



## **Arizona Route 66 Cost Share Grant**

**Available: 9:00 a.m., March 1, 2021**

**Close Date: 5:00 p.m., April 5, 2021**

### **Introduction**

The Historic Route 66 Association of Arizona has a limited number of funds available for cost sharing grants available to the Route 66 businesses community for projects that aim to preserve, promote, and protect Route 66 in Arizona.

Minimum requirements:

- At least 50/50 cost share match
- Goals of project positively impacts the Route 66 Arizona community
- Detailed Project Budget
- At least 2 bids for any work to be completed, or communication from at least 2 qualifying vendors.
- Business located on or in view shed of Route 66 in Arizona

### **Funding Request Range**

The Association will accept only one proposal from a qualified business annually. Proposals may be submitted for a minimum of \$500 up to a maximum of \$10,000. The total granting pool depends on fund availability in the cycle.

### **Proposed Project Categories**

#### **1) Preservation, Restoration, and Rehabilitation Projects**

The preservation, restoration, and rehabilitation of transportation-related properties on Route 66 are eligible project activities. Properties must be on, or within view of a Route 66 road alignment; be in their original location; and retain some historical and architectural integrity.

Eligible property types include:

- gas stations, automotive repair shops, and other automobile-related businesses
- restaurants and cafes
- motels, hotels, and campgrounds
- curio shops, tourist trading posts, tourism-related attractions
- original road pavement and associated road features (e.g., bridges, culverts)

Eligible activities include, but are not limited to repair, rehabilitation, or restoration of:

Doors and Windows  
 Light Fixtures  
 Historic Signs (in Historic Locations)  
 Bridges  
 Historic Road Pavement

Roofs  
 Floors  
 Foundations  
 Structural Elements  
 Plumbing, electrical, HVAC

**Important: Project plans and drawings prepared by a registered historical architect or other qualified professional must be included in all preservation, rehabilitation and restoration projects, or the development of such plans must be part of the project proposal. All work must conform to all applicable local/state building codes. Historic reports must have been completed within the last 5 years.**

## **2) Applications for projects outside historic preservation will also be accepted.**

### **Online Submission**

Download the application document. Fill out the required information. Applications must also include 2 quotes for repairs or communication from at least 2 qualifying vendors, and a budget. These items can be attachments included in email submissions. All submission will be submitted online by email to nikki@historic66az.com. Submissions received after the deadline will not be considered. Incomplete submissions will not be considered.

### **Eligibility Requirements**

- Business must be in the view shed of Route 66 in Arizona.
- The application for this grant cycle is online. If applicants do not have internet access, they are advised to contact local public libraries, which offer free public internet access.
- Organizations must complete projects and programs within the Arizona geographic boundaries.
- Project must be completed within 12 months from date funds are received.

### **Timeline for 2021 Grant Making**

- Grant cycle opens **March 1, 2021**
- Applications are due by **5:00 pm on April 5, 2021**
- Grant Panel will make final recommendations in late **May, 2021**
- Grant awards and decline letters out in **June, 2021**
- If funded, Final Report Due in **March 15, 2022**

### **Grant Deadline**

Proposals must be submitted by email to nikki@historic66az.com by **5:00 pm on April 5, 2021. No exceptions.**

### **Review and Evaluation Process**

All proposals will be reviewed through a competitive evaluation process. Reviewers will evaluate based on the criteria laid out below.

## Grant Reviewer Rubric

Criteria		Measure	Weak		Average		Strong
Purpose	Situation/ Need	Potential benefit to business and Route 66 community	1	3	5	7	10
		Application activities or outcomes preserve, promote, or protect Route 66 in Arizona.	1	3	5	7	10
		Economic viability of intended long-term use of the property or project.	1	3	5	7	10
	Application Design	Technical and professional qualifications of the project team.	1	3	5	7	10
		Activities, timetable, and goals are clear and well thought out.	1	3	5	7	10
		Appropriate resources (personnel, funding, time) are allocated to accomplish the goals.	1	3	5	7	10
Preservation, rehabilitation and restoration projects		Applicant's commitment to the long-term preservation, protection and management of the property, including provisions that, to the best of the owner's ability, the property will be preserved and protected for no less than 10 years.	1	3	5	7	10
		Existing historic integrity of the property. (Does it retain its historical appearance, design, features, and materials? Is it in its historic location?)	1	3	5	7	10
		Thoroughness of project planning documents, or plans for their preparation by a qualified historical architect or other appropriate professional.	1	3	5	7	10
Results/ Evaluation		Evidence is provided that indicates the program will achieve the desired results.	1	3	5	7	10
		Results are significant and can be demonstrated.	1	3	5	7	10
Funding		Diversity of funding sources (financial backing, in-kind support, and/or volunteer support from the community) indicates that application is sustainable.	1	3	5	7	10
Financial Indicators		The budget is easy to understand and logical. Clarity and feasibility of proposed project expenses and income.	1	3	5	7	10

## Grant Application

Please respond to questions in a separate word document. Make sure you include the project name in file name of your document.

### Project Overview

1. Project Name \_\_\_\_\_
2. Amount Requesting \_\_\_\_\_
3. Applicant Cost-Share Amount \_\_\_\_\_
4. Total Project Amount (Grant + Cost-Share) \_\_\_\_\_
5. Applicant Business/Organization \_\_\_\_\_
6. Contact Name & Title \_\_\_\_\_
7. Phone & Email \_\_\_\_\_
8. Address \_\_\_\_\_

### Project Details

5. State project goals and objectives.
6. History and description of property. Include date constructed, previous uses, ownership details.
7. Is the property on the National Register of Historic Places?  YES  NO
8. List any other organizations or individuals that will be assisting in the completion of this project.
9. Project Team. Please list the individuals who will work on this project and their qualifications and responsibilities. Include applicant's role in project.

### Narrative

10. Tell us the goals of the project and how they align with the mission to preserve, promote, and protect Route 66 in Arizona.
11. Provide a timeline of events as appropriate.
12. When applicable, please present data/evidence that documents the significance of the issue.
13. Please cite any resources, statistics, and/or studies provided in the program proposal detail above.
14. Please indicate if this is a new project, a project expansion or a continuing project.  
 New  Continuing
15. Please describe sustainability plans or efforts to continue the project past the funding year.
16. Please detail your need for financial assistance to complete the project.

17. How will you proceed with this project if you only receive partial funding? Are there components that are more critical than others? If so, please itemize the components and corresponding costs.

**Project Budget**

18. The project budget should show financial data for the proposed project during the grant period, not the organization/businesses overall operating budget. Please only include revenue and expenses related to the proposed project. In the comments area below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion.

**Documentation**

19. In addition to your completed application, budget, and 2 project quotes you may add up to **two** additional documents pertaining to the project. These documents may include (but are not limited to): brochures, photos, news articles, letters of support, etc.

## Terms and Conditions – Initial each line item.

1. I acknowledge that funding by the Historic Route 66 Association of Arizona, its affiliates, or any of its philanthropic partners is not guaranteed simply by virtue of completing this application. \_\_\_\_\_
2. Should my business be awarded a grant through this funding opportunity, I agree to submit a W-9 before money is awarded. \_\_\_\_\_
3. Should my business be awarded a grant through this funding opportunity, I agree to submit a final report for this project by the final report due date. \_\_\_\_\_
4. Should my business be awarded a grant through this funding opportunity, I agree to the following terms and conditions:

**Use of Grant Money.** The Grantee shall use the Grant Money only for the Project and in accordance with the proposal and budget previously submitted to and approved by Historic Route 66 Association of Arizona. The Grantee shall not make any significant change in the Project without the prior approval of the Historic Route 66 Association of Arizona. At the end of the grant period, the Grantee shall promptly return to the Historic Route 66 Association of Arizona any unused portion of the Grant Money. \_\_\_\_\_

**Reports.** The Grantee shall submit written reports on the accomplishments of this Project as well as an accounting of expenditure of grant funds. Reporting and documentation required by Historic Route 66 Association of Arizona shall be provided as outlined in the Grantee Final Report, which will be available as the final report due date nears. The Grantee shall provide The Historic Route 66 Association of Arizona with copies (if available) of any press releases, photographs and published material about the Grant Money and the work it made possible.

**Meeting Requirement.** The Grantee may be asked to attend a meeting at Historic Route 66 Association of Arizona, to be set at a later date, to discuss your project. \_\_\_\_\_

**Publicity.** You will allow Historic Route 66 Association of Arizona to review and approve the text, including quotes, of any proposed publicity concerning this grant prior to its release. The Historic Route 66 Association of Arizona may include information regarding this grant, including the amount and purpose of the grant, any photographs you may have provided, your logo or trademark, or other information or materials about your organization and its activities, in Association's newsletters, news releases or any other printed materials, along with our website and social media accounts. Please ensure that all publicity (including printed material, press releases and Web sites) states "partial funding provided by the Historic Route 66 Association of Arizona" If you require an electronic copy of Association's logo, please request it from nikki@historic66az.com. \_\_\_\_\_

**Retention of Records.** The Grantee shall keep all financial records pertaining to the Project for at least four years and shall make such records available to The Historic Route 66 Association of Arizona at reasonable times upon The Historic Route 66 Association of Arizona's request. \_\_\_\_\_

**Revocation of Grant Money.** The Grantee must return all unexpended grant funds immediately upon request by The Historic Route 66 Association of Arizona, at its sole discretion, determines that the Grantee has not performed in accordance with this Agreement. \_\_\_\_\_

**Grant Does Not Create a Partnership.** The Grantee shall not in any manner indicate, nor shall the grant or any documents related thereto be in any manner deemed to create or construed as creating, any kind of partnership, joint venture or other similar relationship between the Historic Route 66 Association of Arizona and the Grantee or other party. The Historic Route 66 Association of Arizona shall not be deemed in any manner responsible for the debts, liabilities or other obligations of the Grantee, including any such debts relating to this Project. \_\_\_\_\_

**Amendment.** This Grant Agreement shall not be amended or revised except by a written document signed by the parties hereto. \_\_\_\_\_

**Changes or Problems Occurring During Grant Year.** Any changes or problems in the Grantee Agency that affects the Project must be reported to The Historic Route 66 Association of Arizona immediately. \_\_\_\_\_

## Grantee Final Report

All information in **Bold** will be pulled from the Grant Application. All information in *gray italic* is additional information that will need to be filled out while completing the final report.

### Project Overview

1. Project Name \_\_\_\_\_
2. Grand Amount \_\_\_\_\_
3. Actual Applicant Cost-Share Amount \_\_\_\_\_
4. Total Project Amount Spent (Grant + Cost-Share) \_\_\_\_\_
5. Applicant Business/Organization \_\_\_\_\_
6. Person Submitting Report \_\_\_\_\_
7. Phone & email \_\_\_\_\_
8. Address \_\_\_\_\_

**Please review and answer the associated questions regarding actual results.**

### Project Narrative

1. State project goals and objectives.  
*Did you accomplish this?*  
*Additional Comments*
  
5. Tell us how the goals of the project align with our mission to preserve, promote, and protect Route 66 in Arizona.  
*Did you accomplish this?*  
*Additional Comments.*
  
6. Provide a timeline of events as appropriate.  
*Did you accomplish this?*  
*Additional Comments.*
  
3. Please indicate if this is a new project, a project expansion or a continuing project. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year.  
*Did you accomplish this?*  
*Additional Comments.*
  
4. Is this project being done in collaboration with other organizations, community members? If so, please list each and their role in the collaboration. If no, please discuss the resources available to fulfill the proposal.  
*Did you accomplish this?*  
*Additional Comments.*

### Project Budget

5. The project budget on the following page should show financial data for the proposed project



during the grant period, not the organization's overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project. In the space below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion.

*Did you work within the budget?  
Additional Comments.*

*How were the funds from this grant actually used--demonstrate by providing an itemized budget? What percentage above or below budget the project was actualized? Please provide the itemized project budget (from the proposal) with the corresponding actual expenditure in the space provided. If there are any significant variances from the original application budget, please explain.*

6. How will you proceed with this project if you only receive partial funding? Are there components that are more critical than others? If applicable.

*Did you accomplish this?  
Additional Comments.*

7. List any unintended results that the program or project caused. These could include things like unexpected collaboration opportunities.
8. List any challenges encountered during the grant period that diminished your organization's ability to achieve the intended outcomes.
9. What is your future funding strategy to continue the preservation the funding supported?
10. Please include a 150 to 250-word inspiring impact story and submit up to three (3) digital photos (size 300 dpi or larger) along with consent for publication. We want to share the good news of your great work!
11. Do you have any other comments or important information to share?



## Arizona Route 66 Cost Share Grant Affidavit in Support of Application

I am submitting this completed affidavit at the request of the Historic Route 66 Association of Arizona for the purpose of making an application for a public benefit or privilege. I hereby certify that I am a duly authorized representative of the organization identified below with the principal address as follows:

Organization: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Amount contributing to the Arizona Route 66 Cost Share Grant \$ \_\_\_\_\_

Source of funding: \_\_\_\_\_

I recognize that pursuant to Arizona Law, perjury constitutes a class 4 felony under A.R.S Sec 13-2702 and a false swearing constitutes a class 6 felony pursuant to A.R.S Section 13-2703.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## Document Checklist

Please make sure your application is complete. Incomplete application will not be considered.

- Grant Application
- Terms & Conditions
- Signed Affidavit in Support of Application
- At least 2 bids for any work to be completed, or communication from at least 2 qualifying vendors.
- Any supporting documents
- Photos of building, sign, project site
- Grantee Final Report is **not** due with application