

# Japanese American Confinement Sites Grant Program Project Narrative

National Park Service  
U.S. Department of the Interior

**Note: A Project Narrative is required as part of the Japanese American Confinement Sites Grant Application Package. This Project Narrative template is optional, and provided for applicants who may want to use it for the preparation of the narrative. Applicants are not required to use this template, and may provide the Project Narrative information in any format of their choosing, including word-processing documents. Please read the Funding Opportunity Announcement for more information. \*Save this template to your computer before filling it out.**

## 1. PROJECT INFORMATION

Project Name: \_\_\_\_\_

Project Type (Select **ONLY** one):  Capital Project  Documentation  Oral history  Preservation

Interpretation & Education  Planning  Real Property Acquisition

\*Note that property acquisition is limited to Heart Mountain, Honouliuli, Jerome, Rohwer, and Topaz, as stipulated by Public Laws 109-441 and 111-88.

Summarize project  
(limit to 1-2 sentences):  
\_\_\_\_\_

Confinement Site(s) that will benefit from project: \_\_\_\_\_

Location of Confinement Site(s): City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Federal Amount Requested \$ \_\_\_\_\_ Non-Federal Cost Match \$ \_\_\_\_\_ Total Project Budget \$ \_\_\_\_\_

## 2. APPLICANT AND PROJECT DIRECTOR

### APPLICANT AGENCY / ORGANIZATION

Authorizing Official's Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Street Address (NO P.O. Box) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

### PROJECT DIRECTOR (if different from Authorizing Official above)

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Street Address (NO P.O. Box) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

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**APPLICANT TYPE (select ONLY one)**

- City       County       State       Tribe       Other Public Entity
- Private Non-profit Organization       Educational Institution

**Eligible applicants must submit** proof of governmental, non-profit or institutional status with this application.

Examples:

- An official document identifying the applicant as a unit of state, tribal, or local government or other tax-exempt multipurpose organization. If prepared specifically for this application, the certification must be on the parent organization letterhead and certified by an official of the parent organization.
- A copy of the Federal IRS letter indicating the applicant's eligibility for nonprofit 501 (c) 3 status under the applicable provisions of the Internal Revenue Code of 1954, as amended.

**OWNER AND/OR PARTICIPATING ORGANIZATION WRITTEN CONSENT**

Does the applicant own this historic property or collection?

- Yes       No       N/A

**If the applicant does not own this property**, you must attach a letter from the owner giving consent to the applicant to undertake work on the property or collection for this specific project.

Does the completion of your project require the approval of another organization, for example, permission to attend a pilgrimage event or work with artifacts in a collection?

- Yes       No       N/A

**If the applicant requires the approval of another participating organization**, you must attach a letter of support from that organization giving consent to the applicant for this specific project.

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### **3. PROJECT SUMMARY**

Briefly summarize the proposed project, listing all key activities and project deliverables to be supported by this grant and the non-Federal match. Limit your response to the space below (please use an 11pt. or larger font).

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#### 4. EVALUATION CRITERIA

Answer all of the following questions. Limit your response to the spaces provided on each page (please use an 11pt. or larger font). Use space as effectively as possible.

**A) PROJECT NEED:** Problem Statement and Desired Outcome

- i. What is the critical problem that needs to be addressed?
- ii. What is the desired outcome of the project, and how will it address the critical problem (identified above) with an appropriate solution? *(For example, explain how the project will preserve a threatened resource or improve the interpretation of the confinement site experience.)*

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**B) PROJECT IMPACT:**

- i. What impact(s) will the project have on the interpretation and/or preservation of the confinement site experience and what audience(s) will the project reach? How widespread will the impact be and how will the project be publicized and shared with others?
- ii. Public Law 109-441 (120 STAT 3288) - the grant program's authorizing legislation - states that the program was created for the purpose of identifying, researching, evaluating, interpreting, protecting, restoring, repairing, and acquiring historic confinement sites in order that present and future generations may learn and gain inspiration from these sites and that these sites will demonstrate the Nation's commitment to equal justice under the law. How will this project meet that purpose, particularly the sections underlined above? Explain how these messages will be conveyed to and shared with the public.

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**C) PROJECT FEASIBILITY:** The ability to successfully complete the project.

- i. How is the project budget reasonable? *(Explain how the Federal funds and non-Federal match will be used, and demonstrate how this use of funds is allowable, reasonable, and directly relevant to the project. Explain your plan for providing the non-Federal match.)*
- ii. Do the selected personnel have the qualifications and ability to complete the project in a timely and professional manner? *(List key personnel and briefly describe their qualifications. If personnel have not been selected, describe the qualifications you will require. Film projects **must** include a sample of previous work by the filmmaker. This sample must be submitted with the application package (as a playable DVD by mail or an active, online web link by email). Sample footage should be no more than 5-10 consecutive minutes in length.)*
- iii. How will the project be effectively managed and completed? *(For example, explain any pre-project planning or research that has been completed, such as a Historic Structures Report. Describe methodologies, procedures and proposed actions. Provide a timeline for project completion, including each major activity and the final deadline date. Projects must be completed within an established grant period, generally within two years of funding.)*

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**C) PROJECT FEASIBILITY** (continued from page 6):

A large, empty rectangular box with a thin black border, occupying the majority of the page. It is intended for the user to provide details regarding the project feasibility, as indicated by the section header above it.

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**D) PROJECT SUSTAINABILITY:** The ability for long-term maintenance, operation, distribution, and/or follow-up of the project.

How will the project be sustained over time? *(Demonstrate that you have the ability for the long-term maintenance, operation, distribution and/or follow-up of the project. For example, for construction projects, describe the plan for long-term management, maintenance, and operations of the building. For preservation projects, explain how your organization will ensure continued maintenance of the historic property or collection. For non-construction projects, describe how your organization will meet the long-term objectives of the project, disseminate project results and/or follow up on planned subsequent phases of the project.)*



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**E) PROJECT SUPPORT**

How much support and participation does the project have from former incarcerated, stakeholders, and/or the public? *(Letters of support are shared with the Japanese American Confinement Sites Grant Program Review Panel. Letters should demonstrate a strong level of support and/or a commitment of resources to the project, either through cash funding, in-kind support, public participation or continued involvement during and after completion of the project.)*

**5. SOURCES OF THE NON-FEDERAL COST MATCH**

A 2:1 Federal to non-Federal match is required. Please list the **secured** sources and amounts of the required non-Federal cost match, which can be cash, supplies/materials/equipment, land, or in-kind services. Federal funds may not be used for the match. If the match is **not yet secured**, please list the planned sources and amounts.