

Grant Application Instructions

Each year the Guam Preservation Trust Board of Directors allocates grant funding with the following deadlines:

Grant Cycle 1: January 5 - 4:00 P.M. CST

Grant Cycle 2: August 5 - 4:00 P.M. CST

Note: Should the deadline fall on a weekend or holiday, the application should be submitted the following business day by 4:00 P.M. Chamorro Standard Time

All grants are discretionary and subject to the availability of funds

Eligibility Information

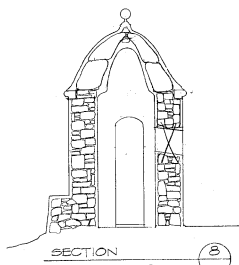
- Applicants may be individuals, community organizations or societies, community galleries or museums, religious or faith-based organizations, humanities councils, registered non-profit organizations, ethnic clubs, festival sponsors/organizers or educational institutions
- An individual applicant must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

Program Areas of Interest

Program areas of interest for this Grant Application can be found in the [Guam Preservation Trust Circular 2018-A](#).

Cost Share

GPT requires a cost-share by each grantee either in cash or in-kind contributions for the grant proposal



Criteria for Proposals

The following criteria will be applied in the evaluation of all grant proposals:

CRITERION 1: Introduction and Project Overview/Summary (10pts)

This criterion provides an overview of the proposed project:

- Applicant Name
- Project Title
- Duration of the Project
- Project Goals
- Project Objectives (not activities)
- Expected Outcome(s) of the Project
- Project Location
- Introduction of the Proposed Project

CRITERION 2: Need for Assistance (25pts)

This criterion should indicate the relationship between the proposed project and the GPT program or program areas of interest applied under, and the applicant's long-range goals:

- Need for Assistance
- Applicant's long-range goals

CRITERION 3: Project Approach (20 pts)

This criterion should indicate the applicant's project strategy to include:

- Partnership planning (Community involvement in the planning of the project)
- Implementation plan
- Accessibility to the general public

CRITERION 4: Organizational Capacity (25pts)

This criterion should indicate if the applicant/organization has staff with the necessary knowledge, skills and expertise to successfully manage the project and funds if awarded:

- 📌 Applicant Organization and cooperating partner organizations
- 📌 Applicant organizational structure
- 📌 Project staff biographies and position descriptions.
- 📌 Program management capacity.
- 📌 Fiscal management capacity.
- 📌 Partnership agreements, letters of commitment, etc.

CRITERION 5: Project Impact and Evaluation (20pts)

This criterion should indicate an impact statement and an evaluation process to determine successful outcomes:

- 📌 Expected project impact.
- 📌 Evaluation and monitoring process.

Non-Criteria

- 📌 Proposals are not evaluated solely on the dollar amount requested, except when the budget total exceeds a ceiling amount established by the GPT Board.
- 📌 Proposals are not evaluated on their potential for financial gain for either GPT or the applicant.
- 📌 Proposals that were previously disapproved are not penalized upon revision and resubmission.

Reporting Requirements

Successful grantees/applicants are required to submit timely interim progress and financial reports (usually quarterly) to the Guam Preservation Trust Office. A complete final and narrative report must be submitted sixty (60) days after the project's completion. The last increment of the grant is paid upon acceptance of the final report and a notarized affidavit of payments of debts and claims is submitted.

Grant Process

The Application review process is as follows:

📌 Application Form

The Grant Application must be completed with supporting documentation and submitted by the grant deadline before introduction to the Board of Directors. Applications will be evaluated on the basis of this form as well as required supporting documents.

📌 GPT Staff Review

The application is initially screened by GPT Staff for thoroughness and prepared for review by the Grant Evaluation Committee.

📌 Introduction to Board of Directors

Each application is introduced at the board meeting and is referred to the Grants Evaluation Committee for assessment.

📌 Grant Evaluation Committee Review

A minimum of three members of the GPT Board reviews the application and makes a recommendation for approval or disapproval to the Board.

📌 GPT Board Meeting

Board members discuss and then vote for approval or disapproval.

📌 Notice of Action

Applicants are informed of the GPT Board's decision and, when a proposal is disapproved, the applicant is notified and provided with a rationale for the disapproval.

For more information contact:

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