



**Welcome to
Big Sky Country National Heritage Area's
Partner Project Fund**

Big Sky Country National Heritage Area (BSCNHA) welcomes your organization as a partner working to respond to community-based needs within our region and preserving our shared heritage. Together, we can create a strong heritage area that provides opportunities to coordinate efforts and achieve greater results.

BSCNHA began as a grassroots effort in 2015. Through the work of organizations like yours with passion for our history, culture and our unique landscape, we can celebrate the stories that make our part of Montana remarkable – where our communities honor traditions, where fields of grain stretch for miles, where the mighty Missouri River led the way for change and establishment of our way of life under the big sky. Our stories are nationally significant to our country's struggle to expand. Our stories, traditions, and histories are part of this extraordinary landscape where neighbors live and have indelibly carved the story of the Big Sky into our nation's history.

I invite you to review this information packet and familiarize your organization with the BSCNHA Partner Project Fund program to learn how you can become involved in this dynamic and important effort. Please let us know how BSCNHA and our resources can assist you in achieving your goals.

We appreciate your interest and involvement with BSCNHA and look forward to working with you.

Sincerely,

Jane Weber
Board Chair of BSCNHA, Inc.



BIG SKY COUNTRY NHA PARTNER AGREEMENT

As a partner with the Big Sky Country National Heritage Area, Inc. (BSCNHA), the undersigned organization has read the BSCNHA's vision and mission and agrees to operate within the guiding principles set forth below. The undersigned agrees to work cooperatively with BSCNHA on behalf of the common good of the region.

VISION

BSCNHA is a respected partner, building alliances throughout the Upper Missouri River region of Montana. Together, we recognize, conserve, and instill community pride in our people, places, and stories. Our heritage resources strengthen the economy, attracting visitors seeking special places and memories.

MISSION

BSCNHA develops and fosters partnerships and recognizes, preserves, and interprets the historic, scenic, and natural recreational resources and living landscapes of the Upper Missouri River region. We strengthen the economy and cultural fabric of our region by promoting and facilitating the enjoyment of these resources.

GUIDING PRINCIPLES

- Support and respect private property rights.
- Foster collaborative public-private relationships.
- Work together as a region.
- Support intergenerational education.
- Value truth and reconciliation in interpreting our shared heritage.
- Recognize the customs and traditions of the people of Montana.

PARTNERSHIP ACKNOWLEDGEMENT

Whenever any form of assistance is provided, the recipient agrees to acknowledge BSCNHA in its marketing.

Signature

Date

Organization

Printed Name



Partner Project Funds Can Be Used For:

- Projects relating to heritage tourism and economic development related to history, culture, arts, natural history, and recreation; interpretation and education programs at schools, museums, or other organizations/events/activities; historic preservation, to include stabilization/preservation, rehabilitation, restoration, and reconstruction of historic properties or cultural landscapes. Projects must connect with BSCNHA's mission and/or theme(s) and be located within the project area of Cascade County and portion of Chouteau County.
- Consultant expenses (travel, lodging, fees) directly related to the project.
- Marketing efforts related to the project.
- Supplies that will be used for the project.
- Rental of equipment.
- Meet match requirement for other funding request.

Project Partner Funds Cannot Be Used For:

- Individual scholarships, fellowships, research, or non-project/conference travel.
- Programs which advocate social or political action.
- Programs that focus on providing social services.
- Fundraising activities.
- Operational expenses or durable goods and equipment, including computers and computer software.
- Web site hosting, domain name, and insurance.
- Courses for academic credit.
- Any expenses incurred prior to the partner project fund award.
- Projects that discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, age, or physical abilities.



BIG SKY COUNTRY NHA PARTNER PROJECT FUND

Big Sky Country National Heritage Area (BSCNHA) invites its partner organizations to apply for funding through our Partner Project Fund (PPF) program.

BSCNHA will offer funding ranging from **\$500 to \$1000** for projects that connect it to the heritage area's rich history and culture. Funds will be awarded for projects aligned with the mission of BSCNHA and one or more of these significant themes:

1. **The Missouri River** and its tributaries provided the ecological environment which supported the lifeways for First Peoples, fur trappers, miners, settlers, ranchers, and homesteaders.
2. **First Peoples** of the Upper Missouri River region include the ancient bison culture tribes where some of the nation's founding stories of undaunted courage, rugged individualism and self-reliance are rooted.
3. **The Lewis and Clark Expedition** left a rich record of their exploration of the newly acquired Louisiana Purchase and served as the vanguard of settlement in the American West.
4. **A Far Distant Land** defines the history of an expanding and developing nation from the fur and bison robe trade, river travel to overland transportation routes, commerce, established settlements, and ranching.
5. **The New West** of the 1890s saw dramatic growth in commerce, towns, and industrial development fueled by coal and mining; and the arrival of the railroad opened an agricultural homestead boom.

Successful funding awards will be in a context involving historic, cultural, arts, natural history, or recreation events/projects in the heritage area that have broad regional or national impact.

The BSCNHA Projects Committee is available to assist you as you prepare your application.

Eligible Applicants

Only non-profit organizations and government entities located within BSCNHA's project area and with a BSCNHA Partner Agreement on file are eligible to apply for funding.

Deadlines

Applications will be accepted on an on-going basis. Projects will be awarded as funding allows.

Submission

Please send your BSCNHA PPF packet to:

- BSCNHA Projects Committee at projects@bigskycountrynha.org
- Or by mail at:
- BSCNHA Projects Committee
PO Box 1323
Great Falls, MT 59403

Application Review

Funding applications will be reviewed, and awardees will be notified within 30 days of submittal.



Funded projects and reporting requirements

Projects being funded by the BSCNHA PPF program may not start until the award announcement and should be completed within one year of the award date.

Funding recipients must submit a final report for their funded projects, including a summary of completed work, any photographs, expense receipts, and a budget report including any cost share and in-kind, for the organization to be reimbursed for expenses.

A final report, which includes the above information, must be submitted when the funded project is complete.

Organizations who have received funding will be asked to do the following after receiving their reimbursement funds:

1. Make a 5-10-minute presentation, or provide a recorded presentation, at the next BSCNHA Inc. annual meeting held in January of the next year.
2. Within one month of receiving your reimbursement, please send a letter to the Congressional delegation describing how the BSCNHA PPF program assisted your organization in completing your project. A sample letter and addresses/emails for the Congressional offices are provided on pages 10 and 11. Use of the sample letter template is optional; you can craft your own letter if you so choose. A copy of your organization's letter should also be sent to:

BSCNHA Inc.
PO Box 1323
Great Falls, MT 59403

Organizations who have received PPF assistance shall acknowledge the financial help from BSCNHA on any publications created with the grant funds (ie. brochures and fliers); in any advertising for events supported with the grant funds (ie. event advertising); and during any presentations about the project financially supported by the BSCNHA PPF program. A digital file of the BSCNHA logo is available upon request.

Organizations who have already been awarded project funding may apply for additional BSCNHA PPF funding if funding is available.

BIG SKY COUNTRY NHA PARTNER PROJECT FUND PROPOSAL REQUIREMENTS

Your submission packet for partner project funds must include the following eight (8) items:

1. **A Consultation:** Contact BSCNHA Projects Committee before you submit your application. You will discuss ideas for your project and how it fits with BSCNHA mission and themes.
2. **Project Abstract:** Include the name of the project and a summary of the project (100 words or less).
3. **Total Amount Requested:** Provide the amount of PPF being requested.
4. **Official Contact Information:** Include the names and contact information for the applicant organization and project coordinator.
5. **Detailed project description:**
 - Brief Organizational history:
 - Brief description of what your organization does.
 - Your organization’s mission statement.
 - Number of employees and volunteers your organization currently has.
 - Project description and work plan to include:
 - Project description (no more than one-page maximum).
 - Brief explanation of how the project fits into BSCNHA mission and theme(s): The Missouri River, First Peoples, The Lewis and Clark Expedition, A Far Distant Land, and The New West.
 - Brief description of how this project will have a lasting impact on our communities and in the region.
 - Tentative work plan including all major tasks and deliverables and the time schedule for delivery and completion. Project completion to be accomplished within 12 months of Partner Project Fund award.
 - If PPF monies are to be used as a match to meet another funding source, identify the grant being matched, required match amount, timeframe for notification of that grant award, and anticipated timeframe for expenditure of PPF monies.
6. **Staff, volunteers, and any other consultants:** List their qualifications and how they will contribute to the success of the project.
7. **Budget:** Provide the amount being requested, all anticipated expenses, and whether you are requesting funds or providing cost share and/or in-kind to cover them. Also, disclose any admission or other fees your organization will charge if applicable for this project request. Please use the table on the following page to complete your budget information by listing other organizations providing project funding. Add any additional rows to the table format to disclose your budget detail. Again, a sample project budget is provided on the following page.

Big Sky Country NHA Partner Project Fund Proposal Requirements continue on Page 7.

BUDGET EXAMPLE

For explanatory purposes, this project is the development, production, and installation of three interpretive signs.

Total Project Value (includes all expenses and in-kind values): \$ 5058.74

Example Budget for PPF Request		
Budget Item	Budget Amount	Description
Amount of BSCNHA PPF request	\$1000.00	
Cash Match provided by Applicant	\$500.00	
Cash Match provided by other partners <i>(please identify each partner & their contribution to the project)</i>	\$250.00	Lions Club
Cash Match provided by other partners <i>(please identify each partner & their contribution to the project)</i>	\$100.00	Rotary Club
Amount of other grant funding applied for and being matched with PPF monies	\$1000.00	Harriet Tubman Foundation
Value of Volunteer Time for Services <i>(insert brief description of service provided)</i>	\$504.60	John Smith researching and writing text for signs (20 hours @ \$25.23/hr)
Value of Volunteer Time for Services <i>(insert brief description of service provided)</i>	\$454.14	Three volunteers installing signs (18 hours @ \$25.23/hr)
Value of Donated Materials <i>(insert brief description of materials)</i>	\$250.00	Lumber from <i>Frank Jones Lumber Yard</i>
Value of Donated Materials <i>(insert brief description of materials)</i>	\$1000.00	Use of backhoe by <i>Postholes by Us</i> contractor
TOTAL PROJECT VALUE	\$5058.74	

*Volunteer time should be calculated using Montana’s Independent Sector Value for Volunteer Time at **\$25.23/hour** for all contributed in-kind services.*

- Official signature:** Your application must be signed by the organization/s authorizing official.

BUDGET FORM

Budget for PPF Request		
Budget Item	Budget Amount	Description
Amount of BSCNHA PPF request	\$	
Cash Match provided by Applicant	\$	
Cash Match provided by other partners <i>(please identify each partner & their contribution to the project)</i>	\$	
Cash Match provided by other partners <i>(please identify each partner & their contribution to the project)</i>	\$	
Amount of other grant funding applied for and being matched with PPF monies	\$	
Value of Volunteer Time for Services <i>(insert brief description of service provided)</i>	\$	(calculated @ \$25.23/hr)
Value of Volunteer Time for Services <i>(insert brief description of service provided)</i>	\$	(calculated @ \$25.23/hr)
Value of Donated Materials <i>(insert brief description of materials)</i>	\$	
Value of Donated Materials <i>(insert brief description of materials)</i>	\$	
TOTAL PROJECT VALUE	\$	

*Volunteer time should be calculated using Montana's Independent Sector Value for Volunteer Time at **\$25.23/hour** for all contributed in-kind services.*

PROJECT EVALUATION CRITERIA

Any project not receiving funding may consult with the BSCNHA Projects Committee; re-focus the project and application to better meet the criteria; and resubmit.

Significance of project (Up to 50 points): Scores the project's connection to BSCNHA mission and themes. What is the project's long-term sustainability and lasting significance to our communities and the region?

Objectives, tasks and time schedule (Up to 20 points): Scores based on how thoroughly the applicant has planned and organized the project. Can the project reasonably be completed according to the project description and work plan?

Budget (Up to 15 points): Scores the project budget based on the financial commitment of the applicant and partners.

Support and partnership participation (Up to 15 points): Scores the applicant's ability to build partnerships with other, outside, and/or interested organizations for the project.



SAMPLE LETTER

ENTER DATE

ENTER CONGRESSMAN/SENATOR NAME

ENTER STREET ADDRESS

Washington DC ENTER PROPER ZIPCODE

Dear Congressman or Senator xxxxx

I am writing on behalf of ENTER YOUR ORGANIZATION'S NAME, a not-for-profit organization whose mission is to ENTER A QUICK STATEMENT ABOUT YOUR ORGANIZATION'S MISSION. We recently applied for and received funding from Big Sky Country National Heritage Area Inc. through their Partner Project Fund program to PROVIDE A QUICK DESCRIPTION OF HOW THE GRANT WAS SPENT.

We had heard about their program from HOW YOU HEARD ABOUT US. The Big Sky Country NHA Inc. application process was straightforward and reimbursement to ENTER YOUR ORGANIZATION's NAME was sent quickly after documentation of our expenditure receipts was provided. We understand funding for the Big Sky National Heritage Area Inc. Partner Project Fund is provided by private and corporate donations to their organization.

We are grateful to Big Sky Country National Heritage Area Inc. for funding our NAME YOUR PROJECT project. Without their financial assistance, our project may not have been possible. We hope this organization can continue to assist other worthy projects in our community.

Sincerely,

Signature Line

TYPED NAME OF YOUR CHAIRMAN/PRESIDENT

YOUR ORGANIZATION NAME



ADDRESSES FOR CONGRESSIONAL OFFICES

Senator Jon Tester

311 Hart Senate Office Building

Washington, DC 20510

Thomas Culver, Legislative Assistant Thomas_Culver@tester.senate.gov

Senator Steve Daines

320 Hart Senate Office Building

Washington, DC 20510

Joshua Sizemore, Legislative Assistant Joshua_Sizemore@daines.senate.gov

Congressman Matt Rosendale

1023 Longworth House Office Building

Washington, DC 20515

Josh Jamison, Legislative Assistant Joshua.jamison@mail.house.gov

Congressman Ryan Zinke

512 Cannon House Office Building

Washington, DC 20515

Austin Bray, Legislative Assistant Austin.Bray@mail.house.gov