

Application Prep List

If you plan on applying for a grant through the Route 66 Historic Revitalization Grant Program, there are a few things you can start working on now so that you won't have to scramble at the last minute.

SAM.gov Registration

This registration is required of any entity receiving federal funds. You must fully register, not just sign up for an account on the website. It can take a couple months to get fully approved, so this is important to start early. Once you are fully registered, you will receive a Unique Entity Identifier (UIE), which is needed for any payments from the federal government.

[Click here for the Entity Registration Quick Start Guide](#)

Budget

You can start looking for contractors and getting quotes now to help build your project budget. You will need to identify which parts of your budget will be part of the grant award and which will go towards match. Make sure you know where your match is coming from. This can be cash or in kind. Cash match is actual money spent for contractors, supplies, staff time, or anything else related to the project. In kind can be volunteer time, donations, or other items that are not paid for, but have a comparable cash value. The value of volunteer time is valued at \$36.14/hour according to the Independent Sector.

[Click here for the Independent Sector](#)

Grant awards can be from \$10,000-\$100,000 and require a 20% match of your project total. If you ask for the full \$100,000, you will need at least \$25,000 in matching funds. **Grant award (80%) + Match (20%) = Project total (100%)**

Federal requirements state that you can act as your own contractor, and this is generally subject to the same requirements as work performed under contract. If you are acting as your own contractor, you need to support the reasonableness of your proposed budget by at least one independent estimate from an experienced source.

National Register of Historic Places

You can make sure your property is listed on or eligible for the National Register of Historic Places. You can reach out to the SHPO office, or check online at www.nps.gov/subjects/nationalregister/database-research.htm If your property is not listed, reach out to our office to discuss a Determination of Eligibility.

[Click here for the National Register of Historic Places](#)

Set up a Preapplication Meeting

You are required to meet with the grant coordinator or a partner prior to applying. You can do this any time. This meeting will take about 30 minutes, and we will discuss your project, eligibility requirements, and grant requirements.

State Historic Preservation Office: 1110 W. Washington St #100 Phoenix, AZ 85007

Historic Preservation Grants Coordinator

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