowledging the Aurora History Museum & Historic Sites as a funder, sponsor, contributor or any other type of supporter for any program or service other than those specifically set forth in the Application and Agreement. Acknowledgements may take the form of a statement such as “Financial support for [name of program or project] is provided in part by the city of Aurora.” The logo for the city of Aurora may be used in addition to a statement or instead of a statement when space is limited.