



**GUAM
INANGOKKON
PRESERVATION
INADAH! GU'AHAN
TRUST**

GUAM PRESERVATION TRUST

Grant Application

Submission Date: _____

Project Title: _____

Applicant's Name: _____

Applicant's Address: _____

Telephone: (W) _____ (H) _____

Email: _____

Duration of Project: _____ To _____

Amount Requested: _____

Project Location: _____

Check (√) One:

New Proposal

Old Proposal with Changes Date of Previous Submission: _____

Old Proposal without Changes Date of Previous Submission: _____

Type of Application (Check (√) One):

New Grant

Continuing Grant

Supplemental Grant

I have made such steps as are necessary to verify the information given in this application package and, to the best of my knowledge and belief, all information is true, correct and accurate:

Applicant's Signature: _____

* No funds will be disbursed when the GPT is funding a partial amount for any grant proposal until the applicant has demonstrated with letters of commitment or by other acceptable means, that adequate support, financial or other, has been guaranteed for the project's completion.



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Interim Grant Report

* for use only after approved Grant Agreement

Date: _____

Project Title/No: _____

Applicant's Name: _____

Has address changed since last report? ____ Yes ____ No

Applicant's Address: _____

Have contact numbers &/or email changed since last report? ____ Yes ____ No

Telephone: (W) _____ (H) _____

Email: _____

Grant Period: _____ To _____ Report # ____ of ____

Reporting Period: Quarterly Bi-monthly Monthly

On a separate sheet:

1. Describe your progress to date. Narrative should discuss the progress of the project in relation to the scope of work and methods stated in the grant application;
2. Give detail accounting of all grant funds expended: a). during this reporting period; and b). grant funds expended to date. Expenses should be itemized by category as listed in the grant application budget.
3. Have personnel changed? Is so explain.
4. List any concerns regarding this grant.

I have made such steps as are necessary to verify the information given in this application package and, to the best of my knowledge and belief, all information is true, correct and accurate:

Applicant's Signature: _____

GUAM PRESERVATION TRUST

Grant Proposal Guidelines

GENERAL GUIDELINES

- Applications must fall within the categories specified by the Program Descriptions.
- Proposed activities should take place entirely or substantially within the Territory of Guam.
- Applicants should concentrate their grant proposals on topics related specifically to Guam.
- Grant applications should be completed in full, regardless of the scope or the amount budgeted.
- Proposed projects must demonstrate a clear commitment to authenticity and preservation.
- Grant projects must be balanced and non-partisan.

WHO MAY APPLY

- Applicants may be individuals, community organizations or societies, community galleries or museums, religious organizations, humanities councils, registered nonprofit organizations, ethnic clubs, festival sponsors/organizers, or educational institutions.
- Individual applicants must be U.S. citizens and residents of Guam. Individual applicants who do not meet the above criteria may affiliate themselves with recognized Guam-based organizations for sponsorships.
- Government entities may apply. However, such grant applications are governed by Public Laws 20-151, 21-07, and 27-89, which prevent the use of GPT funds for operational expenses.

BUDGET GUIDELINES

Applications for grants must comply with the guidelines and requirements listed below.

- Budgets must be submitted in detail on separate sheet(s) of paper. The heading: “(Name of Grant) Budget” must be at the top of the page.
- Budget should include all applicable costs, such as staff, supplies, equipment, and miscellaneous.
- Budgets should be divided into sections by category (such as staff, supplies, etc.) and then itemized and subtotaled within each category and subcategory.
- A glossary of technical terms should be provided as an attachment to the proposed budget (if applicable).
- In-kind contributions (if any) should be included.

PROHIBITED COSTS

- Purchase of equipment.
- Rental of office/storage space, except for approved museum collections.
- Salaries of full-time positions or positions considered by the GPT to be full time and not related specifically to the project.

- Mileage.
- Requests for general operating support or assistance with annual funding needs, except as an allowable portion of requests to support specific projects.
- Requests in conflict with the spirit of Public Laws 21-151, 21-07, and 27-89.

ALLOWABLE COSTS

The following is a list of budget items typically considered as allowable costs.

- Fees for personnel involved in the grant project.
- Costs for materials and supplies related to the development and implementation of the project.
- Costs for contractual services (such as renting equipment or professional assistance) to be provided as part of the grant project.
- Acquisitions, collection, care, and conservation costs.
- Modest costs associated with training community members to perform continuing work in documenting, preserving, and enhancing historic places and perspectives
- Direct costs of mounting exhibitions, displays, or presentations that promote the preservation of and education of historic places

The costs described above do not comprise a definitive list. Other costs may be allowed at the discretion of the GPT Board.

For questions or inquiries:

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