



The Curtis H. Sykes Memorial Grant Program

An Overview for Prospective Applicants

*This program is administered by the Black History Commission of Arkansas and funded by the
Arkansas General Assembly through the Arkansas State Archives.*

Revised, June 2016



Disclaimer: This slide presentation is designed to be reviewed in conjunction with reading the Curtis H. Sykes Memorial Grant Program Guidelines; and presents only an abbreviated overview of the material found in the grant application packet. Potential applicants are strongly encouraged to review all grant application materials and to contact the grant program coordinator at the outset of developing a proposal for submission to the Curtis H. Sykes Memorial Grant Program.



Workshop Agenda

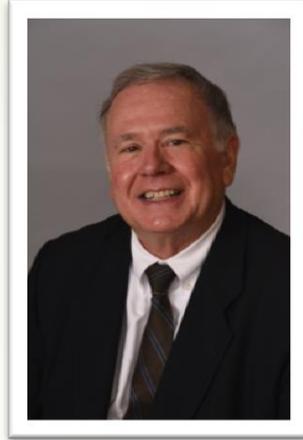
- **Overview** of the BHCA
 - Who was Curtis H. Sykes
- **Criteria** for applying for a Sykes grant
 - Activities that are not funded
 - Examples of funded projects
- How to write a **successful grant application**
 - Composing your grant **narrative**
 - Developing a project **budget** and budget justification
- The **review process**
- The grant **reporting** process
 - What should your final grant report include?



What is the Black History Commission of Arkansas?

- ▶ The BHCA, an affiliate of the Arkansas State Archives, is a seven-member board appointed by the Governor of Arkansas and approved by the State Senate.
- ▶ The BHCA's mission includes:
 - ▶ **Collecting materials** for the Arkansas State Archives pertaining to the history of black Arkansans from the earliest times;
 - ▶ **Encouraging historical work and research** in the background of black Arkansans to help 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; and
 - ▶ Making available to the general public **programs and projects** on the history and heritage of African Americans.

BHCA Commissioners, 2016



L to R: (top) Carla Coleman, Chair; Dr. John W. Graves, Vice Chair; Myron Jackson; Joyce Gibson
L to R: (bottom): Elise Hampton , Rev. Frank Stewart , Dr. Cherisse Jones-Branch

Who was Curtis H. Sykes?

- ▶ Instrumental in establishing the Black History Advisory Committee (now the BHCA)
- ▶ Served as the first chair from 1991 to his death in 2007
- ▶ The Arkansas General Assembly named this grant program in his memory (Act 660), 2009
- ▶ Pushed for legislation to have African American history taught in Arkansas schools
 - ▶ Leading to passage of Act 326 of 1997
- ▶ Received lifetime achievement award from Arkansas Historical Association
- ▶ Born 1930 in Dark Hollow community in NLR
- ▶ School principal and educator for over 34 years
- ▶ Charter member of North Little Rock History Commission
- ▶ Tireless community activist and historian



BHCA Grant Program Funding History

- ▶ 1997-2007: Black History Grants program funded through Arkansas Humanities Council with BHCA monies
 - ▶ Awarded approximately 30 grants over 10 years at \$500/grant
- ▶ 1999: Act 970 allocated \$50,000 in GIF monies to the BHCA for grants;
 - ▶ BHCA begins issuing grants directly, 1999-2001
- ▶ 2009: Arkansas General Assembly renames program Curtis H. Sykes Memorial Grant Program
 - ▶ In 15 years, program has issued over 90 grants for a combined \$250,000
 - ▶ Funded out of GIF monies until 2014
- ▶ Governor Mike Beebe appropriated \$50,000 for program in general revenue during 2014 fiscal session

Examples of projects funded since 2007

- Asa Richmond-Charlotte Stephens Marker, \$3000
- Arkansas Baptist College archives preservation, \$2500
- Pilgrim Cemetery preservation, \$1,160
- African American History Makers Coloring Book, \$4000
- Inventory of memorabilia of LC and Daisy Bates house, \$3500
- Arkansas Black History Quiz Bowl, \$2500
- Study of African American political candidates, Hot Springs, \$3500
- Lincoln Echo digitization project, \$3308
- Lakeview oral history project, \$3000
- Dark Hollow community exhibit, \$1368
- ASU-STEM Southern Tenant Farmers Workshop, \$3500

Who should apply for a Sykes grant?

- ▶ **Groups or organizations** formed for non-profit or not-for-profit purposes
 - ▶ Organizations do not necessarily have to hold 501(c)3 status to apply
- ▶ Projects that **preserve**, commemorate, disseminate or enhance the **heritage** of African Americans in Arkansas
- ▶ Projects that generate or acquire **archival material** on African Americans in Arkansas*
- ▶ Projects that have an on-going or **long-lasting impact** on African American history (e.g., exhibit, archival collection, preservation effort, recurring event, historical marker)
- ▶ Projects that document and protect **community heritage**
- ▶ **Collaborative projects** that promote the history and heritage of African Americans in Arkansas

**Grant guidelines require that materials generated or acquired as a result of Sykes grant-funded projects are donated to the Arkansas State Archives.*

What other factors are considered in evaluating an application?

- **First-time** grant applicants may be given priority for funding
- **Track record** as a previous grant recipient in grant reporting, meeting project deadlines, success of project vs. project goals, etc...
- Likelihood that project can be completed within proposed timeline
- Likelihood that project can be *completed with available funds*
- **Reasonableness of project budget**



What the program *does not* fund...

- Projects that **exceed \$3500** in requested funds
- Regular courses offered for credit or associated costs (e.g., textbooks)
- **For-profit** activities and events
- **State agencies** or support groups of state agencies
- **Costs** of funded projects ***expended outside of the established grant contract period***
- **Operational expenses**, like salaries, rent, storage or utilities
- **Purchases of property** or real estate
- **“Brick and mortar” projects** – construction, renovation, etc.
- Contributions or **donations to individuals**
- **Equipment purchases that will not be used on an ongoing basis** for the same or a closely related purpose



Writing a Project Description

In writing a project description for the Application form (page 15), please provide enough information for evaluators to understand:

- Your organization and its relationship to the proposed project
- Who will be involved in the project, their roles and their qualifications/credentials
- The nature and significance of the project –What is it? When will it be held? How long will it last? Where will it take place?
- How the proposed project supports the mission of the Curtis H. Sykes grant program
- What is the potential audience for this project (e.g., scholars, genealogists, P-12, general public)? How do you plan to reach them?
- Plan for publicizing your project and the grant, if awarded
- What material will be collected/deposited at the Arkansas History Commission and State Archives (page 16 of application)



Developing a Project Budget

General requirements:

- Maximum grant award is \$3500
- Program does not require any matching funds, but applicants are encouraged to show additional sources of support on the budget summary form
 - Additional sources of support may be:
 - Cash from the applicant's own funds or from a third party
 - In-kind contributions estimated at the dollar value of services, goods, or space contributed by the applicant or third party and directly associated with the project
- Grant awards are for one (1) year of funding – grant recipients are expected to complete projects within one year the date of award, which will be established in the grant contract
- Grant recipients are encouraged to designate a fiscal officer to authorize expenses and receive funds and who is separate from the Project Director



Writing a Budget Justification

- Budget justification is a **narrative description** of your Budget Summary Form (p. 17)
- Should be **organized like the Budget Summary Form** (1, 2, 3, 4, etc...)
- If your Budget Summary Form contains a value in any column, there should be a corresponding explanation for that value on your budget justification.
- Justifications should provide **adequate detail** to show that the project costs are reasonable and directly related to project activities.
- Grant applications that do not include a budget justification will not be considered for funding.
- Grant applications that include budget justifications that are unclear or contain an insufficient amount of information on which to make a determine, will be returned to the grant applicant for revision and may result in a delay in your grant being considered for funding.

Sample Application

1. Title of Project.
"I've Been Working on the Railroad" Oral History Project

2. Sykes grant request.
\$ 3,146.82

3. Total project cost.
\$ 9,646.82

4. Name, address, and telephone number of applicant organization

Conway County Historical Preservation Assoc., PO Box 417, Morrilton, AR 72110

Sample Project Narrative

“In 2015, in the process of celebrating the 100th anniversary of the Morrilton Depot building, the Depot Volunteers discovered that there was very little coverage of the **black history of Conway County in the museum collections**. There was zero history about the **black railroad workers**. **The worker history is important because, at a time when local jobs for black were scarce, the railroads provided good opportunities for employment**. Many black men took advantage of this fact.

It is the museum's plan to collect **oral histories from workers and family members** to document this employment history, as well as document the lives and times and of the families and communities affected. **Written narratives will be accepted** and a **photographer and scanner will be on hand for the interviews to further document** the information gathered, and individuals present.

If we are granted, we propose a **February 16, 2016**, Kick Off to start oral interviews, **research and compilation of data from historical societies, the Arkansas History Commission, the Butler Center, as well as additional information from Faulkner and Pope Counties**. The theme will be “I've Been working on the Railroad,” with a **reception** on Saturday, February 18, 2016.



Publicity for this project has already started and will include using avenues of the local newspaper, radio cable TV, several community newsletters, personal requests, and invitations, as well as word of mouth.

Edited DVD's, raw film footage, photographs, and all printed material will be sent to the commission along with **copies of release forms.**"



Item	Cost-Share			BHCA Grant Requested	Total
	Cash From Applicant	In-Kind	Cash From Other Sources		
1. Personnel					
a. Salaries and wages		4,000.00			\$4000.00
b. Fringe benefits					
c. Honoraria				500.00	500.00
2. Travel					
3. Supplies and materials				38.84	38.84
4. Printing and duplicating				59.98	59.98
5. Postage and telephone				98.00	98.00
6. Equipment rental or purchase		2,500.00		1200.00	3,700.00
7. Facilities rental (Include lodging in item 2)				400.00	400.00
8. Advertising				250.00	250.00
9. Other (specify)				600.00	600.00
TOTALS		\$6,500.00		\$3,146.82	\$9,646.82

Sample Budget Justification

Budget Item Explanations

1. Personnel

\$4,500.00

a. It is estimated that approximately 200 hours will be donated to this project. The volunteers come from a myriad of disciplines and experience levels. They include students, retirees, and full-time professionals. Since their experience levels vary, for the sake of this budget, a value of \$20.00 per hour has been used for a total of \$4,000. We are not asking for compensation.

b. No fringe benefits are included.

c. An Honorarium of \$250.00 will be paid to Kenneth C. Barnes, PhD., of the University of Central Arkansas. Dr. Barnes has agreed to serve as the history consultant for this project. See Attachment A.

d. \$25.00 will be paid to the senior history interviewees for a total of \$250.00

Sample Budget Justification

2. Travel - none.

More detail about how supplies will be used would make grant stronger

3. Supplies and materials

\$38.84

a. Paper, 2 reams @ \$3.47 = \$6.94

b. DVDs - 10 ct. pkg. - 3 @ 7.64 = \$22.92

c. DVD covers 30 ct. pkg. \$8.98

4. Printing and Duplicating

\$59.98

Extra High-capacity Ink Cartridge - 2 @ \$29.99 = \$59.98

5. Postage

Indicate what you will be mailing -- how many pieces and what what rate of postage?

\$98.00

Sample Budget Justification

6. Equipment Rental \$3,700.00

a. A videographer will use a HD Panasonic VARI-CAM to record oral histories. The videographer will work recording these interviews. Post-production will provide editing, raw footage, and a 10-12 minute DVD. The cost for the videographer for this project will be \$1,000. The post-production editing, the DVD and 10 copies of the DVD will be IN-KIND of \$2,500.

b. The photographer will take photos for 20 hours at a cost \$10.00 per hour for a total of \$200.00.

All color and BW photos, oral interviews and DVDs will be deposited with the Black History Commission.

7. Facilities Rental \$400.00

The Depot Museum and the Rialto Arts Gallery, both in downtown Morrilton, will be used for the oral interviews. The Gallery will be used on Saturday to host the reception.

Sample Budget Justification

Provide specific quotes from publications for ads with details.

8. Advertising

\$250.00

Conway County media outlets are being and will be used to publicize the event. This will include articles in the Petit Jean Country Headlight, segments with the local cable station, MCC6, and interviews on the local radio station KVOM. Flyers will be distributed to local churches and community organizations and invitations will be sent to target individuals and groups, with, last but not least, word of mouth being utilized.

9. Other

\$600.00

A reception at the Rialto Arts Center Gallery will be held on Saturday with an estimated gathering of 75 people with a cost of \$8.00 per person.



Deadlines for Submitting an Application

Grant applications will be reviewed by the Black History Commission of Arkansas four times each calendar year at its quarterly meetings in February, May, August and November.

To be considered during a funding cycle, applicants will need to submit **10 copies** of the completed application packet in person or by mail by 4:00 p.m. on or before the following dates:

January 2

April 2

July 2

October 2

Applications submitted after the established deadlines will be considered during the next funding cycle.

Submitting a Grant Application

- A grant application packet includes:
 - **Application form** (pp 14-16))
 - **Budget Summary** form (p. 17))
 - **Budget Justification** in narrative format with sufficient details at line-item level
 - **Estimated project timeline** with projections for when project activities will begin and end and markers for how progress will be evaluated

Mail or deliver copies on or before 4:00 p.m. on day of deadline to:

Tatyana Oyinloye, African American History Program Coordinator
Arkansas State Archives
One Capitol Mall, 2B-215
Little Rock, AR 72201





Grant Awards

- You will be notified of funding decisions within 2 weeks of BHCA quarterly meeting
- Notification will be followed by Award Letter confirming:
 - Amount of award
 - Any conditions that have to be met before funds are released
 - Grant cycle start and end dates
 - Reporting deadlines (Interim and Final)
- Grantees will also receive an Acceptance Form with the Award Letter, which must be signed and returned to the Arkansas History Commission before any funds are released.
- Upon return of the Acceptance Form, a grant packet containing copies of all signed grant forms and first payment for **50% of project costs** will be issued.

When are remaining funds released?

- ▶ Remaining 50% of funds are released following the submission and satisfactory review by the BHCA of a 6-month Interim Progress Report (pp. 18-19)
- ▶ A final project report and financial report are due no later than thirty (30) days following the end of the grant cycle/project completion (pp. 20-23)
- ▶ Project materials for the Arkansas History Commission are also expected to be turned over with final report
- ▶ **Grantees are advised to retain all financial documentation for accounting and audit purposes for five (5) years following completion of the project**

What if I can't finish my project on time?

- ▶ Set realistic goals for your project's scope
- ▶ Establish progress markers in your timeline; if you see you are having trouble meeting them, you may need to reassess your workflow or adjust some other element of your project
 - ▶ If you encounter problems, please notify the African American History Program Coordinator as soon as possible
- ▶ While some project timelines may be extended, state funds may not roll over between fiscal years (June 30-July 1). Due to these funding constraints, not all project deadlines are flexible.
- ▶ Grantees needing to make changes in line items of their budgets are required to request permission from the African American History Program Coordinator in advance



Contact Information

If you have questions regarding the grant application process, please contact the grant program coordinator:

Tatyana Oyinloye, African American History Program Coordinator

Tatyana.oyinloye@arkansas.gov

501-682-6892

- ▶ Potential applicants are encouraged to contact the grant program coordinator prior to submitting an application for general advice or to request a review of an application before final submission
- ▶ Please do not send an application by email without first seeking and obtaining the approval of the grant program coordinator