

# Archaeology Grant Application Form

## Part 1: Administrative Data

Landowner Information (The person or entity with the legal authority to permit work on the property.)

Landowner Name

Landowner Organization, if applicable

Landowner Mailing Address

Landowner Phone Number

Landowner Email address

## Applicant Information (if different from Landowner)

Applicant Name

Applicant Organization, if applicable

Applicant Mailing Address

Applicant Email Address

Applicant Phone Number

Relationship of Applicant to Landowner and/or Property (e.g. Consultant/Contractor, Board Member.)

## Property Information

Property Address

County (select more than one if the property is in multiple counties)

Is the property entirely located within the State of Utah?

Yes

No

Does the Property have owners or stakeholders other than those listed above? If yes, then please provide a name and contact information.

## Project Description

You may choose to respond to the below questions or upload a document (pdf, Word, etc) that responds to the prompts. A narrative project description is not required for this grant, but we do need some project details to evaluate your proposal.

## Proposed project activities

(select all that apply)

- Survey/site recording
- Archaeological site recording (no survey)
- National Register of Historic Places Nomination
- Interpretation
- Site protection

Please describe the specific activities you propose to undertake using grant funds. You may want to include such information as: proposed survey acreage, expected or known number of sites to record or create National Register Nominations for, types of interpretative media, and methods for site protection.

# Funding and Timeline

## Funding Breakdown

This grant requires that the applicant provide a 50% match for project funds.

Total amount of project costs:

Total amount of cash match:

Total amount of in-kind match:

Please specify in-kind materials or services:

Other sources of funding or material:

Total amount of grant money applied for:

Grant money will be disbursed in three installments\*:

- The first will be immediately upon the award of the grant and will be no more than 30% of the total project budget.
- The second will be upon receipt at the Utah SHPO of a draft report, draft UASF, and other paperwork as appropriate.
  - Approximately 35% of the project budget will be awarded at that time.
- The third and final grant disbursement will be upon receipt at the Utah SHPO of all final project deliverables.
  - The remaining balance of the grant award will be disbursed at that time.
    - A final payment will only be disbursed after the recipient produces a report to the grantor detailing how the grant's purpose and performance metrics have been fulfilled demonstrating effective and appropriate use of the Archaeology Grant funds.
  - Funds will be disbursed from the Utah SHPO to the landowner or organization, unless otherwise agreed upon.

If the project requires a different schedule of disbursement, please specify dates, deliverables, and amounts:

\*The availability and disbursement of grant funds is subject to legislative appropriation and legislative action on a year-to-year basis. Per State law (Utah Code 63G-6b-201(4)(e)), grant funds are subject to follow-up audit and clawback of the grant funds if an audit shows that the grant funds were inappropriately used. Per State Law, grant funds may not be used for prohibited discriminatory practices as defined in Utah Code 53B-1-118.

**Please attach a detailed proposed budget to this application form. A proposed budget is a required attachment for this application.**

## Disclosure of State Funding Sources

Per State Law, all other state funding must be documented as part of the grant application process. This includes direct awards, competitive grants, pass-through, partnerships, memorandums of understanding, etc.

Please disclose all other state funding sources received. You can include a table listing the state funding source and amount of funds as an attachment or provide that information here.

State funding source:

Amount of state funding:

Year Funding Awarded:

Term or length of award:

## Timeline

Desired project start date:

Desired project completion date:

Other milestones, please specify date and description:

## Supporting Documentation

A proposed budget document is required to be attached to this grant. Other supporting documentation is encouraged, but not required for this grant. Supporting documents may include but are not limited to: letters of support, documentation showing matching funds, resumes of project staff, maps, photographs, plans or other specifications.

Please attach additional documentation to your email or mailed response.

## Attestations

I have read and agree to the [Ethical Statement/Preservation Agreement](#).

Signature

Today's Date

Printed Name

# Submission Instructions

Application packets must be complete prior to review. Incomplete packets will be returned to the applicant for completion. Please use the following checklist to ensure all application components are complete:

Archaeology Grant Application Form filled out completely

Proposed Project Budget attached

Optional Attachments

Project Description (including project activities)

Timeline

Letters of Support

Documentation of matching funds (required if matching funds are in-kind or cash from sources other than the applicant and/or landowner)

Resumes of project staff

Maps

Photographs

Archaeology Grant Application Form Signed and Dated

This form may be emailed to [kstauffer@utah.gov](mailto:kstauffer@utah.gov) or mailed to:

Utah SHPO Archaeology Grant Program  
Attn: Karlee Stauffer  
3760 Highland Drive Millcreek, Utah 84106

If you have additional questions you may contact Karlee Stauffer at any time at [kstauffer@utah.gov](mailto:kstauffer@utah.gov).