



Native American Graves Protection and Repatriation Act Fiscal Year 2016 CONSULTATION/DOCUMENTATION Grant Proposal

Please read the **FY2016 CONSULTATION/DOCUMENTATION Grant Guidelines** carefully before completing this form.

All NAGPRA grant applicants must submit their proposals electronically through <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

If you are unable to submit your proposal electronically, please contact the National NAGPRA Program for instructions on obtaining a waiver to this requirement at 202-354-2201.

Section 1. Basic Information

A. **Legal Name of Applicant** _____

Address _____

City _____ State _____ Zip _____

B. **Type of Applicant** _____ Tribal/NHO Applicant _____ Museum Applicant

C. **Amount Requested** (*between \$5,000 to \$90,000*) \$ _____

D. **Expected Project Period** _____

E. **CONSULTATION/DOCUMENTATION Project Summary:** Summarize the key points of your project. Indicate if this is a collaborative project and list key partners. If funded, your summary may appear on the NAGPRA website (250 words max).

F. **NAGPRA Collection: Museum Applicants Only** – provide approximate numbers for items in the following categories:

Provide the total number of items in the museum's Native American collections: _____

What is the number of Native American human remains in your possession or control (specify if these are individual bones or sets of remains) _____

Note: Museum applicants must have a summary and/or inventory on file with the National NAGPRA Program by March 10, 2016 to be eligible for a FY2016 grant (see page 2 of the Grant Guidelines).

Section 1 (continued)

G. Contact Information. A minimum of two different people must be listed as contacts below.

1. Project Director: Who will be responsible for the supervision and management of the entire grant?

Name _____

Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

2. Fiscal Management: Who will be responsible for the fiscal management of the grant?

Name _____

Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

3. Other Grant Official *(if needed and different from above)*

Name _____

Title _____

Phone _____ Fax _____ Email _____

4. Other Grant Official *(if needed and different from above)*

Name _____

Title _____

Phone _____ Fax _____ Email _____

Section 2. Project Description

All applicants must submit narrative responses to the following questions. Add pages if necessary.

A. Grant Objectives. The goal of the NAGPRA Grants program is to increase the number of successful repatriations through support for projects that increase the ability of tribes and museums to facilitate consultations and work together through the NAGPRA Process. Provide an overview of the consultation/documentation to be funded by supplying the following information:

1. What are the goals and objectives of this project?

2. How is this project consistent with the goal of NAGPRA?

B. Grant Activities. Provide a description of the activities that will occur with these grant funds.

C. Deliverables. List and describe all project deliverables for this grant.

D. Partnerships. Provide a comprehensive list of project partners (includes all museums or tribes involved with the project) and briefly explain their involvement. If the project involves working with a coalition, include a statement describing the coalition and list all coalition members.

Section 2 (continued)

- E. Strategic Plan / Capacity.** What is your tribe/museum's strategic plan for NAGPRA implementation? Describe your tribe/museum's capacity to implement the project. How will the project enable your tribe/museum to build its capacity, address current limitations, and improve its ability to advance the strategic plan and/or goals for NAGPRA?
- F. Monitoring and Evaluation.** What structure do you have in place to assess the progress of the grant and ensure compliance with all administrative and financial requirements? Be specific.
- G. Personnel Qualifications.** Who will carry out the grant activities? List all project personnel, including consultants, who are listed in part A and C of the budget section. Briefly describe how their experience and qualifications are appropriate to successfully achieve the stated objectives. If you plan to hire new personnel or consultant(s), describe the criteria that will be used to competitively select these individuals or services. ***All Federal grants require consultants to be competitively selected.***

H. Schedule of Completion. Consultation/ Documentation Grant projects may begin after signing and submitting a grant agreement and all corresponding documentation to the National Park Service. Grants are expected to be completed within 24 months of the start date. Using a table or outline format, list each objective, the major activities needed to complete the objective, and the timeframe associated with each activity.

Section 3. Budget

Each item should clearly show how the total was determined. If more space is needed, please follow the budget format on a separate sheet of paper. All major costs must be listed in a budget category listed below, and all cost items must be explained in the Budget Summary and Justification (Section 4). See **FY2016 CONSULATION/ DOCUMENTATION Grant Guidelines** for more details on each budget category.

Round all numbers to the nearest dollar amount, even if exact costs are known.

A. Salaries and Wages. Provide the names and/or titles of key project personnel.				
Name/Title of Position	Wage or Salary	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$

B. Fringe Benefits. If more than one rate is used, list each rate and the wage or salary base.				
Rate	Wage or Salary Base	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
% of	\$	\$	\$	\$
% of	\$	\$	\$	\$
% of	\$	\$	\$	\$
% of	\$	\$	\$	\$
Subtotal		\$	\$	\$

C. Consultant Fees. This should include payments for professional and technical consultants participating in the project. Do NOT include stipends for Elders or interns here (see section F). Consultants must be competitively selected.					
Name and type of Consultant	# of Days	Daily Rate	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
Subtotal			\$	\$	\$

Section 3 (continued)

D. Travel and Per Diem. For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. Per diem rates shall not exceed maximum Federal rates. To view current Federal domestic per diem rates, visit <http://www.gsa.gov/portal/category/21287> and follow the links to per diem information.

From/To	# of People	# of Travel Days	TOTAL Subsistence Costs <i>(lodging + per diem x # people x # days)</i>	TOTAL Transportation Costs <i>(airfare and mileage x # people)</i>	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
			\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$
Subtotal					\$	\$	\$

Section 3 (continued)

E. Consumable Supplies and Materials. Include consumable supplies and materials to be used in the project and any items of expendable equipment, defined as equipment costing less than \$5,000 or with an estimated useful life of less than two years. Equipment costing more than \$5,000 should be listed in Other Costs (Category F, below).

Item	# of items	Cost	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Subtotal			\$	\$	\$

F. Other Costs. List stipends (including stipends for Elders and students), equipment items in excess of \$5,000, and other items such as duplication and printing costs, equipment rental and other services not previously listed. Clearly define each item - "Miscellaneous," "overhead," and "contingency" are not acceptable line items.

Item	Cost	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$

G. Indirect Costs. If indirect costs will be charged to the grant, complete the table below with your current approved indirect cost rate and the direct costs it will be applied to. Copies of your most recent indirect cost rate must be attached if indirect costs will be requested. **Only indirect costs up to 25% of the grant may be charged to the grant.***

The Direct Costs* from sections A -- F above to which the indirect cost rate applies	Current Approved Indirect Cost Rate Percentage	Indirect Cost Rate Amount	Indirect Cost Rate Amount Charged to Grant
\$	%	\$	\$

*NOTE: Indirect costs may be applied only to eligible direct costs in accordance with your approved rate. Most indirect cost rate agreements exclude contracts or pass-through funds above a certain amount. Please check your rate and apply it accordingly. Any indirect cost rate that exceed 25% may NOT be claimed as an applicant cost share.

Section 4. Budget Summary and Justification

The Budget Summary table below must exactly match the Estimated Funding table recorded on the SF-424, Application for Federal Assistance and the SF-424A Budget Information – Non-Construction Programs. See the **FY2016 CONSULTATION/DOCUMENTATION Grant Guidelines** for specific instructions.

Round all numbers to the nearest dollar amount, even if exact costs are known.

Budget Summary			
Category	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
A. Salaries and Wages	\$	\$	\$
B. Fringe Benefits	\$	\$	\$
C. Consultant Fees	\$	\$	\$
D. Travel and Per Diem	\$	\$	\$
E. Supplies and Materials	\$	\$	\$
F. Other Costs	\$	\$	\$
G. Indirect Costs	\$	\$	\$
TOTAL PROJECT COSTS	\$	\$	\$

Budget Justification. In the space below, provide a brief narrative justification of all cost items listed in the budget. Be specific and explain why these items are necessary to accomplish the grant objectives. If the project involves travel costs, include a brief summary of each trip (for example, Project Director and two tribal Elders will fly from Hometown to Someplace and stay three days to take possession of items from Someplace Museum’s collection). If purchasing or renting large budget items, justify their necessity. Use an additional sheet, if necessary.

Section 5. Status of Current or Recent NAGPRA Grant(s)

Please indicate whether or not your tribe or museum has received a NAGPRA Consultation/Documentation or Repatriation Grant within the past five years.

- _____ 1. No. We do not currently have a NAGPRA Grant, nor did we complete a NAGPRA grant in the past five years.
- _____ 2. Yes. We currently have an active NAGPRA Grant.
- _____ 3. Yes. We completed a NAGPRA Grant within the past five years. The grant is closed.

If you checked #2 or #3 above, list each NAGPRA grant number and provide an overview of each grant's activities and accomplishments. If additional space is needed, attach no more than one page.

Section 6. Supporting Documents

All applicants must submit certain documents in support of the project proposal. **Supporting documents should be uploaded to Grants.gov.**

- A. Tribal resolution confirming support for the proposal and authorizing implementation of the grant project, if funded (if applicable)
- B. If a museum is applying for the grant, letters of commitment from tribe(s) or NHO(s)
- C. If a tribe is applying for the grant, letters of commitment from museum(s) or Federal agencies
- D. Brief resumes (maximum 2 pages) for all project personnel, or detailed position descriptions and search criteria if personnel have not yet been chosen.
- E. Letters of commitment and resumes (maximum 2 pages) for all project consultants, if they have been selected or detailed positions descriptions and search criteria if consultants have not yet been chosen. Grantees will be required to submit a Competitive Negotiations and Small Purchases Contracting Document.
- F. List of proposed equipment to be purchased and the cost of each item. Equipment exceeding a cost of \$5,000 per item must be listed.
- G. Most Recent Auditor's Report Letter (do not include full audit)
- H. Current indirect cost rate agreement, including a letter from the Federal agency approving the rate to be used and the period for which the rate is approved. Note that NAGPRA grants only fund up to 25% of a tribe/museum's indirect cost rate. Indirect costs may be applied only to eligible direct costs in accordance with your approved rate. Please check your rate and apply accordingly.