

Mississippi Archaeological Research Grant Program

Grant Application and Guidelines

Mississippi Department of Archives and History
Historic Preservation Division
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TABLE OF CONTENTS

General Information	3
Part I: Program Schedule	5
Part II: Requirements	6
Part III: Grant Selection Criteria	9
Part IV: Instructions for Applying for Funds	10
Part V: Forms	
Application Form	13
Application Checklist	15
Project Budget Breakdown	16
Statement of Understanding	18

General Information

The Mississippi Archaeological Research Grant Program is designed to provide funding for archaeological research, archaeological data recovery, and laboratory testing (such as carbon 14 dating) to increase the knowledge of the prehistory and history of Mississippi through an archaeological perspective. The goal of this program is to provide the tools to perform intensive analysis of archaeological data and curated collections and the opportunity to publish findings by researchers who are otherwise limited by financial constraints.

Specifically, this grant program will provide funding to university archaeologists and archaeological graduate students for research projects within the State of Mississippi. At present, most archaeological surveys in Mississippi are performed to fulfill the requirements of Section 106 of the National Historic Preservation Act of 1966. The majority of this work consists of Phase I surveys (identifying and recording archaeological sites), and does little to enhance our knowledge of Mississippi's archaeological past. Only through controlled testing (Phase II) and excavation (Phase III) can more in-depth knowledge of prehistoric and historic archaeological data be obtained and analyzed. The publication of the research funded by this grant program is meant to answer and refine archaeological research questions in the State of Mississippi that are not addressed by Section 106 archaeology, as well as to update the Comprehensive Historic Preservation Plan. Therefore, this will have the dual effect of better focusing the research questions and aims of the Section 106 projects conducted within the state. The information will also help in making determinations of National Register eligibility for archaeological sites (Criterion D).

Since most in-depth archaeological research is performed by university archaeologists and graduate students, either on a volunteer basis or with very limited funding, producing the findings of research and making those findings available to a wider audience is often tediously slow. The Mississippi Archaeological Research Grant Program, which will assist researchers by providing funding for laboratory testing, research needs, and possibly some equipment, will enhance the understanding of Mississippi's archaeological past and ultimately provide a wealth of information that will better assist cultural resource efforts in determining National Register eligibility for archaeological sites.

Maximum funding for the program is \$25,000. Individual requests for grant assistance may not exceed \$10,000 per project. Grant awards will be paid to the grantee by the Department on a **reimbursable** basis upon successful **completion** of the project.

Applicants receiving grant awards should be prepared to cover all project costs prior to receiving reimbursement.

The information on the following pages describes the grant program more fully and explains the process for requesting grant funds. The regulations and guidelines set forth

in this manual must be followed by all grant recipients. **Please read the entire manual before completing the applications.**

If you have questions please contact Pamela Edwards Lieb at 601-576-6940.

Incomplete or late applications will not be considered.

Part I: Program Schedule

Grant applications will be accepted by the Department of Archives and History, Historic Preservation Division until **5:00 p.m. October 12, 2007**. Late applications will be **ineligible**. The Historic Preservation Division is located in the Charlotte Capers Building at 100 South State Street, Jackson, Mississippi. The mailing address is P. O. Box 571, Jackson, Mississippi 39205.

After evaluation by the Department staff, all complete applications will be presented to the Board of Trustees of the Department of Archives and History at its **December 2007** meeting. The Board will select the grant recipients from among those projects that meeting the criteria. In selecting the grant recipients, the Board will endeavor to balance the geographical distribution of grant awards.

All applicants will be notified in writing of the Board's decision by **December 28, 2007**. Press Releases with this information will be issued immediately following the decision. **Telephone inquiries about the status of the selection process are discouraged.**

Project work must not begin until a formal grant agreement has been executed between the applicant and the Department of Archives and History. All grant projects **MUST** be completed by **December 1, 2009**. Failure to complete the project on time could place the state in arbitrage, which can result in serious penalties being imposed upon the state by the United States Internal Revenue Service.

October 12, 2007	<u>APPLICATION DEADLINE</u> – Grant applications must be received by the Mississippi Department of Archives and History before 5 p.m.
December 2007	<u>PROJECT SELECTION</u> – Board of Trustees of the Department of Archives and History selects projects to be funded. <u>AWARD NOTIFICATION</u> – By this date, applicants are notified in writing of grant awards.
February 2008	<u>MEMORANDUM OF AGREEMENT</u> – Applicants will receive a memorandum of agreement to sign and return to the Department of Archives and History before the execution of contracts.
December 1, 2009	<u>COMPLETION DEADLINE</u> – Grant projects must be completed before this date.

Part II: Requirements

A. Eligibility

- 1. Applicant eligibility:** Eligible applicants include (a) university or college archaeological researchers (b) professors of archaeology or anthropology (c) graduate students in anthropology or archaeology. All applicants must be citizens of the United States.
- 2. Property eligibility:** Mississippi Archaeological Grant funds may be used for any public archaeological collections from the State of Mississippi and/or any private or public archeological sites located in the State of Mississippi. Research involving private collections can be funded only when they are involved in a comparative analysis with a public collection.
- 3. Eligibility of Proposed Work Items:** Mississippi Archaeological Research Grants may be used to fund Field School excavations, analyses of curated collections such as WPA projects or MDAH collections, comparative analyses, laboratory tests such as carbon 14 dating, limited purchases of testing equipment or other projects related to archaeological research.

Only projects directly related to archaeology in the State of Mississippi are eligible for this grant.

All proposed work must conform to the Secretary of the Interior's Guidelines for Archaeological Documentation.

Grants **CANNOT** be used to reimburse expenses for work done before or after the grant period specified in the contract.

Eligible projects include, but are not limited to:

- Laboratory tests including Carbon 14 dating, Thermoluminescence dating, etc.
- Field School excavations
- Analyses of curated collections such as WPA projects or MDAH archaeological collections
- Comparative analyses

Ineligible activities include, but are not limited to:

- Certain Publication Expenses
- Curation Fees
- Housing Expenses
- Standard Field Equipment such as shovels, screens, trowels, etc.

B. Project Personnel

The **Project Coordinator** represents the grant recipient in the administration of the project and is responsible for ensuring the progress and timely completion of all work on the project and for submitting progress and reimbursement requests to the Historic Preservation Division. The project coordinator is also the Historic Preservation Division's contact for all correspondence relating to the project. There are no academic or professional requirements for this position.

The **Project Professional** conducts or supervises the professional aspects of the grant project and is responsible for the quality of the final product. The project professional must meet the requirements listed as Principle Investigator in *Guidelines for Archaeological Investigations and Reports in Mississippi* and the Secretary of the Interior's Standards and Guidelines, Archaeology and Historic Preservation's "Professional Qualifications Standards" (*Federal Register* vol. 48, no. 190, 9-29-83, Part IV, pg. 44738-44739).

One person may serve both as project coordinator and project professional, provided that he or she has the necessary qualifications. Grant applicants should contact the Historic Preservation Division if they have any questions regarding these two positions. **The grant applicant should make no commitments to a project professional without securing Department approval.**

C. Funding Levels

Twenty-five thousand dollars is available for distribution as grant awards. No grant award will exceed \$10,000.

In some cases, the Department may offer a grant of a smaller amount than was requested. The applicant will then be asked to decide whether or not to modify the proposed scope of work and accept the grant. If the applicant declines, the money will be redistributed to other qualified applicants by the Board of Trustees.

The Department of Archives and History reserves the right to reject grant applications that do not include an adequate project description, or that include project budgets not commensurate with the product(s) to be created or the amount of work to be done.

D. Reimbursement Requests

Mississippi Archaeological Research Grants are reimbursable grants. The grant recipient may receive payment only after providing appropriate documentation showing that project costs have been incurred.

Applicants receiving grant awards should be prepared to cover all project costs prior to receiving reimbursement from the Department of Archives and History.

Specific instructions on filing reimbursement requests will be supplied to grant recipients. No grant project may result in a net financial profit for the grantee. Any funds generated in the course of a grant project will be considered program income and must be applied toward the total project costs. This reduction of the total project cost will result in a corresponding reduction of the grant award. Applicants who think they may generate program income as a result of the proposed project should consult the Historic Preservation Division for advice **before** completing this application.

E. Publications

All research resulting from this grant project shall be submitted to the *Mississippi Archaeology* journal and/or MDAH's *Archaeological Research Series* for publication.

All publicity releases, informational brochures, printed programs, public reports and pertinent presentations that the grantee produces or initiates pertaining to the approved grant must acknowledge support in the following form:

“This program is financially assisted by the Mississippi Archaeological Research Grant Program through the Mississippi Department of Archives and History.”

The following disclaimer must be included in all printed programs, brochures, and public reports, or announced at the public program:

“The views expressed herein do not necessarily represent those of the Mississippi Department of Archives and History.”

Part III: Grant Selection Criteria

All applicants must meet criteria one through three. Criteria four through nine will be used to rate and rank each project.

- 1. The project must be directly related to archaeology in the State of Mississippi.**
- 2. The grant application must demonstrate that the organization has clearly defined, obtainable goals, reasonable expectations of the work involved, and detailed budget estimates.**
- 3. The applicant must provide assurance that the project has a well defined plan and will be completed in a timely manner.**
- 4. Priority will be given to Mississippi Universities and Colleges.**
- 5. Priority will be given to research involving MDAH collections.**
- 6. Priority will be given to research on endangered sites or collections.**
- 7. Priority given to research that helps to answer research questions defined in the archaeological components of the “Comprehensive Historic Preservation Plan for the State of Mississippi” or research that helps to clarify and expound the State Plan.**
- 8. Priority will be given to projects that have additional funding sources.**
- 9. Priority will be given to projects using innovative technology or techniques.**
- 10. If all other application factors are equal, then MDAH reserves the right to select applications that will insure diversity in the cultures and/or time periods that are being researched.**

Part IV: Instructions for Applying for Funds

It is important that the applicant read the entire manual before completing your application. All of the various forms needed to apply for grant funds are attached. Please supply **one original and four copies** of the complete applications packet assembled in the order shown below. Completed applications **MUST** include all of the following **IN ORDER**:

- A. Application Form
- B. Grant application checklist
- C. Project Narrative and Format
- D. Project Budget
- E. Resume(s)
- F. Signed Statement of Understanding

The following information is intended to clarify specific sections in the application.

A. Application Form

- 1. Project Title:** The project title should reflect the kind of project that the grant applicant has proposed in the application (for example, the “Carbon 14 dating of Six Charcoal Samples from Site 22CA565”). Allowable project work can be found in Section II, Part A.
- 2. Name and Address of applicant** (organization)
- 3. MDAH funds requested:** The amount of funds being requested from the Department of Archives and History, \$1,000, \$5,000, or \$10,000.
- 4. Other funds to be requested:** List the amount of any other funds received for this project.
- 5. Project Coordinator Information:** The name and address of the person responsible for ensuring that the final product meets all applicable regulations (see Part II, Section B).
- 6. Project Professional Information:** The name and address of the person responsible for supervising the professional aspects of the grant project and ensuring the progress and timely completion of all work on the project (see Part II, Section B).
- 7. Proposed Grant Period:** The beginning and end dates of the project.
- 8. Archaeological Site Name and Trinomial:** If applicable, list the site name(s) and number(s) that will be included in the project.

9. Description of proposed project: Give a brief description of the proposed project including the main research goal, methodology, how the proposed grant will assist the project, and how the proposed project will benefit our understanding of the archaeology of Mississippi.

B. Grant Application Checklist

Please refer to the grant application checklist (attached) for instructions on how to assemble the parts of the application and how many copies are required. Please check off the items on the list and submit the checklist as part of the grant application.

C. Project Narrative and Format

Please supply a narrative description (**no more than five (5) pages**) that:

1. Provides a detailed description of the project and its goals, the context in which it has been developed, the methodology, and the work to be accomplished including how this project will benefit the knowledge of Mississippi's archaeological resources.
2. Lists and describes the products that will result from the project (i.e. journal articles, thesis material, etc.)
3. Includes an outline of the timetable of the project.

D. Project Budget

Please complete the attached budget form.

1. **Proposed Work Cost Breakdown:** Provide a complete budget breakdown. The budget should be as thorough as possible. Costs should be itemized according to work elements (such as research, laboratory tests, equipment, supplies, etc.). Be sure to account for the total cost of the proposed project.
2. **Total Project Costs:** Indicate the total cost of the project work. This should be the sum total of the costs described in the cost breakdown. The grant amount requested should not be greater than \$10,000.
3. **Estimates:** Please indicate how project estimates were determined (i.e. estimates from laboratories, etc.)

Only direct project costs are allowable. Indirect costs are NOT allowable expenses under this program and should not be included. Inclusion will disqualify the application from consideration.

The grant recipient must also keep accurate records of all expenditures. These records must be able to satisfy the requirements of a state audit.

E. Resume(s)

Please submit a copy of the resume of the person who will act as project coordinator with the grant application as well as a resume of the applicant. If the grant project will include a project professional please include a copy of this person's resume as well.

F. Statement of Understanding

Please read and sign the statement of understanding that is attached and return it with your grant application.

**Mississippi Archaeological Research Grant
Application Form**

Please read the entire application before completing. Inaccurate or incomplete applications will not be considered.

1. Title of Project: _____

2. Applicant Information: Name _____

Address: _____

City: _____ State: _____ Zip Code: _____

Title/Position _____ Telephone: _____

Email address: _____

3. MDAH Funds Requested: \$ _____

4. Matching Funds To Be Provided (if applicable) _____

5. Project Coordinator Information: Name: _____

Title/Position: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email

Address: _____

6. Project Professional Information: Name _____

Title/Position: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

7. Proposed Grant Period:

Date Beginning: _____ Date Ending: _____

8. Archaeological Site Name(s) and Trinomial(s): _____

9. Description of Proposed Project: (do not exceed space provided). Project narrative and format to be attached.

All projects must **directly** relate to archaeology in the State of Mississippi. Any research or finding produced as a result of these grants are **required** to be submitted to the *Mississippi Archaeology* journal and/or MDAH's *Archaeological Research Series* for publication.

Mississippi Archaeological Research Grant Application Checklist

Please submit this completed checklist with the grant application. For proper consideration the grant application **MUST** include the following **IN ORDER**:

- _____ Application Cover Form
- _____ Grant application checklist
- _____ Project Narrative and Format
- _____ Project Budget
- _____ Resume(s)
- _____ Signed Statement of Understanding

Instructions for assembling the grant application:

- A. Place **original** documents, assembled in the above order, in a three-ring binder.
- B. Make four copies of each of the items on the checklist above. Assemble these documents into four application packets following the order of the checklist above and staple in the upper left hand corner. **DO NOT place copies in three-ring binders or have them bound.**
- C. Submit the five sets of the grant application (one original and four copies) to the Historic Preservation division by 5:00 p.m., October 12, 2007. Applicants are encouraged to submit their applications early.

Applicants are encouraged to make an additional copy of all documents to retain for their records.

Mail to: Historic Preservation Division Mississippi Department of Archives and History P O Box 571 Jackson, MS 39205-0571	Deliver to: Historic Preservation Division Mississippi Department of Archives and History 100 South State Street Jackson, MS 39201
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Project Budget Breakdown

- 1. Proposed Work Cost Breakdown:** Provide a complete budget breakdown. The budget should be as thorough as possible. Costs should be itemized according to work elements (such as research, laboratory tests, equipment, supplies, etc.). Be sure to account for the total cost of the proposed project.

2. Total Project Cost \$ _____
(Total project cost equals grant amount requested)

Grant Amount Requested \$ _____

3. Estimates: Please indicate how project estimates were determined (i.e. estimates from laboratories, etc.)

Statement of Understanding

With respect to any grant received from the Department of Archives and History, the applicant indicates by his/her signature that he/she has read, understands and agrees that:

1. This is a request for consideration for a grant and does not constitute a commitment for funding from the Mississippi Archaeological Research Grant Program, administered by the Department of Archives and History.
2. The individual submitting this grant request on behalf of the applicant has the necessary authority to request consideration of this project by the Department of Archives and History.
3. No work covered in this application is to begin until the applicant has been notified in writing that funds have been awarded and has accepted in writing the terms and conditions of the grant.
4. If a grant is awarded, all obligations for material work are to be paid by the applicant, who will then receive reimbursement from the Department of Archives and History, based upon prior approval.
5. Grants will be administered in accordance with all applicable laws, regulations, policies, requirements and guidelines, including Title VI of the 1964 Civil Rights Act, non-discrimination on the basis of handicap, and equal employment and labor laws.
6. Procurement actions will be conducted in a manner that provides for maximum open and free competition.
7. All costs charged to the grant project will be in payment of approved budget items.
8. An adequate financial management system will be maintained to provide control of all property, funds and assets.
9. The project, if funded will be carried out in accordance with the guidelines set forth by the Historic Preservation Division, Department of Archives and History and will be completed within the allotted time.
10. If the project is funded, the applicant will submit a final report to the Historic Preservation Division and an article reflecting the research results to the *Mississippi Archaeology* journal and/or MDAH's *Archaeological Research Series*.
11. The applicant will cooperate with the staff of the Department of Archives and History in meeting all of the above requirements.

12. Additional administrative requirements and project-specific conditions may be a part of any grant offer made by the Department of Archives and History as a result of this application.
13. Failure to comply with conditions set forth in this Statement of Understanding will result in cancellation of the grant.

The applicant recognizes and agrees that any state financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the State of Mississippi reserves the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and on the person or persons whose signature(s) appear below and who is/are authorized to sign this assurance on behalf of the applicant.

Name of Applicant/Project Sponsor

Date

Name and Title of Authorized Representative

Signature