

# Silos & Smokestacks National Heritage Area EDUCATION SCHOLARSHIP FUND: 2012 INTERNSHIP GRANT

Applications are due postmarked February 1, 2012



## INFORMATION AND ASSISTANCE

Staff is available to assist you with your questions or to discuss your application in advance of its submission.

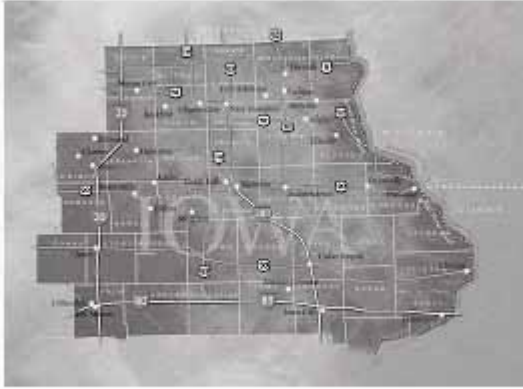
For more information or questions regarding this application, please contact:

Silos & Smokestacks National Heritage Area  
Contact Person: Angi Reid, Education & Interpretation Manager  
604 Lafayette Street, Suite 202  
P.O. Box 2845  
Waterloo, IA 50704-2845  
Phone: (319) 234-4567 Fax: (319) 234-8228  
Email: [areid@silosandsmokestacks.org](mailto:areid@silosandsmokestacks.org)

**This application is also available online at:  
[www.silosandsmokestacks.org](http://www.silosandsmokestacks.org)**

## BACKGROUND

A National Heritage Area is a part of our country's landscape that has been recognized by the United States Congress for its unique contribution to the American experience. A Heritage Area may be created to celebrate a critical moment in history or be associated with a large-scale natural resource such as a river valley, or be a cultural resource such as an historic canal or roadway. Other areas, like Silos & Smokestacks National Heritage Area (SSNHA), are developed around a common theme or an industry that influenced the culture and history of that area.



In late 1996, Silos & Smokestacks received its designation as a *National Heritage Area* as part of the Omnibus Parks and Public Lands Management Act, making it one of 49 national heritage areas in the country granted this important distinction. As of 2000, Silos & Smokestacks was authorized to seek matching federal funds annually through the National Park Service.

The National Park Service determined that northeast Iowa is a living landscape of heritage resources of national significance. Within the 37-county area, much of the heritage of America's agricultural revolution still exists and is in need of preservation and

interpretation. Iowans and visitors desire opportunities to learn about the farms, the industries, and the people that strive to maintain a wholesome food supply.

The Silos & Smokestacks National Heritage Area mission is to preserve and tell the story of American agriculture and its global significance through partnerships and activities that celebrate the land, people and communities.

The agricultural heritage of the area is being explored through interpretation of six themes:

- The Fertile Land;
- Farmers and Families;
- The Changing Farm;
- Higher Yields: The Science and Technology of Agriculture;
- Farm to Factory: Agribusiness in Iowa; and
- Organizing for Agriculture: Policies and Politics.

Each theme discovers different features of the area's heritage. Taken together the themes allow visitors to interpret and experience the story in many ways: in small towns and larger cities; along trails and county roads; and on farms, natural areas, local museums and historical buildings.

Because the size of the Heritage Area is over 20,000 square miles, visitors use cars, buses or bicycles to travel between Heritage Area locations. Most Heritage Area sites already have interpretive materials or programs to explain their unique features and stories. SSNHA is building the framework – signage system, exhibits at partner sites, visitor kiosks, publications and brochures, tours, and educational websites – which will tie the stories together about the Heritage Area and its destinations to create a quality visitor experience.

## **GOALS OF THE INTERNSHIP GRANT PROGRAM**

It is the intent of Silos & Smokestacks National Heritage Area (SSNHA) to support sites, attractions and events of educational value that focus on America's agricultural heritage as it relates to the 37 counties of northeastern Iowa. The following are the goals of the Internship Grant Program:

1. Expose college students to the diverse careers related to agriculture and cultural organizations in northeast Iowa and provide opportunities for the student to establish positive relationships with various SSNHA partner sites.
2. Provide opportunities for college students to expand his/her experiences and skills and to apply concepts and philosophies learned in the classroom to on-the-job situations.
3. Aid SSNHA partner sites in hiring qualified and enthusiastic **college interns** that offer fresh new perspectives and skills to the partner site and its mission.
4. Enhance the site's agricultural connection through projects that preserve and interpret America's agricultural and agricultural industrial stories and its significance to the nation and the world consistent with the SSNHA Interpretive Plan.

***Intern Grant recipients are required to hire a college student that is currently enrolled in either an undergraduate or graduate program.***

## **ELIGIBLE APPLICANTS**

Eligible applicants must be designated Silos & Smokestacks National Heritage Area partner sites. All applicants must be able to meet matching requirements outlined below.

## **RANGE OF AWARDS**

Requests for matching grants provided through the Silos & Smokestacks National Heritage Area Education Scholarship Fund: Internship Grant may not exceed \$3,000.

## **ELIGIBLE INTERN PROJECTS**

Funds are to be used to pay up to 70% of the wages of a summer intern. Interns may be hired to complete a specific project such as educational programs, interpretation, marketing, graphic design, preservation, conservation and/or agricultural related. Intern projects proposed must stem from and support development of at least one of the six key interpretive themes as outlined in the SSNHA Interpretive Plan. The six key interpretive themes include The Fertile Land, Farmers and Families, The Changing Farm, Higher Yields: The Science and Technology of Agriculture, Farm to Factory: Agribusiness in Iowa and Organizing for Agriculture: Policies and Politics.

Projects must demonstrate how it will help preserve and interpret America's agricultural and agricultural industrial stories and its significance to the nation and the world. Projects should also provide a valuable experience for the intern, as well as for the site.

***Some preference will be given to applicants who have not received intern grant funding in the previous year.***

If you need a copy of the SSNHA Interpretive Plan, please call (319) 234-4567 to request a hard copy or visit <http://www.silosandsmokestacks.org> and click on About Us to view the Executive Summary.

## **ELIGIBLE INTERN TIMEFRAME AND COMPENSTATION**

The official internship period for 2012 will be from May through August. Students and Partner Sites may arrange mutually agreeable beginning and end dates. Interns should work between 240 hours and 480 hours and be paid between \$7.25 and \$10.00 per hour for their services. It is expected that all applicants provide a fair wage to the intern for the scope of work in that community.

## **MATCHING FUNDS**

Projects funded through the SSNHA Internship Grant Program must document the ability to provide matching funds at the time of application. Please provide a letter signed by the applicant's financial officer or authorized representative, documenting the amount of match funding being contributed to the proposed budget. Grant applicants must provide at least 30% cash match to the grant request to cover intern wage. For example, if your total intern wage cost is \$3,000, you may request \$2,100 in grant funds. The grantee must provide a cash match of \$900.

Cash matches require that actual money change hands and must be documented with copies of invoices and cancelled checks.

All internship funds must be expended within the grant period. Under no circumstances should the intern begin work on the specified project until the contract has been signed by a SSNHA representative and the grant recipient. Failure to follow these guidelines will result in the revocation of your grant.

## **TIMELINE FOR 2012 SSNHA GRANT PROGRAM**

<b>Postmarked February 1, 2012</b>	<b>Grant applications due to the Silos &amp; Smokestacks Office</b>
February 25, 2012	Grant awards announced
Mid March 2012	Grant recipient site posts intern request with area colleges
May 2012	Intern begins work at site
Early June	Intern Grant Training at SSNHA Headquarters
Late May	Required intern and supervisor orientation
August 31, 2012	All internship positions/projects completed

**Final Reports are due no later than September 30, 2012.** The grant will be issued in two installments. The first installment will be issued upon signing of contract, and the final installment will be issued upon receipt and acceptance of final report.

## INTERN PROJECT APPLICATION REQUIREMENTS

All applicants must fill out the application form and answer all questions in the space provided. Please type or print answers to all questions. Text must be written in no smaller than 10-point font.

**All applications must be postmarked on or before February 1, 2012. Enclose the original signed application and 5 copies of the proposal to:**

Silos & Smokestacks National Heritage Area  
Angi Reid, Education and Interpretation Manager  
604 Lafayette Street, Suite 202  
PO Box 2845  
Waterloo, IA 50704-2845

### I. **Application Form**

The signature of the legal representative or highest elected official of the applicant organization is required. By signing the application, the applicant certifies that to the best of their knowledge and belief, data in the application is true and correct, including commitment of local resources; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all applicable federal and state requirements, including the above if assistance is approved.

### II. **Budget Form**

The budget should include the intern wage costs that will be charged to the grant funds and the intern wage cash match, as well as any intern project costs supported by applicant or third party cash and in-kind contributions. Please attach a Budget Explanation to further explain budget items.

## CRITERIA CHECKLIST

All checklist items should be addressed in the proposal.

- New or existing program
- Expected outcomes for project and intern.
- Ties to the SSNHA interpretive themes consistent with SSNHA Interpretive Plan.
- Sustainability of the project beyond intern grant funding (if applicable).
- Clear scope of work and reasonable timeline.
- Anticipated wage.
- Designated supervisor capable of providing guidance for the intern.
- Matching funds for wage.

## **SILOS & SMOKESTACKS EDUCATION SCHOLARSHIP FUND REVIEW COMMITTEE AND CONFLICT OF INTEREST**

In order to maintain the highest standards of fairness in the competition for grants, Silos & Smokestacks operates to avoid any possible conflict of interest. Any member of the Internship Grants Committee will abstain from deliberating or voting on any proposal in which he/she is connected through employment, through service as an unpaid consultant to the project, or as an officer or other representative.

### **INFORMATION AND ASSISTANCE**

Staff is available to assist you with your questions or to discuss your proposal in advance of its submission. You are encouraged to call early in your proposal development to produce a thorough application.

For more information about Silos & Smokestacks National Heritage Area Internship Grant Program or questions regarding this application, please contact:

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Contact Person: Angi Reid  
Education & Interpretation Manager  
604 Lafayette Street, Suite 202  
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Email: [areid@silosandsmokestacks.org](mailto:areid@silosandsmokestacks.org)

# SSNHA 2012 INTERNSHIP GRANT PROGRAM APPLICATION FORM

Intern Project Name \_\_\_\_\_

Project Description (Please describe your project in one sentence):

\_\_\_\_\_  
\_\_\_\_\_

Intern position/project falls into the following type of activity: (Check those that apply.)

Graphic Design       Conservation       Preservation  
 Educational Programs       Interpretation       Marketing/ Communications  
 Agriculture       Other (please specify) \_\_\_\_\_

Name of SSNHA Partner Site \_\_\_\_\_

Site's Federal I.D. Number \_\_\_\_\_

Applicant's Contact Person \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

Applicant's City, State, Zip \_\_\_\_\_

Applicant's Phone \_\_\_\_\_

Applicant's Fax \_\_\_\_\_

Applicant's Email \_\_\_\_\_

What is the budget for the proposed intern project? (Please provide a breakdown in detail of figures entered below, using separate sheet if necessary.)

\$ \_\_\_\_\_ Grant Amount Requested  
+  
\$ \_\_\_\_\_ Amount of Cash Match  
+  
\$ \_\_\_\_\_ Value of In-Kind Support  
=  
\$ \_\_\_\_\_ Total Intern Project Budget

Application Checklist — a complete proposal includes:

Completed Application Form       Letter documenting Applicant's match funding  
 Completed Budget Form/Explanation       1 original and 6 completed copies

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Organization and Title

\_\_\_\_\_  
Date

## SSNHA 2012 INTERNSHIP GRANT PROGRAM APPLICATION FORM (cont.)

Answer the following questions in the space provided. *Please answer these questions as thoroughly as possible, as they will be used to determine grant eligibility.*

1. Describe the project you are requesting to complete with this internship grant. *(Please indicate if this is a new or existing program and how it will be a value to the community and Heritage Area.)*

*New program*    *Existing program*

2. If an existing program, describe if there are any modifications that will be made that will help enhance the interpretation of agriculture in the Heritage Area.

3. Describe the outcomes you hope to achieve for your site as well as the region.

## SSNHA 2012 INTERNSHIP GRANT PROGRAM APPLICATION FORM (cont.)

4. Check all the interpretive themes that will be preserved or interpreted through the proposed project.

- |   |   |
|---|---|
| <input type="checkbox"/> The Fertile Land     | <input type="checkbox"/> Higher Yields: The Science and Technology of Agriculture |
| <input type="checkbox"/> Farmers and Families | <input type="checkbox"/> Farm to Factory: Agribusiness in Iowa                    |
| <input type="checkbox"/> The Changing Farm    | <input type="checkbox"/> Organizing for Agriculture: Policies and Politics        |

Describe in detail how each theme will be preserved or interpreted through the proposed intern project. Include references to subcategories from the Silos & Smokestacks Interpretive Plan.

5. Describe in detail how the project will be sustainable after the internship and how it will be sustained.

6. State the anticipated start and end date for the internship, as well as the number of weeks projected to work and the expected number of hours they will work per week.

Anticipated Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_  
Anticipated # of weeks \_\_\_\_\_ Anticipated # of Hours/Week \_\_\_\_\_

## **SSNHA 2012 INTERNSHIP GRANT PROGRAM APPLICATION FORM (cont.)**

7. Describe the scope of work and a realistic timeline of the project. Outline key threshold tasks including beginning and ending dates for each task.

8. What is the anticipated wage of the intern? \$ \_\_\_\_\_

9. Who will be the supervisor of the intern? How will the supervisor's schedule be modified to handle this responsibility?

10. How will this project be improved with the assistance of an intern?

## SSNHA 2012 INTERNSHIP GRANT PROGRAM BUDGET

Please complete the following budget for your project. You may submit a separate sheet if desired.

**Grant applicants must provide at least 30% cash match to the grant request to cover intern wage\*.**

	Grant Request	Cash Match	In-Kind	= Subtotal
<b>Intern</b> (# hrs per week x # of weeks x amount per hour) _____ = _____		(* Must be 30% or more of amount requested.)	NA	
<b>Supervisor</b> (# hrs per week x # of weeks x Amount per hour) _____ = _____	NA	NA		
<b>Intern Project Materials &amp; Supplies</b> <i>(Please list)</i> _____ _____ _____	NA			
<b>Intern Project Travel Expenses</b> <i>(Please list travel)</i> _____ _____ _____	NA			
<b>Other expenses directly related to the intern's work</b> _____ _____	NA			
<b>Total</b>				

Source of Cash Match: \_\_\_\_\_  
 \_\_\_\_\_

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