



FLORIDA DEPARTMENT OF STATE / DIVISION OF

*Historical Resources*

# Abandoned African-American Cemeteries Grants

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HISTORIC PRESERVATION GRANTS PROGRAM

# Program Overview

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## Historic Cemeteries Program - ch. 2023-142, Laws of Florida

- Duties and responsibilities include, subject to legislative appropriation, providing grants to the following entities:
  - Research institutions, colleges and universities, and qualified nonprofit organizations for the purpose of conducting genealogical and historical research necessary to identify and contact the relatives and descendants of persons buried in abandoned African-American cemeteries.
  - Local governments and qualified nonprofit organizations for the purposes of repairing, restoring, and maintaining abandoned African-American cemeteries.
- The state budget appropriated \$1,000,000 in nonrecurring grant funds from the General Revenue Fund for grant funding in the 2024-2025 fiscal year.

# Grant Program Governance

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- Section 267.0617, Florida Statutes, *Historic Preservation Grant Program*
- Section 267.21, Florida Statutes, *Historic Cemeteries Program*
- Chapter 1A-39.001, Florida Administrative Code
- Abandoned African-American Cemeteries Grant Guidelines
  - The Guidelines can be found on the DHR Grants Program webpage.  
<https://dos.fl.gov/historical/grants/abandoned-african-american-cemeteries-grants/>
  - The Guidelines contain information that pertains to the entire grant process – from application through funding and management.
  - Prior to submitting an application, potential applicants should review these Guidelines, specifically noting sections regarding eligibility, project descriptions, and allowable expenses.

# Application Requirements



# Application Submission Period

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Submission Period:

April 1 - June 3, 2024

Grant Period:

July 1, 2024 - June 30, 2025

- Applications are submitted via the DOS Grants System at [DOSgrants.com](https://dosgrants.com).
- Applications will be evaluated on a competitive basis and the selected projects will be awarded funds for FY2025

# Cemetery Eligibility

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The Cemetery must meet the following requirements:

- It shall not be a licensed cemetery under Chapter 497, Florida Statutes.
- It shall have a majority of interments occurring more than 50 years ago, with no recorded interment in the previous 10 years and no contracted future interments or other burial rights.
- Its presence shall have been previously reported, recorded, identified, or documented through archival research, archaeological survey, accidental or intentional ground disturbance, oral history, FMSF Form, etc.
- It shall have a documented association with interments of persons of primarily African-American ancestry.

# Cemetery Ownership

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For Projects that require physical access to the Cemetery, the Applicant must have either:

- ownership of the property where the Cemetery is located or
- written concurrence of the Property Owner; or have the right to maintain the cemetery pursuant to Section 704.08, Florida Statutes, which shall be documented by a court order

In the event that an extant Property Owner of the cemetery parcel cannot be determined through official property records:

- If the applicant is a county or municipality, they must demonstrate that they have provided notice to the Department of Financial Services (DFS) pursuant to 497.284, Florida Statutes, and that they intend to take action as necessary and appropriate to care for and maintain the cemetery.
- If the applicant is not a county or municipality, the county or municipality where the Cemetery is located has provided notice to DFS as directed in 497.284, Florida Statutes, and that the county or municipality has empowered the applicant as their designee to care for and maintain the cemetery.

For the purposes of this program, an eligible applicant may lease state-owned land or building(s) or both.

# Applicant Eligibility

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- Section 267.21(2), F.S., specifies grant eligibility for the following types of applicants and projects:
  - Cemetery Research projects:
    - Research Institutions
    - Colleges and universities
    - Qualified nonprofit organizations
  - Cemetery Restoration Projects:
    - Local governments
    - Qualified nonprofit organizations
- For further details, see Section II of the Guidelines.



# Application Restrictions

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- Applicants may submit only one (1) grant application per application cycle with the following exceptions:
  - County or City governments, or universities may submit single applications from more than one division or department provided those divisions or departments are separate and distinct budgetary units and provided that applications do not address the same Cemetery.
  - Applicants with projects funded with Federal funding or by the Legislature outside of the review of the grant review panel or Secretary of State are not eligible to receive Abandoned African-American Cemeteries grant support for the same Scope of Work from the Division within the same fiscal year.
  - No organization may receive more than \$1.5 million in Abandoned African-American Cemeteries grant funding during a consecutive 5 state fiscal year period.

# Project Types

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- Cemetery Research – awarded to research institutions, colleges and universities, and qualified nonprofit organizations for the purpose of conducting genealogical and historical research necessary to identify and contact relatives and descendants.
  - Note, research projects **do not** fund archaeological fieldwork or comprehensive field surveys of geographic areas whose goal is to locate and identify abandoned cemeteries.

# Project Types

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- Cemetery Protection – awarded to local governments and qualified nonprofit organizations for the purposes of repairing, restoring, and maintaining abandoned African-American cemeteries. This includes:
  - Planning to guide long-term preservation (e.g., existing conditions assessments, architectural/engineering drawings, and management plans).
  - The restoration of historic funerary resources and the in-kind replacement of resources that cannot be repaired.
  - Removal of vegetation that negatively impacts the historic resources.
  - Erosion control and fill for purposes of leveling sunken graves.
  - Installation of appropriate security features, including lighting or fencing.
  - Installation of limited interpretative signage.
  - Marking of unmarked remains, which is approved by the Division and consistent with SOI Standards.
  - Note, this **does not** include archaeological fieldwork, other than remote sensing techniques such as ground penetrating radar and magnetometry performed by a professional archaeologist to determine the boundaries of the cemetery or location of interments for planning purposes.

# Award Amount

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- Applicants may request up to \$50,000.
- There is no minimum request amount
- There is **no match** requirement for this program.

# Application Review



# Staff Review

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- The technical review of applications verifies:
  - The Cemetery is eligible
  - The Applicant is eligible
  - Proposed project is consistent with selected project type
  - Non-allowable expenses are not included in the Scope of Work or Budget
  - The application is complete and all supporting documentation has been provided
- Only documents that are provided in response to requests for clarification from staff will be considered after the application deadline.

# Historic Cemetery Program Advisory Council Review

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- Eligible applications will be reviewed by the Historic Cemetery Program Advisory Council at a public meeting.
  - Advisory Council members independently evaluate each application in DOSGrants.com based on the review criteria in the program Guidelines.
  - After members have evaluated the applications, there will be a public meeting to review, discuss, and score the applications.
  - Members' scores will be averaged by DOSgrants.com to determine the final score of each application.

# Criteria and Scoring

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- Eligible applications will be reviewed based on 8 scored criteria.
- Points for each criterion vary, with total possible score of 100.
- Applications must receive a minimum average score of 80 or higher to be recommended for funding.
- Evaluation will be based on the information contained in the application and support materials.

For further details, see Section VII of the Guidelines.



# Criteria

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1. Criteria Related to the Site or the Proposed Project:
  - a. Historic and cultural significance, meaning the relative importance of the Cemetery in connection with historical events, developments, or personalities and its present value to the community (**up to 10 points**).
  - b. Need for the proposed project or activity, including existing or potential threats of loss or damage to the Cemetery or to the genealogical and historic information associated with it (**up to 20 points**).
  - c. Appropriateness of the proposed project scope of work, budget, and timeline in relation to the property, site, resources, collections, or information that form the basis of the proposed project (**up to 10 points**).

# Criteria

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## 2. Criteria Related to Organization Administration:

- a. Administrative capability, as demonstrated in the application, including staffing, facilities, and organization resources adequate to complete the proposed project and meet the administrative requirements of the grant. Applicant administrative experience with previous or open grants awarded by the Division, other divisions of the Department of State, and other granting entities (**up to 10 points**).
- b. Financial resources adequate to carry the project costs, as necessary, pending receipt of disbursements of grant funds or to cover project costs exceeding grant funds awarded. Ability of the applicant or property owner to maintain the Cemetery once the project is complete (**up to 10 points**).
- c. Consideration for and availability of professional services required to carry out the proposed project, either within the applicant organization or as consultants/vendors (**up to 10 points**).

# Criteria

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## 3. Criteria Related to Public Benefit:

- a. Public good, including how accessible to the public the Cemetery or information is (or will be when project work is complete), educational potential, or other public benefit resulting from the proposed project (**up to 10 points**).
- b. Community support for the proposed project, including from volunteers, partner organizations, descendants, property owners, and other stakeholders (**up to 20 points**).

# Funding Process

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- Following the public meeting, the Division will prepare a final ranked list of all recommended applications for review and approval by the Secretary of State
- Grant funding recommendations approved by the Secretary of State will be funded top-down on the final ranking list until the appropriation is depleted.
- Funds will be released to grantees only after a Grant Award Agreement is fully-executed and certain deliverables are met.

Questions?

Getting Started  
in  
DOSgrants.com



# DOSgrants.com

- Must complete an online application form at <http://www.dosgrants.com> by the application deadline (June 3, 5:00 p.m. Eastern) Applicants must have a DOSgrants.com account

For more information on creating an account, click [here](#).



The screenshot shows the homepage of the Florida Department of State Grants System. At the top, there is a navigation bar with the Florida Department of State logo and links for Cultural Affairs, Elections, Historical Resources, and Library and Information Services. Below this is a dark blue header with the DOSgrants logo and a login section. The login section includes fields for Username and Password, a Login button, and links for 'Forgot your password?' and 'Register as a new user'. A secondary navigation bar contains links for Home, Grants, Panels, Search, and Help. The main content area features the title 'Florida Department of State Grants System' and a welcome message: 'Welcome to DOS Grants, the Florida Department of State's online Grants system'. Below the text is a photograph of a young child in a red shirt looking at a tablet. Underneath the photo is a paragraph of text explaining the purpose of DOS Grants and a final instruction to select 'Grants' in the menu.

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS**  
grants

Log In

Username:  Password:

[Forgot your password?](#) [Register as a new user](#)

Home Grants Panels Search Help

## Florida Department of State Grants System

**Welcome to DOS Grants, the Florida Department of State's online Grants system**



DOS Grants allows Floridians to apply for and manage grants offered by the Department of State through the Divisions of Cultural Affairs, Elections, Historical Resources and Library and Information Services. These grants support Florida's position as the recognized national leader in arts and culture, information management and history and heritage while creating opportunities for every Floridian to participate in Florida's culture, history, information, business and electoral process.

Select "Grants" in the menu above to see the available applications or create an account and add your organization to get started.

# Organization Association

- Applicants must be associated with an organization to apply for grants

The screenshot shows the Florida Department of State Grants portal. The user is logged in as eric.case@dos.myflorida.com, Role: DOS Division Admin. The Organization dropdown menu is open, showing options: View my Organizations, My Organization Requests, Request to Join Organization, Create an Organization, and Search Organizations. Below the menu, there are instructions on how to search for organizations and a search input field with a search button and a cancel button.

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

Welcome eric.case@dos.myflorida.com  
Role: DOS Division Admin  
Log Out

Home Account Organization Grants Panels Reports Administration Search Help

Organizati

- View my Organizations
- My Organization Requests
- Request to Join Organization
- Create an Organization
- Search Organizations

- We recommend you search by Federal Employer Identification Number (FEIN) to ensure you find the correct organization
- When searching by name use the major parts of the name instead of "inc." or "llc"
- If your organization is a functional area of a county, municipality or university, it may be helpful to search for the parent organization instead.

Enter Organization Name, FEIN or County:

The screenshot shows the Florida Department of State Grants portal. The user is logged in as eric.case@dos.myflorida.com, Role: DOS Division Admin. The Organization dropdown menu is open, showing options: View my Organizations, My Organization Requests, Request to Join Organization, Create an Organization, and Search Organizations. Below the menu, there are instructions on how to search for organizations and a search input field with a search button and a cancel button.

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

Welcome eric.case@dos.myflorida.com  
Role: DOS Division Admin  
Log Out

Home Account Organization Grants Panels Reports Administration Search Help

Organization Details

Test

Request Account Association with Test

Edit Organization | Manage staff | Manage Relationships | Deactivate Organization

Organization Information Organization Applications Organization Grants

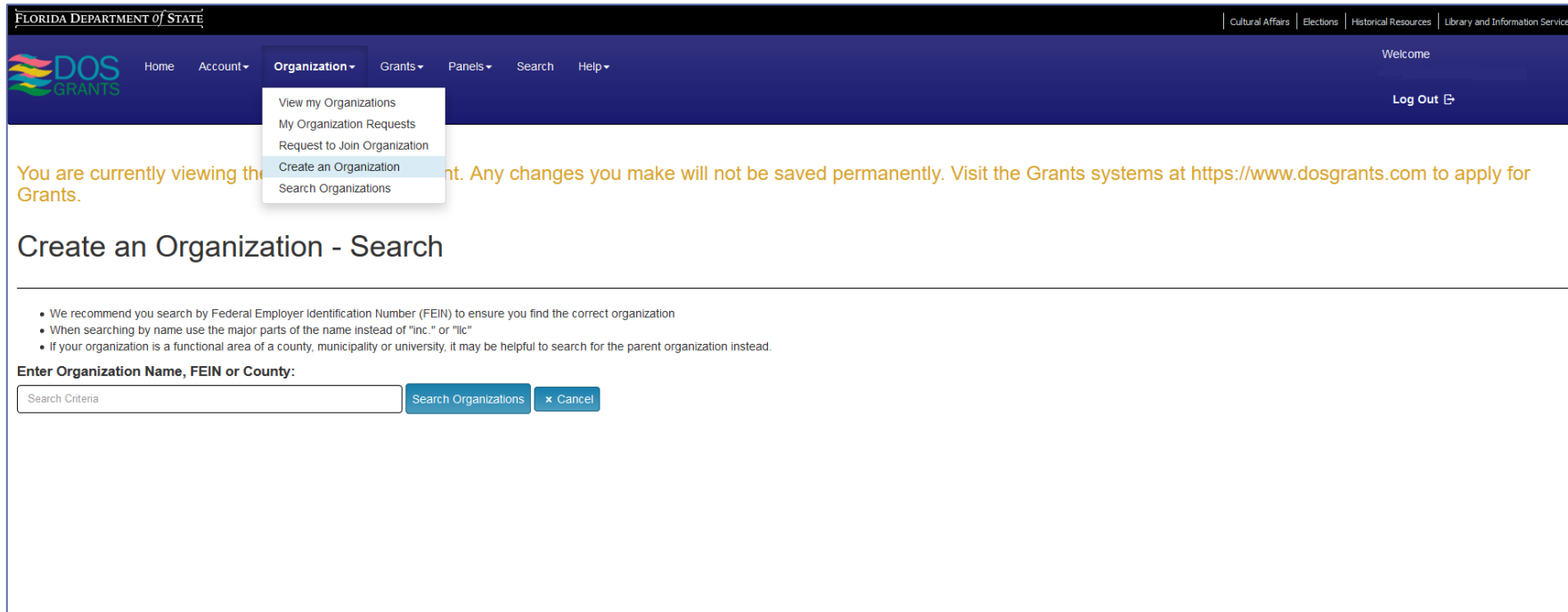
Legal Name:	Test	FEIN:	00-0000000	DBA Name:	
Alternate Name:		Known By:		Vendor Sequence:	
Organization Purpose:	Community Organization	Organization Type:	Nonprofit Organization	County:	Not Selected
House District:		Senate District:		Congressional District:	

For more information, click [here](#).



# Organization Association

- If a profile for your organization does not exist, you must create one



The screenshot shows the Florida Department of State Grants system interface. The top navigation bar includes the Florida Department of State logo, the DOS GRANTS logo, and links for Home, Account, Organization, Grants, Panels, Search, and Help. A dropdown menu is open under the 'Organization' link, showing options: View my Organizations, My Organization Requests, Request to Join Organization, Create an Organization (highlighted), and Search Organizations. The main content area displays a message: "You are currently viewing the Grants system. Any changes you make will not be saved permanently. Visit the Grants systems at https://www.dosgrants.com to apply for Grants." Below this is the heading "Create an Organization - Search". A list of instructions is provided: "We recommend you search by Federal Employer Identification Number (FEIN) to ensure you find the correct organization", "When searching by name use the major parts of the name instead of 'inc.' or 'llc'", and "If your organization is a functional area of a county, municipality or university, it may be helpful to search for the parent organization instead." At the bottom, there is a search form with the label "Enter Organization Name, FEIN or County:", a text input field containing "Search Criteria", a "Search Organizations" button, and a "Cancel" button.

For more information, click [here](#).

# Organization Profile

- Applicants should verify that the following information is included in the Organization profile:
  - Phone number (with extension if applicable)
  - Principal Address
  - Mailing Address
  - Website
  - Org Type
  - County
  - Fiscal Year End Date

Organization Details					
Test					
<a href="#">Edit Organization</a>   <a href="#">Manage staff</a>   <a href="#">Manage Relationships</a>   <a href="#">Deactivate Organization</a>					
Organization Information		Organization Applications		Organization Grants	
<b>Legal Name:</b>	Test	<b>FEIN:</b>	00-0000000	<b>DBA Name:</b>	Division of Historical Resources, Florida Department of State
<b>Alternate Name:</b>		<b>Known By:</b>	United States	<b>Vendor Sequence:</b>	
<b>Organization Purpose:</b>	Community Organization	<b>Organization Type:</b>	Nonprofit Organization	<b>County:</b>	Leon
<b>House District:</b>		<b>Senate District:</b>		<b>Congressional District:</b>	
<b>Email:</b>	eric.case@dos.myflorida.com	<b>Phone:</b>	850.245.6338	<b>Fax:</b>	
<b>TDD:</b>		<b>Website:</b>	website.com	<b>OCLC Symbol:</b>	
<b>Organization Status:</b>	Active	<b>Status Effective Date:</b>	4/26/2017		
<b>DUNS:</b>	123456789	<b>Fiscal Year End Date:</b>	06/30		
<b>Archived Notes:</b>					
Physical Address: 500 S. Bronough St. Tallahassee Florida, 32399					
Mailing Address: 500 S. Bronough St. Tallahassee Florida, 32399					
Payment Address: 500 S. Bronough St. Tallahassee Florida, 32399					
<b>Staff List</b>					

# Organization Roles

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- Organization Manager
  - Permissions: May view, edit, and submit applications; may edit profile and add/edit staff
- Profile Editor
  - Permissions: May edit Organization Profile
- Grant Editor
  - Permissions: May edit applications but may not submit
- Submitter
  - Permissions: May view and submit applications
- Viewer
  - Permissions: May only view application details

# Finding and Completing the Application



# Application Location

The screenshot shows the Florida Department of State Grants website. The header includes the DOS logo and navigation links for Home, Account, Organization, Grants, Panels, Search, and Help. A 'Grants' dropdown menu is open, showing options for 'Apply for Grant', 'My Organization Applications', and 'My Grants'. A message states: 'You are currently viewing the Grants system. Any changes you make will not be saved permanently. Visit the Grants systems at <https://www.dosgrants.com> to apply for Grants.' Below this is a 'My Dashboard' section with a 'My Current Applications' table that is currently empty. At the bottom, there is a 'My Grants' table, also empty.

Division: Historical Resources			
Abandoned African-American Cemeteries	Abandoned African-American Cemeteries	3/11/2024 - 4/30/2024	<a href="#">Apply Now</a>
Small Matching	The Department of State, Division of Historical Resources, provides state and federal funds for historic preservation. The purpose of this program is to provide funding, in the form of grants, to assist local, regional and state-wide efforts to preserve significant historic and archaeological resources, and to promote knowledge and appreciation of the history of Florida. This program provides historic preservation grants on a competitive basis. The program does not fund operational support for historic preservation organizations. The Legislature determines the amount appropriated annually for the program, and funding for all eligible applications is not guaranteed. The Small Matching Guidelines specify program policies and procedures. More information regarding the program is available <a href="#">here</a> .	3/5/2024 - 5/10/2024	<a href="#">Apply Now</a>
Special Category	The Department of State, Division of Historical Resources, provides state and federal funds for historic preservation. The purpose of this program is to provide funding, in the form of grants, to assist local, regional, and state-wide efforts to preserve significant historic and archaeological resources and promote knowledge and appreciation of the history of Florida. This program provides historic preservation grants on a competitive basis. The program does not fund operational support for historic preservation guidelines. The Legislature determines the amount appropriated annually for the program, and funding for all eligible applications is not guaranteed. The Special Category Guidelines specify program policies and procedures. More information regarding the program is available <a href="#">here</a> .	3/4/2024 - 4/1/2024	<a href="#">Apply Now</a>

# Section A: Organization Information

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# Organization Information

## Division of Historical Resources - Abandoned African-American Cemeteries

### A. Organization Information

B. Project Information

C. Cemetery Information

D. Historical and Cultural Significance

E. Project Specifics

F. Budget

G. Impact

H. Support Materials

I. Review and Submit

Test

### Organization Information

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Next →

Project Title:

Print Preview || Exit

Application Instructions

#### Applicant Information

- a. Organization Name: Test [↗](#)
- b. FEID: 00-0000000
- c. Phone number (with extension if applicable): 850.245.6666
- d. Principal Address: 500 S Bronough St Tallahassee, 32399
- e. Mailing Address: 500 S Bronough St Tallahassee, 32399
- f. Website: <https://dos.myflorida.com/historical/>
- g. Organization Type: Nonprofit Organization
- h. Organization Category: Community Organization
- i. County: Leon
- j. UEI number: X48FHWYR64H3
- k. Fiscal Year End Date: 01/02

# Project Team

- Proposed Project Team
  - Those who will be directly involved with the execution of the grant project
  - Upload the curricula vitae/resumes of the proposed project team to the Support Materials section of the application

Corresponding criteria:

- Administrative capability
- Professional services

## 4. Proposed Project Team \*

Please list those persons who will be directly involved with the administration of the grant should this application be successful. This should include the Project Contact listed and all other individuals who will have a role in the execution of the grant project. Please list below the individuals' names, roles for the project or titles within the applicant organization, and contact information. The curricula vitae/resumes of the proposed project team are to be uploaded in the Support Materials section of this application.

+ Add new record					
#	Key Project Pe...	Project Role or...	Email	Phone/Ext.	Actions
1	Person 1	Project Manager	person1@gm...	111.111.1111_...	<a href="#">Edit</a> <a href="#">Delete</a>
2	Person 2	Consultant	person2@gm...	222.222.2222....	<a href="#">Edit</a> <a href="#">Delete</a>

Navigation: 1 - 2 of 2 items

## 5. Applicant staffing and hours \*

Select the option that best describes your organization.

- Organization is open at least 40 hours per week and has at least one paid staff member in a management position
- Organization has some paid staff but they are not full-time
- Organization is open part-time and has volunteer staff



# Grant Experience

## 3. Applicant Grant Experience and History

3.1. Has the applicant organization received previous grant assistance within the past five years from any source? \*

Yes

No

3.2. If yes, for the most recent grants (up to 20), specify the year of the grant award, grant number, grant project name, the granting entity, the grant award amount, and its current status. Make sure to include any grants awarded by the Division or other State grants.

[+ Add new record](#)

#	Year	Grant No.	Grant Project Name	Granting Entity	Grant Amount	Open / Closed	Actions
1	2020	Example 1	Example 1	Agency 1	\$100,000.00	Closed	<a href="#">Edit</a> <a href="#">Delete</a>
2	2023	Example 2	Example 2	Agency 2	\$50,000.00	Open	<a href="#">Edit</a> <a href="#">Delete</a>

1 - 2 of 2 items

Corresponding criteria:

- Administrative capability

# Section B: Project Information

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# Project Information

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- Select the project type for which grant funds are requested
  - **Read project descriptions carefully**
  - Applications where the scope of work does not agree with the selected project type will be declared ineligible
  - If you are unsure which project type to pick, contact us and we will be happy to assist you.
- Enter the project title and location
  - The title entered here is what will remain with the project
  - Include the parcel ID from your county property appraisers web site

## 1. Project Type \*

Select the project type for which grant funds are requested. If you are unsure of which type to select, please refer to the definition beneath each project type.

Cemetery Research

Projects for the purpose of conducting genealogical and historical research necessary to identify and contact the relatives and descendants of persons buried in abandoned African-American cemeteries. Cemetery Research projects do not fund archaeological fieldwork or comprehensive field surveys of geographic areas whose goal is to locate and identify abandoned cemeteries. Cemetery Research projects are only awarded to Research Institutions, colleges, universities, and nonprofit organizations.

Cemetery Protection

Projects for the purposes of repairing, restoring, and maintaining abandoned African-American cemeteries. This includes: planning to guide the long term preservation of the Cemetery, including existing conditions assessments, architectural or engineering drawings and construction documents, and management plans; the restoration of historic funerary resources and the in-kind replacement of resources that cannot be repaired; the removal of vegetation that negatively impacts the historic resources; installation of appropriate security features including lighting or fencing; installation of limited interpretive signage; and the marking of unmarked remains, all in a manner that is approved by the Division and consistent with the Secretary of the Interior's Standards for Historic Preservation. This does not include archaeological fieldwork, other than remote sensing techniques such as ground penetrating radar and magnetometry performed by a professional archaeologist to determine the boundaries of the cemetery or location of interments for planning purposes. Cemetery Protection projects are only awarded to local government entities and nonprofit organizations.

# Section C: Cemetery Information

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# Cemetery Information

- Applicants must list the name of the property owner where the cemetery is located and choose the appropriate owner type.
- For projects that require physical access to the Cemetery, if the applicant is not the legal owner of the property, the applicant must secure Property Owner concurrence or have the right to maintain the cemetery pursuant to Section 704.08, Florida Statutes, which shall be documented by a court order.
- The Owner Concurrence documentation shall be uploaded in the Support Materials section of the application.
- If an extant Property Owner cannot be determined through official property records, the applicant must document that (if the applicant is a county or municipality) a notice has been provided to DFS pursuant to 497.284, Florida Statutes, and that it intends to take action as necessary and appropriate to care for and maintain the cemetery, or if the applicant is not a county or municipality, documentation that the county or municipality has empowered the applicant as their designee to care for and maintain the cemetery after providing notice as directed in 497.284, Florida Statutes.

## Cemetery Information

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Application Instructions

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### 1. Property Ownership (for site-specific projects).

Enter name of the Property Owner of the parcel where the Cemetery is located (and choose the appropriate owner type). For projects that require physical access to the Cemetery, if applicant is not the legal owner of the property, the applicant must secure Property Owner concurrence or have an easement for ingress and egress pursuant to Section 704.06, Florida Statutes. The applicant shall upload in the Support Materials section of this application a letter from the Property Owner that documents that the applicant has the permission of the Property Owner of record to conduct the proposed project on the owner's property and that the Property Owner is in concurrence with this application for grant funding, or documentation of an easement, as applicable. If the property for which grant funding is requested is leased by the Applicant Organization, the lease agreement must be dated, signed and submitted at the time of the application submission, with the required Owner Concurrence Letter attachment to the application.

#### 1.1. Does your organization own the property? \*

Yes

No

#### 1.2. Property Owner (if not the applicant organization)

#### 1.3. Type of Ownership

Non-Profit Organization

Private Individual or For-Profit Entity

Governmental Agency

#### 2. Is the Cemetery that is the subject of this grant licensed under Chapter 497, Florida Statutes? \*

Yes

No

# Cemetery Information

- Provide details about the Cemetery that is the subject of the grant project
  - Is it licensed under Chapter 497, F.S.?
  - Did the majority of burials occur at least 50 years ago?
  - Was the last burial more than 10 years ago?
  - Dates of earliest and latest burials
  - Number of burials
- What is the physical context of the Cemetery?
  - Questions to consider:
    - What is the existing condition?
    - In a rural or urban environment?
    - On private or publicly owned land?
    - Size, number of known burials?

3. Did the majority of burials in within the cemetery occur at least 50 years ago? \*

Yes  
 No

4. Did the last burial in the Cemetery occur more than 10 years ago? \*

Yes  
 No

5. Physical Context of the Cemetery (Maximum characters 1500) \*

5.1. Describe the physical context of the Cemetery. Some questions to consider include: What is the existing condition of the Cemetery? Is it in a rural or urban environment? Is it on private or publicly owned land? \*

Character count: 0

**B** *I* [List Icons] [Link Icon]

5.2. Provide the estimated total square footage or acreage of the Cemetery. \*

5.3. Provide the number of known burials? \*

5.4. Provide the date of the earliest known burial? \*

5.5. Provide the date of the latest known burial? \*

# Cemetery Information

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- Local Protection

- Indicate the level(s) of local protection afforded the cemetery or the property where it is located:
  - Local Ordinance Design Review
  - Preservation or Conservation Easement
  - Protective/Restrictive Covenant
  - Maintenance Agreement/Long Term Lease
  - Other
  - None
- A copy of the local protection documents must be uploaded in the Support Materials section

Corresponding criteria:

- Need
- Historical and cultural significance

# Section D: Historical & Cultural Significance

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# Historical Significance

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- Indicate the type of historical designation the resource has received, if any
- Provide historical designation details, including the name of the property and date designated
- Provide a summary/narrative of the historical and cultural significance of the cemetery.  
For example:
  - Available information on the cemetery's burials and cultural context
  - Are there any distinctive features?
  - Are any historical figures/events associated with the resource?
- Describe the Cemetery's relationship with the history of African-Americans in Florida and its present value to the African-American community

Corresponding criteria:

- Historical and cultural significance

# Section E: Project Specifics

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# Professional Services

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- Funding professional services. Select all that apply.
  - Professional services will be hired using grant funds or match (make sure to include those services in your scope of work and budget).
  - Applicant will use the services of its existing professional staff (make ure to include them in the project team questions and attachments).
  - Professional services will be hired outside of the grant (i.e., with funds other than grant and match funds).
  - No professional services will be used/utilized.
- If no professionals are projected to be hired, explain why.
- **Note, that all grantees are required to use the services of qualified professionals**

# Scope of Work

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- Briefly describe the scope of work for the project for which funding is requested
- This is a task-orientated question
  - What product or goal is your organization wanting to complete?
  - What steps do you need to take to accomplish the goals?
  - What professional or technical services will be used?

Corresponding criteria:

- Appropriateness
- Professional Services

# Scope of Work Content (example tasks)

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- Cemetery Research

- Ex) conduct genealogical and historical research
  - (Where? How? Resources? Methodology?)
- Ex) conduct oral histories
- Ex) prepare final product (report, website, etc.)

- Cemetery Protection

- Ex) repairing, restoring, and maintaining the cemetery
- Ex) develop architectural/engineering/construction documents
- Ex) develop a conditions assessment
- Ex) remove harmful vegetation
- Ex) install security features

# Timeline

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- Use this section to demonstrate that the project can be completed within the grant period
- Major project elements to consider:
  - GAA execution
  - Procurement
  - Completion of each scope of work item

Corresponding criteria:

- Appropriateness

Any Questions Specific to Project  
Type?

# Cemetery Research

- Describe current state of the research regarding the Cemetery
- Indicate how the research will be conducted and the methods that will be used
- Will this project produce any publicly available materials about the research?

## Corresponding criteria:

- Appropriateness
- Professional Services
- Public Benefit

4. Cemetery Research Projects \*

4.1. Describe the current state of research regarding the Cemetery, including any known relatives and descendants of persons buried there, and the goals of this phase of research. (Maximum characters 1000) \*

Character count: 0

**B** *I* [List] [List] [List] [List]

4.2. Indicate how the research will be conducted and the methods by which it will be accomplished (Maximum characters 1000) \*

Character count: 0

**B** *I* [List] [List] [List] [List]

4.3. Will this project produce any publicly available materials about the research? If so, explain how the project/product(s) will be distributed. (Maximum characters 500) (Products should be free of charge) \*

Character count: 0

**B** *I* [List] [List] [List] [List]



# Cemetery Protection

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- Provide measurable quantities for each work item listed in the Scope of Work
  - Ex) number of headstones/funerary objects to be restored
  - Ex) linear feet of security fencing

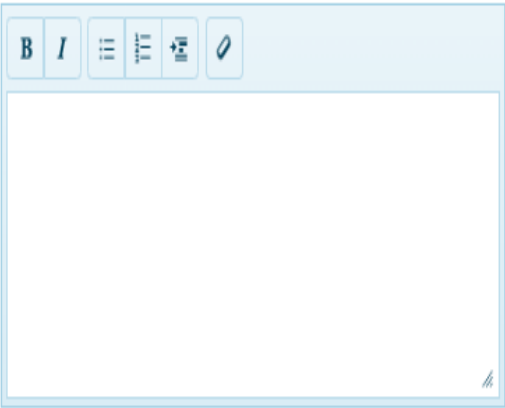
Corresponding criteria:

- Appropriateness
- Professional services

4. Cemetery Protection Projects \*

4.1. Provide measurable quantities for each work item listed in the Scope of Work (e.g., number of headstones/funerary object to be restored, linear feet of security fencing, etc.):\*  
(Example: repair 15 grave markers): \*

Character count: 0



# Need

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- Discuss the need for the proposed project or activity:
  - Any existing or potential threats of loss or damage to the Cemetery or to the genealogical/historical information associated with it.
  - Upload relevant documentation, such as:
    - Newspaper articles
    - Deeds
    - Cemetery registers

## Corresponding criteria:

- Need

# Care and Maintenance

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- Describe any plans for long-term care and maintenance of the Cemetery beyond the grant period.

Corresponding criteria:

- Need
- Appropriateness
- Financial Resources

# Section F: Budget

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# Budget Table

- Budget items should correspond to work items/tasks included in the Scope of Work.
- If you include **voluntary** match, provide documentation of match in support materials

**1.1. Grant Funds \***

List the work items with their associated estimated expenses. Only include expenses that are specifically related to the project. If professional services are to be paid with grant funds, include those costs as a separate item in the budget. Refer to the program Guidelines for examples of non-allowable expenses (available at [dos.myflorida.com/historical/grants](https://dos.myflorida.com/historical/grants)). No match is required for this program, but voluntary match (cash or in-kind) available for the project may be indicated in the budget table.

Round amounts to the nearest dollar. Rows must have a value or the row will not be saved.

[+ Add new record](#)

#.	Work Item	Grant Funds	Cash Match	In-Kind Match	Total	
1.	Budget Item 1	\$10,000	\$0	\$0	\$10,000	<a href="#">Edit</a> <a href="#">Delete</a>
2.	Budget Item 2	\$10,000	\$0	\$0	\$10,000	<a href="#">Edit</a> <a href="#">Delete</a>
3.	Budget Item 3	\$10,000	\$0	\$0	\$10,000	<a href="#">Edit</a> <a href="#">Delete</a>
		\$30,000	\$0	\$0	\$30,000	

◀ ◁ 1 ▹ ▶ ▶ 20 items per page 1 - 3 of 3 items 🔍

Corresponding criteria:

- Appropriateness
- Financial Resources

# Non-allowable Expenses

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Section VI of the guidelines provides a non-exhaustive list of expenses that may not be paid for with grant or matching funds, including the following:

- Work that does not comply with the Secretary of the Interior's Standards (as applicable)
- Work completed outside of the grant period
- Entertainment, food, beverages, plaques, awards, or gifts
- Total administrative and project management costs exceeding 5% of the grant funds requested
- Indirect costs, i.e. costs that are not readily identifiable as expenditures for the materials and services required to complete the scope of work
- Capital Improvements to property
- Activities related to the interior of Religious properties
- Grantee operational support
- Costs for projects having as their primary purpose the fulfillment of Federal or State regulatory requirements
- Furniture and equipment
- Supplies that will not be consumed or used up during the course of the project
- Attending/hosting conferences, summits, workshops, or presentations
- Tuition waivers, fees, and other non-grant related costs associated with employing students
- Travel expenditures, including those of personnel responsible for items of work approved by the Division, administrative personnel, or (sub)contracted employees, either for purposes of work on-site or research off-site

# Section G: Impact

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# Impact

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- Accessibility

- Questions to Consider:

- How publicly accessible is the cemetery or how accessible will the research be to the general public?

- Educational Benefits and Public Awareness

- Questions to Consider:

- What is the educational potential of the proposed project relating to issues of abandoned African-American Cemeteries, preservation/protection of cemeteries, and/or Florida history?

- Community Support

- Questions to Consider:

- What support from the community, including descendants and property owners, do you have?

Corresponding criteria:

- Public Good
  - Community Support



# Section H: Support Materials

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# Uploading Documentation

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- All supplementary information must be uploaded to [DOSgrants.com](https://dosgrants.com) as part of the application
  - Exception: Letters of Support may be mailed to the Division - must be received one month prior to the public meeting
- Attachments consisting of multiple files must be combined into a single file before uploading. For example:
  - Letters of Support can be scanned into a single PDF
  - Photos can be combined into a single PPT, DOC, or PDF
- Name each file to reflect its contents. For example:
  - Monticello Historic District Map
  - Ybor City SW9 Form
  - History of Virginia Key Beach Brochure

# Support Documentation

- H1. Non-Profit Status
- H2. Florida Substitute W-9 Form
  - Must be obtained from the Department of Financial Services (<https://flvendor.myfloridacfo.com/>)
  - **NOTE: This is not the same as the federal W-9 form.**



**State of Florida**  
Chief Financial Officer  
Department of Financial Services  
Bureau of Accounting  
200 East Gaines Street  
Tallahassee, FL 32399-0354  
Telephone: (850) 413-5519 Fax: (850) 413-5550

**Substitute Form W-9**

In order to comply with Internal Revenue Service (IRS) regulations, we require Taxpayer Identification information that will be used to determine whether you will receive a Form 1099 for payment(s) made to you by an agency of the State of Florida, and whether payments are subject to Federal withholding. The information provided below must match the information that you provide to the IRS for income tax reporting. Federal law requires the State of Florida to take backup withholding from certain future payments if you fail to provide the information requested.

Taxpayer Identification Number (FEIN): [REDACTED]  
IRS Name: [REDACTED]  
Address: [REDACTED]  
Attention Of: FINANCIAL MANAGEMENT  
Business Designation: Not For Profit

**Certification Statement:**  
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer information **AND**
2. I am **not** subject to backup withholding because:  
(a) I am exempt from backup withholding **or**  
(b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, **or**  
(c) the IRS has notified me that I am no longer subject to backup withholding **AND**
3. I am a U.S. citizen or other U.S. person (including U.S. resident alien)

Preparer's Name: [REDACTED]  
Preparer's Title: COMPTROLLER  
Phone: [REDACTED]  
Email: [REDACTED]  
Date Submitted: 02/22/2012

Date printed from the State of Florida Substitute Form W-9 Website: 09/27/2012

# Support Documentation

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- H3. Letters of Support

- Letters should be current and specific to the project applied for in this grant cycle
- Consider requesting letters from state legislators, local officials, local community, and organization members
- Form letters are discouraged

# Support Documentation

- H4. Photographs
  - Submit multiple photographs that provide insight into the project (location, resource, need for project funds)
  - As applicable, adhere to the [Guidelines for Submitting Photographs](#)

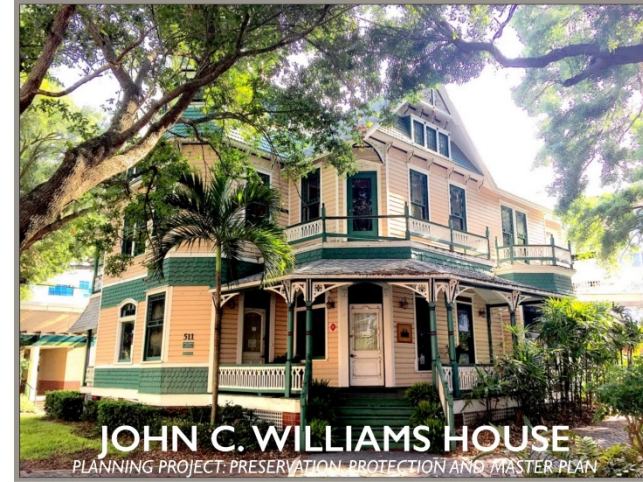
Chestnut Middle School



Multiple exhibition panels allow many students to simultaneously engage.

# Support Documentation

- H5. Representative Image
  - A single recent representative image of the cemetery or project
  - This WILL be used to represent your project while it is being discussed during the public meeting
  - Side-by-side allowable, collages discouraged



**Nation's Oldest Port Response to World War II Exhibition**  
Located in the 1941 US Coast Guard Coastal Lookout Building at the historic St. Augustine Light Station

# Support Documentation

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- H6. Proposed Project Team Supporting Documentation
- H7. Need
  - Publications
  - Professional assessment documentation
  - Meeting minutes
  - Public notices
  - Additional photographs as necessary

# Support Documentation

- H8. Local Protection
  - Local Ordinance Design Review
  - Preservation or Conservation Easement
  - Protective/Restrictive Covenant
  - Maintenance Agreement/Long Term Lease
  - Other

1 of 3

**RESTRICTIVE COVENANTS**

Project Name: \_\_\_\_\_  
Grant Number: \_\_\_\_\_

THESE COVENANTS are entered into this \_\_\_\_\_ day of \_\_\_\_\_, by the hereinafter referred to as the Owner, and shall be effective for a period of ten years from the date of recordation by the Clerk of the Circuit Court of St. Johns County, Florida.

WHEREAS, the Owner is the fee simple titleholder of the Property located at \_\_\_\_\_, St. Johns County, Florida, as described in Exhibit A, attached to and made a part hereof and

WHEREAS, the Owner is a grant recipient and is to receive State Historic Preservation Grant assistance funds administered by the State of Florida, Department of State, Division of Historical Resources, R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250, hereinafter referred to as the Department, in the amount of \$239,975.00, to be used for the preservation of the property of the Owner as described in Exhibit A, and

WHEREAS, said State funds have been or will be expended for the purpose of preserving the historic qualities of the property or contributing to the historic character of the district in which the property is located,

Now THEREFORE, as part of the consideration for the State grant, the Owner hereby make and declare the following restrictive covenants which shall run with the title to said Property and be binding on the Owner and its successors in interest, if any, for a period stated in the preamble above:

1. The Owner agree to maintain the property in accordance with good preservation practices and the Secretary of the Interior's Standards for Rehabilitation.
2. The Owner agree that no modifications will be made to the Property, other than routine repairs and maintenance, without advance review and approval of the plans and specifications by the Department's Bureau of Historic Preservation.
3. The Owner agree that every effort will be made to design any modifications to the Property in a manner consistent with the Secretary of the Interior's Standards for Rehabilitation.
4. The Owner agree that the Department, its agents and its designees shall have the right to inspect the Property at all reasonable times in order to ascertain whether the conditions of the Grant Award Agreement and these covenants are being observed.
5. The Owner agree that these restrictions shall encumber the property for a period of ten years from the date of recordation, and that if the restrictions are violated within the ten year period, the Department shall be entitled to liquidated damages pursuant to the following schedule:
  - a. If the violation occurs within the first five years of the effective date of these covenants, the Department shall be entitled to return of the entire grant amount.
  - b. If the violation occurs after the first five years, the Department shall be entitled to return of the entire grant amount, less 10% for each year past the first five. For instance, if the violation occurs after the sixth anniversary of the effective date of these covenants, but prior to the seventh anniversary, the Department shall be entitled to return of 80% of the original grant amount.
6. The Owner agrees to file these covenants with the Clerk of the Circuit Court of St. Johns County, Florida, and shall pay any and all expenses associated with their filing and recording.
7. The Owner agree that the Department shall incur no tax liability as a result of these restrictive covenants.

Public Records of St. Johns County FL  
Clerk number:  
BK: \_\_\_\_\_  
Recording \$44.00



# Support Documentation

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- H9. Owner Concurrence (if site access is required)
  - Applicant, if not the property owner:
    - Letter that documents the applicant has permission of the Property Owner to conduct the proposed Project, and that the owner is in concurrence with the application; or
    - Court order granting the right to maintain the cemetery pursuant to Section 704.08, Florida Statutes.
    - Notice of no extant owner pursuant to Section 497.284, Florida Statutes and intention to maintain cemetery if the applicant is a county or municipality, or if the applicant is not a county or municipality, documentation that the county or municipality has empowered the applicant as their designee to care for and maintain the cemetery after providing notice as directed in 497.284, Florida Statutes.
  - Lease, if applicable
- H10. Documentation of Location of Cemetery
  - FMSF Forms, if available
  - Property Records
  - Surveys
  - County Property Appraiser Property Parcel Records
  - Other historical or archival materials

# Support Documentation

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- H11. Optional Materials
  - Articles about the Applicant Organization, project proposal, events, etc.
  - National Register listings
  - Organization materials (brochures, event flyers, etc.)
  - Resumes of relevant professionals

# Common Ways to Improve Applications

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- Read the program guidelines
- Start your application early in the cycle
- Submit more than one photograph in the photographs attachment
- Make sure the correct project type is selected
- Do not list project team members or community partners without their knowledge
- Make sure there is consistency between scope, timeline, and budget
- Make sure your estimated costs are reasonable and allowable
- Provide the correct Florida Substitute W-9 form (and not the Federal W-9)
- Make sure your support letters are **current**
- Review the application for completeness and professionalism
- Respond to DHR Staff requests for Information
- **Do not wait until the application deadline to submit the application**

# Additional Resources



# Important Sources of Information

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- African-American Cemeteries Grant Guidelines
  - <https://dos.fl.gov/historical/grants/abandoned-african-american-cemeteries-grants/>
- Department of State grants portal
  - <https://dosgrants.com/>
- Division of Historical Resources Grants Program website
  - <https://dos.myflorida.com/historical/grants/>
- Email list to receive grants news
  - <https://myflorida.us10.list-manage.com/subscribe?u=c0f01c8e7fa3df2ddee8db9b1&id=b802e81a3b>
- Substitute W-9 Access and Information
  - <https://flvendor.myfloridacfo.com/>

# How to Manage Your Grant Webinar

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- After new grants are awarded, the Division will host “How to Manage Your Grant” webinars to aid Grantees in understanding and complying with responsibilities and requirements. Some of the subjects to be discussed will include:
  - Grant Award Agreements
  - Deliverables
  - Reporting Expectations
  - Deadlines
  - Requesting payment
  - Close-out

# Contact Information

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## Historic Preservation Grants Supervisor:

Eric Case, 850.245.6338 [eric.case@dos.fl.gov](mailto:eric.case@dos.fl.gov)

## Historic Preservation Grants Specialists:

Harley Burgis, 850-245-6393 [harley.burgis@dos.fl.gov](mailto:harley.burgis@dos.fl.gov)

Nicole Hu, 850-245-6355 [nicole.hu@dos.fl.gov](mailto:nicole.hu@dos.fl.gov)

Theo Smith, 850-245-6310 [theo.smith@dos.fl.gov](mailto:theo.smith@dos.fl.gov)

Olivia Wichowski, 850-245-6427 [olivia.wichowski@dos.fl.gov](mailto:olivia.wichowski@dos.fl.gov)

Alexa Wilson, 850-245-6372 [alexa.wilson@dos.fl.gov](mailto:alexa.wilson@dos.fl.gov)

## Cemeteries Program Supervisor:

Patrisha Meyers-Gidusko, 850.245.6361 [patrisha.meyers@dos.fl.gov](mailto:patrisha.meyers@dos.fl.gov)

## Division Contact:

1.800.847.7278 or 850.245.6333

## Physical Address:

Division of Historical Resources  
R.A. Gray Building, 4th Floor  
500 S. Bronough St.  
Tallahassee, Florida 32399

## Historic Preservation Grants Program Email:

DHRgrants@dos.myflorida.com

## Department of State Online Application and Grants System:

DOSgrants.com

FLORIDA DEPARTMENT OF STATE  
DIVISION OF  
*Historical  
Resources*



[flheritage.com](http://flheritage.com)