

# **Curtis H. Sykes Memorial Grant Program**

Administered by the

**Black History Commission of Arkansas**

Arkansas History Commission and State Archives



## ***Grant Program and Application Guidelines***

The Curtis H. Sykes Memorial Grant Program was established by Act 660 of 2009. The grant program is made possible by one-time appropriations from the General Assembly.

The Black History Commission of Arkansas was created by Act 1233 of 1991 and is composed of seven persons appointed by the Governor with the approval of the Senate. The BHCA's mission is to collect historical materials related to black Arkansans; to encourage research in Arkansas black history; and to cooperate with the Arkansas Department of Education in the development of African American historical materials for use in public schools.

## **I. GOALS of the CURTIS H. SYKES MEMORIAL GRANT PROGRAM:**

- 1. To collect materials bearing on the history of black Arkansans from the earliest times**
- 2. To encourage historical work and research in the background of black Arkansans to help the young citizens of the state and all others appreciate their heritage**
- 3. To assist with performing work in relation to the history of black Arkansans**
- 4. To make available programs and projects on the history and heritage of African Americans**

## **II. COMPLETING AN APPLICATION**

**Applications must include the following:**

- 1. Grant cover sheet**
- 2. Project description**
- 3. Description of organization/individual**
- 4. Budget**
- 5. Project timeline**

**If you have questions about any portion of the application process, contact the African American History Program Coordinator at the Arkansas History Commission, One Capitol Mall, Little Rock, Arkansas, 72201, 501-682.6900 or email [state.archives@arkansas.gov](mailto:state.archives@arkansas.gov)**

### III. GENERAL INFORMATION

1. No match is required for grants awarded in this program
2. Only one grant will be awarded to any one organization/individual during any given fiscal year (July 1 through June 30)
3. Organizations must be considered to be non-profit or not-for-profit, but do not necessarily have to hold 501(c)3 status
4. Applications will be accepted at any time. A signed application with authorized signature/s must be postmarked or received in the Arkansas History Commission office at least thirty (30) days prior to the next scheduled BHCA meeting date (usually the third Thursday of February, May, August, and November). Applications received after that deadline will be considered at the following meeting. Applications will be reviewed at the Black History Commission's meeting, with funds disbursed within four (4) weeks of receipt of all required forms and application approval.
5. Applications will be assessed according to the evaluation criteria
6. The applicant must provide a project budget and timeline with the grant proposal. Grants shall be completed within one (1) year; written requests for extensions may be approved by a majority vote of the BHCA
7. A completed W-9 form must be submitted or on file prior to the issuance of grant funds
8. Applicants will be notified within two (2) weeks of funding decisions
9. A project update must be submitted in writing within six (6) months of disbursement of grant funds
10. A final project report and financial report will be due within thirty (30) days of the project's completion. These reports must be completed and submitted before another proposal will be considered. Failure to complete reports will result in the applicant not being considered for future grants.  
**Failure to complete the grant project shall result in grantee having to repay grant funds to the Commission.**

11. Project-generated materials (or copies, when appropriate) will be placed at the Arkansas History Commission using agency donor forms. Grant recipients must archive copies of project materials without restrictions at the Arkansas History Commission and 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 said release forms must accompany audio or video recordings when submitted to the State Archives. Failure to complete applicable forms will result in the applicant not being considered for future grants
12. The following credit line must be used in advertising projects/events in the media (including news releases, flyers, brochures, programs, markers, etc.):  
***This project was funded in part by the Black History Commission of Arkansas.***
13. Grantees shall make all financial records available for audit by the Arkansas History Commission, Department of Parks and Tourism, and Legislative Audit. Records must be kept on file by the grantee for at least five (5) years after the project's completion
14. Members of the Black History Commission of Arkansas will abstain from all votes related to a request associated with the member

#### IV. 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 administered by the Black History Commission of Arkansas. The Commission will make all funding decisions.

1. The degree to which the project preserves and/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 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 mission to the grant program's goals
6. The degree to which the project reflects the heritage of a community
7. The organization's/individual's relationship to the local community
8. The degree to which the project shows collaboration and cooperation among organizations and/or individuals in Arkansas
9. The project will be completed within the timeframe of the grant
10. The project will be completed with available funds

#### **V. CURTIS H. SYKES MEMORIAL GRANT PROGRAM FUNDS WILL NOT:**

1. Exceed \$3,500 per grant. However, projects may receive additional funding by a majority vote of the board
2. Fund coursework (textbooks, tuition, etc.)
3. Be awarded to for-profit organizations or events
4. Fund work, projects, events, or purchases that occur outside of the approved grant period
5. Fund operational expenses and equipment such as salaries, rent, utilities, storage, computers, cameras, digital recorders, filing cabinets, furniture, etc., unless applicant can demonstrate that such equipment will be utilized in an ongoing or permanent basis for the same or closely-related purposes of the grant
6. Fund real estate or property acquisition costs
7. Fund construction or repair of structures