



The Bis-Man Rail Bridge Fund is a one-time grant opportunity to document the history and legacy of the Bismarck-Mandan Rail Bridge. Funded through mitigation with the BNSF Railway, \$500,000 will be made available to eligible organizations with salvage, exhibit, education, or special projects related to the history of the bridge. Please note funding is dependent on the outcome of ongoing regulatory process. Timelines are subject to change and there is no guarantee that grant funds will be awarded.

The application deadline is 5:00 pm on April 21, 2023.

The application forms are available on the SHSND website as a PDF file: <http://history.nd.gov>

GRANT GUIDELINES

1. The following organizations are eligible to apply for Bis-Man Rail Bridge Funds:
 - For profit and non-profit organizations
 - legally organized subsidiaries of city, county, or tribal government
2. The following are ineligible to apply for Bis-Man Rail Bridge Funds:
 - Projects that have been started or completed prior to awarding of the grant.
3. Grant funds cannot be used to:
 - Establish endowments
 - Purchase collections
 - Fund-raising activities
 - New construction
 - Administer the grant
4. Qualified organizations may apply for a grant of any amount up to and including \$250,000. A 10% match for grant funds is required and can be in the form of in-kind or cash.
5. A 10% match for grant funds must be demonstrated in the grant application. Matching funds may be in cash or in-kind. In-kind matches (donated labor, supplies, and equipment) must be used in the specific project supported by the grant funds, not for work completed prior to the applications or award of the grant. Donated time for in-kind will be valued at \$25 per hour or as documented for professional services.

Your organization may qualify for a match waiver. Waiving the match requirement will be determined on a case-by-case basis. To request a waiver, please detail in the application narrative the reasons why the organization will have trouble meeting the full 10% match requirement and indicate the amount of match you are able to provide.

6. The applications are due 5:00 pm on April 21, 2023. A downloadable fillable pdf of the Application Form is available online or by request. Grant applications may be submitted electronically or by hard copy.
7. A grant may be approved for all or a portion of the amount requested in the proposal. Projects that involve salvage will have one year from the demolition of the bridge to complete the project. All other projects must be completed within two years from the effective date of the grant contract unless an alternate deadline is approved.
8. On-site visits may be scheduled by Society staff during the term of the project. A midpoint Progress Report will be required to be submitted and a final report identifying how the grant funds were used and describing the completed project in comparison with the grant proposal must be filed by within 30 days of completion of the project or by April 21, 2023, whichever is sooner.
9. Grant funds will be distributed by reimbursement, after a project is completed, and final report submitted with request for reimbursement.
10. Any unused funds resulting from uncompleted or unacceptable projects may be allocated by the Society to other projects that can be completed by the deadline.
11. For any questions relating to the grant application, proposed projects or application process please contact:

Amy Munson
State Historical Society of North Dakota
Grants & Contracts Officer
612 East Boulevard Avenue
Bismarck ND 58505

Phone: 701-328-3573
Email: amunson@nd.gov

GRANT CATEGORIES

SALVAGE

Up to \$250,000 is available for projects that include salvaging and utilizing bridge pieces. Organizations applying for salvage funds must partner with or be members of the Salvage Working Group as established by BNSF, the United States Coast Guard, and North Dakota Department of Transportation.

EXHIBITS

The exhibits category includes presentation of ideas and/or collections to interpret and provide a meaningful experience. Exhibits can be two-dimensional or three-dimensional, including structures or environments and may also include traveling exhibits. Funded projects may include exhibit cases, exhibit mounts, and interpretive panels.

EDUCATION

The education category can include programs or school-related activities that present ideas or enhance an exhibit, event, or theme. Examples may include theater performances, publications, or hosting field trips.

SPECIAL PROJECTS

A special project can include a lecture series, publication(s), survey, National Register Nominations, oral history, collaborative projects between various history related organizations and local youth groups, community celebrations, etc.

NOTE: A Level I Historic American Engineering Record will be developed as an addendum to HAER ND-2 and available as a source prior to construction for the new rail bridge beginning.

GENERAL APPLICATION GUIDELINES

The application deadline is 5:00 pm on April 21, 2023.

One copy of the completed application materials, including photos, are required and all sections of the grant application are to be completed.

Applications should contain:

- Bis-Man Rail Bridge Fund Application Form
- A Narrative that addresses the Grant Application Criteria
- Photos if required
- Budget Worksheet

Photos are required for all Salvage projects. Clear, good quality photos of the portion to be salvaged along with detailed photos of the proposed installation area must be submitted. Photos should be taken from public area not by trespassing on to BNSF Property. Photos are also encouraged to be submitted when applying under other grant categories.

The **budget** must include details on each line item and needs to include all major work elements. A budget worksheet is provided to assist in formulating the budget. The line items should equal the total project cost (the grant and the match). The basis for the estimated cost of work must be explained. Copies of professional estimates need to be provided to verify budget figures. The sources of the cash match needs to be provided (city funds, personal funds, grants, etc.).

Letters of endorsement and support as well as letters of commitment from partners, presenters, or advisors are encouraged to be included with the grant request.

Applications are to be prepared and presented in a type-written, professional manner. A downloadable fillable pdf of the Application Form is available online or by request.

Questions regarding the Bis-Man Rail Bridge Fund Program may be directed to Amy Munson, amunson@nd.gov State Historical Society of North Dakota (701)-328-3573.

Submit completed applications to:

Amy Munson
State Historical Society of North Dakota
Grants & Contracts Officer
612 East Boulevard Avenue
Bismarck ND 58505

Phone: 701-328-3573
Email: amunson@nd.gov

Bis-Man Rail Bridge Fund

APPLICATION CHECKLIST

- ☐ **Application Form** completed and signed.
- ☐ **Narrative** Addressing the Grant Application Criteria.
- ☐ **Budget** detailed line-item budget with justification.
- ☐ **Timeline** include beginning and ending dates, with checkpoints in between.
- ☐ **Photographs** Clear, good quality photos of the portion to be salvaged along with detailed photos of the installation area must be submitted. Photos are also encouraged to be submitted when applying funder other grant categories.
- ☐ **Letters of Support**

Electronic Submission Requirements

- Must be submitted as a **single** pdf including photo
- Submit via email to: amunson@nd.gov

Paper Submission Requirements

- One copy, single sided, 8.5 x 11" paper
- Do not individually sleeve pages

APPLICATIONS MUST BE RECEIVED
BY THE STATE HISTORICAL SOCIETY
BY 5 PM **April 21, 2023**

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Application Form

Project Name: _____

Grant Category (see page 2 of the application to determine which category best describes your project)

☐ Salvage

☐ Exhibits

☐ Education

☐ Special Projects

Organization Name: _____

Contact Person: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____ **County:** _____

Contact Phone: _____ **E-mail Address:** _____

Grant Funds Requested \$ _____

Matching Funds \$ _____

Total Project \$ _____

Certification

The applicant hereby certifies:

1. That to the best of the applicant's knowledge the information contained in this application is accurate and complete, and the application has been duly endorsed by the local governing body appropriate for the applicant.
2. That the applicant acknowledges that prior to any disbursement of grant funding a contractual agreement will be drafted and signed by the applicant and the State Historical Society of North Dakota, specifying detailed terms and conditions to include compliance with all federal, state and community licensing, permits, laws, and regulations.
3. That the applicant is officially recognized as having a non-profit status by the IRS and agrees to verify that status at the time of application or is a legally organized subsidiary of a tribal, city, or county governments.

Signature of Applicant _____ Date _____

Name and Title (printed) _____

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GRANT CRITERIA

Section 1 – Project Narrative

1. Description of project (what is the project, how will the grant funds be utilized and where will the project be located?)
2. What is the projected timeline for the proposed project?

Section 2 - Project's Relevance to the history of the Bismarck Mandan Rail Bridge

1. How will the project create an experience and or product that will enhance the understanding and appreciation of North Dakota heritage and culture?
2. How does the proposed project integrate with existing or planned projects and activities by other local and/or regional groups?
3. Describe how the project will benefit the community, region and/or state (i.e., economic, educational, other).
4. What is the project's importance to the local area and how is it tied to the history of the Bismarck Mandan Rail Bridge

Section 3 - Financial & Budget Description

1. What is the overall cost of the proposed project?
2. List all sources and amounts of cash funding or in-kind contributions.
3. Donated time for in-kind will be valued at \$25 per hour or as documented for professional services. (Please note: grant administration fees cannot be paid by grant funds; however, the value can be used as a match).

Note: A Budget Summary form of how the grant funds will be invested, and a description of the local match, and other funding is required for this section. See attached "Budget Worksheet" form.

Section 4 - Project Administration

1. Who is the project applicant? (name of entity making grant application)
2. Who will manage the project? (name of entity, and/or individual responsible for overall project management)
3. Could a portion of the project be completed if the grant award is less than the request?

Section 5 – Evaluation & Sustainability

1. How will the project's success be evaluated?
2. What are the long-term goals for the organization and/or project? Does your organization have a strategic or 5-year plan? If so, how does this project fit with the plan.

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BUDGET WORKSHEET

ORGANIZATION: _____

PROJECT: _____

Please list all costs associated with the grant and if the cost was grant funds or match. Copies of bid or quote should be included.

Cost Items	Grant Funds	Match	Total
TOTAL			