

Curtis H. Sykes Memorial

# Grant Program

## ***Guidelines and Application Forms***

Administered by the

# Black History Commission of Arkansas

Arkansas State Archives



*The grant program is made possible by funding from the Arkansas General Assembly.*

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## Introduction

The Curtis H. Sykes Memorial Grant Program was established by Act 660 of 2009 of the General Assembly of Arkansas. The program honors the work of Curtis H. Sykes (1930-2007), who was instrumental in the establishment of the Black History Advisory Committee (now the Black History Commission of Arkansas).<sup>1</sup> Mr. Sykes served as the group's chairman from 1993 until his death in 2007. Mr. Sykes was a school principal and educator for over 34 years. He was an active scholar and historian, and a tireless community activist.

The goals of the Curtis H. Sykes Memorial Grant Program support the mission of the **Black History Commission of Arkansas** and include:

- Collecting materials bearing on the history of black Arkansans from the earliest times;
- Encouraging historical work and research in the background of black Arkansans to help the young citizens of the state and all others appreciate their heritage;
- Assisting with the performance of work in relation to the history of black Arkansans;
- Making available programs and projects on the history and heritage of African Americans.

Grant applications will be reviewed and evaluated as to their relevance to the mission and goals of the Curtis H. Sykes Memorial Grant Program by the members of Black History Commission of Arkansas. The Commission will make all funding decisions.

**These guidelines describe our competitive grant application process; and reflect grant application guidelines in effect as of January 2015.**

Prospective applicants with questions about any portion of the application process are encouraged to contact the African American History Program Coordinator at the Arkansas State Archives:

One Capitol Mall, 2B-215  
Little Rock, AR 72201  
501-682-6900  
[state.archives@arkansas.gov](mailto:state.archives@arkansas.gov)

Examples of grants previously funded by the Curtis H. Sykes Memorial Grant Program can be found at: [http://www.ark-ives.com/abhac/grants\\_awarded.aspx](http://www.ark-ives.com/abhac/grants_awarded.aspx)

<sup>1</sup> The Black History Commission of Arkansas (BHCA) was created by Act 1233 of 1991 and is composed of seven persons appointed by the Governor with the approval of the Senate.

## General Grant Requirements

The Black History Commission of Arkansas awards grants through the Curtis H. Sykes Memorial Grant Program to non-profit or not-for profit organizations for projects intended to promote the preservation and study of Arkansas's black history, as well as the collection of materials bearing on its history. Grant awards are based on written applications that comply with outlined requirements and meet specified deadlines.

An application for a grant includes a completed application form plus attachments. In order to apply for this grant, your group should take the following steps:

1. Confirm that you are eligible for a grant, as we award grants to groups or organizations formed for nonprofit or not-for-profit purposes. Organizations do not necessarily have to hold 501(c)3 status to meet eligibility requirements.
2. Grant recipients are limited to one (1) award during any given fiscal year (July 1-June 30).
3. Complete all parts of the grant application form. You must provide the completed application form, budget summary, budget justification, and a timeline for completing your project. Incomplete applications will not be considered.
4. Submit the original grant application form and attachments. The application must have an original signature of the authorizing official for the applicant organization.
5. Meet the established deadline for submitting the grant application. Ten (10) copies of your application must be postmarked by the deadline or delivered to the Arkansas State Archives office by 4:00 p.m. on the day of the deadline. If the deadline falls on a weekend or holiday, applications must be postmarked or delivered by 4:00 p.m. on the following workday.
6. Grant recipients will receive a grant contract at the time of their award. Contracts will need to be signed and returned to the Black History Commission of Arkansas before funds are released. Grant contracts will establish a project completion date, which generally will be one (1) year from the date of the award. Failure to complete the grant project by the established date may result in the grantee being asked to repay the BHCA any unspent funds up to the total amount of the grant award, and may result in grantee not being considered for future grant awards.
7. A completed W-9 form must be submitted or on file with the Arkansas State Archives prior to the issuance of any grant funds.
8. Project-generated materials (or copies, when appropriate) will be placed at the Arkansas State Archives using agency donor forms. Grant recipients must archive copies of project materials *without restrictions* at the Arkansas State Archives. For example, if research consists of an oral history project, signed release forms must be obtained from interviewees at the time of the interview, and copies of release forms must accompany audio or video recordings when submitted to the State Archives. A SAMPLE RELEASE FORM is provided in the FORMS section of this packet.

9. Applicants are advised not to schedule potential grant-funded activities earlier than 90 days from the grant request submission deadline in order to allow sufficient time for publicizing your program (if a favorable decision is reached), or for you to find alternate sources of funding if the request is not approved.

## Grant Application Evaluation Criteria

Grant applications will be reviewed and evaluated as to their relevance to the mission and goals of the Curtis H. Sykes Memorial Grant Program. The Black History Commission of Arkansas will make all funding decisions.

The following criteria will be considered in reviewing grant applications:

1. The degree to which the project preserves, commemorates, disseminates, or enhances the heritage of African Americans in Arkansas.
2. The quality and amount of archival materials to be acquired or generated by the project and submitted to the Arkansas State Archives.
3. The degree to which the project will create ongoing components (i.e., archival holdings, exhibits, displays, recurring events, etc.).
4. New applicants and those who have not received funding during the previous year may be given priority.
5. The relationship of the organization's main mission to the grant program's needs.
6. The degree to which the project reflects the heritage of a community.
7. The organization's or individual's relationship to the local community.
8. The degree to which the project shows collaboration and cooperation among organizations or individuals in Arkansas.
9. The likelihood that the project can be completed within the projected timeframe of the grant.
10. The likelihood that the project can be completed with available funds.

Members of the Black History Commission of Arkansas will abstain from voting on projects to which they have a personal connection.

***The following activities are not eligible for funding from the Curtis H. Sykes Memorial Grant Program:***

- Projects that exceed \$3,500 in grant funds
- Regular courses offered for credit, or associated costs (e.g., textbooks, tuition)
- For-profit projects or events
- State agencies or support groups of state agencies
- Projects, events, and purchases occurring outside the established grant cycle
- Operational expenses (i.e., salaries, rent, utilities, storage)
- Equipment (e.g., computers, cameras, digital recorders, furniture) – unless applicant can demonstrate that such equipment will be utilized in an ongoing or permanent basis for the same or closely-related purpose/s of the grant
- Purchase of property or real estate
- Construction, preservation, or renovation of structures
- Contributions or donations to individuals (i.e., pass through funds)

## Completing the Grant Application Form

Incomplete applications will not be considered for funding. A complete application must include the following elements:

1. Completed application form included in FORMS section of this packet, with signature(s).
2. Budget summary form and budget justification, following the format established in the guidelines.
3. Estimated project timeline with projections for when project activities will begin/end.
4. An applicant whose proposal is approved is required to designate a fiscal agent who will be responsible for authorizing expenses and receiving and spending grant funds according to Program requirements. The fiscal agent must sign all reports submitted to the council by the applicant. The Project Director is encouraged not to serve as the fiscal agent.

## Project Budget

The maximum award for any project funded by the Curtis H. Sykes Memorial Grant Program in a single year is \$3500. While this grant program does not require either a cash or an in-kind match from the applicant, applicants are encouraged to show additional sources of fiscal support for the project on the Budget Summary Form, which must be submitted with the application.

In-kind matches may be estimated as the dollar value of services, goods, or space contributed by the applicant or a third party. Cash matches may be from the applicant's own funds, or from a third party.

The Program will commit to no more than one (1) year of funding for any given project at a time, and grant recipients are expected to complete projects within one (1) year of the date of the award.

Subsequent applications for funding will be considered by the Commission in competition with other applications received during the same application cycle. Proposals for funding in succeeding years should describe the applicant's progress in meeting the Sykes Grant Program goals.

## Budget Summary

Include in the Budget Summary form, located in the application packet:

- Cash contributed to the project by the applicant
- In-kind contributions from applicant (i.e., dollar value of services, goods, or space provided)
- Cash or in-kind contributions from third parties
- Funds requested from the Sykes Memorial Grant Program

## Budget Justification

Along with the Budget Summary form, please provide a Budget Justification in narrative format that provides a brief explanation for each line item for which funds are requested. The Budget Justification should provide enough detail to show that project costs are reasonable and directly related to the project's plan of activities.

For example, if applicant is including project volunteer time as an in-kind contribution, the Budget Justification should include a breakdown of the number of hours project volunteers are expected to contribute during the grant cycle multiplied by a reasonable estimate of the dollar value of the services they will provide, along with a description of those services.

## Grant Awards

Applicants will be notified within two (2) weeks of funding decisions by the Black History Commission of Arkansas.

The Black History Commission of Arkansas and the Arkansas State Archives will formally confirm the offer of a grant in an Award Letter that includes:

- The amount of money awarded
- Any conditions that need to be met before grant funds will be released
- The period during which grant funds may be spent
- Deadlines for Interim and Final Reports
- An Acceptance Form indicating the grantees formal acceptance of the grant and its terms

The Acceptance Form will need to be signed by the fiscal agent and returned to the Arkansas State Archives by the deadline indicated before the release of any grant funds.

Grantees will receive a Grant Packet, containing copies of all signed documents, Interim, and Final Reporting Forms, following receipt of the signed Acceptance Form.

## Receiving Grant Payments

Grantees may not spend funds until they receive a grant contract. All project expenses must occur during the grant period established in the contract.

Funds will be disbursed in two payments:

50% of the award will be disbursed within four (4) weeks of the issuance of the grant contract and receipt of the signed Grant Acceptance Form.

Upon the applicant's completion of an Interim Progress Report (6 months following initial award) and successful review by the Black History Commission of Arkansas, a second installment of 50% of the total funds will be released.

Occasionally, and under special circumstances, a different payment schedule may be developed for a grant and defined in the Award Letter.

## Grantee's Financial Obligations

While the Black History Commission of Arkansas and the Arkansas State Archives do not recommend any single method of financial record keeping, the Sykes Grant Program does require that grantee's records be kept in accordance with generally accepted accounting principles.

The grantee's primary financial obligation is to maintain accounts, records, and supporting documentation for each transaction related to grant expenditures. The system of accounting



need not be elaborate or complicated, but grantees are encouraged to:

- Open a separate checking account or use a separate account number to track expenditures related to the grant
- Keep a ledger account for this grant separate from your organization's general ledger
  - By providing descriptive and fiscal information for each check issued (check recipient, date written, amount, check number, purpose of check), you will be able to identify expenditures according to the line items of the approved project budget.
- Keep all supporting documentation for expenditures and receipts
- Keep signed in-kind contribution slips and cash cost-sharing records
- Do not commit or spend funds outside of the grant cycle established in the Award Letter
- Retain all financial documentation for five (5) years following completion of the project.

Changes in the line items of approved budgets must have approval from the African American History Program Coordinator in advance of the changes. Any requested changes over \$100 require the approval of a majority vote of the Black History Commission of Arkansas. Applicants should allow adequate time when requesting changes to project budgets.

Failure to complete reports and submit project results will result in the applicant not being considered for future grants and in the grantee having to repay funds to the Black History Commission of Arkansas.

## Grant Reporting Requirements

Grant recipients are required to complete an Interim and a Final Project Report, and Financial Report.

Grant recipients shall complete the Interim Progress report six (6) months into the grant cycle. The release of the second installment of 50% of the total grant funds is contingent on a successful review by the Black History Commission of Arkansas of this Interim Progress report.

A Final Report, along with any completed project materials and any accompanying forms and releases to be archived at the Arkansas State Archives, will be due within thirty (30) days of the end of the grant cycle.

Project-generated materials (or copies, when appropriate) will be placed at the Arkansas State Archives *without restrictions*, using agency donor forms. For example, if research consists of an oral history project, signed release forms must be obtained from interviewees at the time of the interview, and copies of said release forms must accompany audio or video recordings when submitted to the State Archives. A sample release form is included in the FORMS section of this application packet.

Please also include with your submission of the final report:

- Two copies of any promotional material developed for the project (i.e., posters, flyers, brochures)
- Copies of all publicity or coverage that appeared in any publication such as a newspaper, magazine or newsletter
- Good quality photographs of project activities

Failure to complete applicable forms will result in the grantee not being considered for future grants.

### **Required Credit Line**

The following credit line must be used in any promotional activities for projects funded by the Sykes Grant Program:

***This project was funded in part by a grant from the Black History Commission of Arkansas.***

Promotional activities include, but are not limited to news releases, flyers, brochures, programs, etc.

Copies of promotional materials should be provided as attachments to Interim and Final Reports submitted to the Black History Commission of Arkansas.

## Terminating a Grant

On rare occasions, the Black History Commission of Arkansas may conclude that the terms of a grant award are not being fulfilled and will communicate this to the project director and fiscal agent in writing. The BHCA will make no further payments on the grant until the problem is corrected. If compliance or correction is impossible, the grantee must repay or arrange for repayment of funds which have been improperly diverted or expended. Within thirty (30) days after the date of termination, unexpended funds must be returned to the BHCA with an itemized accounting of funds expended, obligated, and remaining under the grant.

## Applying for a Grant

To get started on your Letter of Interest (LOI), go to:

<https://www.grantinterface.com/Home/Logon?urlkey=arkansasheritage>

- If you have **previously** created an online account with Department of Arkansas Heritage for a grant through one of the resource divisions (Arkansas Historic Preservation Program/AHPP or Arkansas Arts Council/AAC or Arkansas State Archives/ASA), do **NOT** create a new one.

If you have **never** applied for an online account with any Department of Arkansas Heritage program, click on “Create New Account.” To create a new account, answer the questions with the fields marked with an (\*).

- The following are **NOT** needed to apply for a Small Museums Grant:
  - EIN/Tax ID #
  - DUNS Number
  - Organization’s Longitude
  - Organization’s Latitude
  
- Once you have completed the LOGON process, you will enter the **ACCESS CODE: BHCA**
  
- After you enter the Access Code, scroll to the bottom of the page and click the blue **APPLY** button.
  
- After you have completed an LOI, you will be contacted about your project and directed regarding the next step of the application process.

The deadlines for applications are:

January 2  
April 2  
July 2  
October 2

# Forms and Reports

## Curtis H. Sykes Memorial Grant Program Application

### BUDGET SUMMARY FORM

Item	Cost - Share			BHCA Grant Requested	Total
	Cash From Applicant	In -Kind	Cash From Other Sources		
<b>1. Personnel</b>					
a. Salaries and wages					
b. Fringe benefits					
a. Honoraria					
<b>2. Travel</b>					
<b>3. Supplies and materials</b>					
<b>4. Printing and duplicating</b>					
<b>5. Postage and telephone</b>					
<b>6. Equipment rental or purchase</b>					
<b>7. Facilities rental (include lodging in item 2)</b>					
<b>8. Advertising</b>					
<b>9. Other (specify)</b>					
<b>Totals</b>					

**IMPORTANT:** Please attach an explanation of each budget item. The Budget Justification should contain enough information to show that the costs are reasonable and directly related to the plan of activities for the project. Please organize the budget explanation in the same way that the expense summary is organized.

# Curtis H. Sykes Memorial Grant Program

## GRANT PROGRESS REPORT

Each grant contract indicates a due date for submission of a progress report. Please complete and return this form to the address listed below by the date listed in your grant contract.

Release of remaining grant funds is contingent on submission of this form and subsequent review and approval by the Black History Commission of Arkansas.

<b>Grant Number:</b>
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<b>Project Title:</b>
-----------------------

<b>Grant Period:</b> _____ From (m/d/y)                      To (m/d/y)	<b>Period covered by this report:</b> _____ From (m/d/y)                      To (m/d/y)
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<b>Grantee:</b>
-----------------

<b>Address:</b> _____ PO or Street Address                      City                      State                      Zip
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<b>Please provide a brief description of the project's progress to date:</b>
--

**Additional space may be used.  
Continued on the next page**

I/we certify that is project is being carried out in accordance with the application approved by the Black History Commission of Arkansas:

Do you anticipate being able to complete the project on time: Yes  No

If no, please explain why:

\_\_\_\_\_  
Project Director Signature

\_\_\_\_\_  
Date

# Curtis H. Sykes Memorial Grant Program

## FINAL REPORT

Each grant contract indicates a due date for submission of a final report. Please complete and return this form to the address listed below by the date listed in your grant contract.

**Please also include with your submission of the final report:**

- Copies of project material to be donated to the Arkansas State Archives
- Release form, if required, for any project materials to be donated to the Arkansas State Archives
- Two copies of any promotional material developed for the project (i.e., posters, flyers, brochures)
- Copies of all publicity or coverage that appeared in any publication such as a newspaper, magazine or newsletter
- Good quality photographs of project activities

Failure to complete and submit all grant forms will result in grantee not being considered for future grant funding from the Black History Commission of Arkansas.

Please type your answers to the questions in the spaces provided:

<b>1. Grant Number:</b>			
<b>2. Project Title:</b>			
<b>3. Grant Period:</b> _____ From (m/d/y) To (m/d/y)		<b>4. Period covered by this report:</b> _____ From (m/d/y) To (m/d/y)	
<b>5. Grantee:</b>			
<b>6. Address:</b> _____ PO or Street Address City State Zip			

Continued on the next page

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**7. Describe what this project accomplished:**

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**8. Please evaluate the success of your project, how your organization learned or grew from the project, and what you would do differently if given the opportunity?**

Continued on the next page



**9. Did this project result in the creation or collection of any historical documentation? If yes, please explain.**

**10. Will you be returning any grant funds to the Black History Commission of Arkansas? If yes, how much?**

Continued on the next page

## FINAL FINANCIAL REPORT

Item	<b>Cost - Share</b>			BHCA Grant Requested	Total
	Cash From Applicant	In -Kind	Cash From Other Sources		
<b>1. Personnel</b>					
a. Salaries and wages					
b. Fringe benefits					
<b>2. Honoraria</b>					
<b>3. Travel</b>					
<b>4. Supplies and materials</b>					
<b>5. Printing and duplicating</b>					
<b>6. Postage and telephone</b>					
<b>7. Equipment rental or purchase</b>					
<b>8. Facilities rental (include lodging in item 2)</b>					
<b>9. Advertising</b>					
<b>10. Other (specify)</b>					
<b>Totals</b>					

I certify that all requirements of the organization submitting this application have been met, and that all applicable State of Arkansas laws and regulations will be complied with in the completion of this project.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Project Director Signature</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b>
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Fiscal Agent Signature</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b>
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>ASA Disbursing Officer Signature</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b>

# SAMPLE ORAL HISTORY INTERVIEW RELEASE FORM

Project name: \_\_\_\_\_

Date: \_\_\_\_\_ Tape number: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Name of person(s) interviewed: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Telephone number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

By signing the form below, you give your permission for any tapes and/or photographs made during this project to be used by researchers and the public for educational purposes including publications, exhibitions, internet, social media, and presentations. By giving your permission, you do not give up any copyright or performance rights that you may hold.

I agree to the uses of these materials described above, except for any restrictions, noted below.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Researcher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Restrictions, if any: \_\_\_\_\_

\_\_\_\_\_