



Latinos in Heritage Conservation Grant Program

Sample Application: Programming and Interpretation

Prepared by: Leyden Mendez, Director of Development, LHC

Note:

- *This proposal is a hypothetical example created for the Latinos in Heritage Conservation Grants Program's Capital Projects category.*
- *The organization and project proposal are fictional, which is why certain questions are unanswered.*
- *The purpose of this example is to help potential grantees envision how to structure their proposals effectively.*
- *The questions are answered with short responses in these samples to exemplify structure, rather than content. Answers to your actual applications should be more comprehensive.*
- *Please note that the budget provided is generic and does not reflect the actual costs of local materials, supply chain variations, local labor costs, or market rates for consultant fees and services.*

Grant Contact Information

1. Grant Contact Name
2. Relationship to Organization
3. Email
4. Pronouns
5. Phone number

Organization Information

6. Organization's Name
7. Is this a fiscally sponsored project?
8. EIN number
9. Organization's Phone Number
10. Organization's Address



11. Address of historic site (If applying to Capital Projects category)
12. Please provide the identifying label that best describes your organization and who you serve. Example: Latino, Latinx, Hispanic, Chicano, etc. Your choice will not affect your scoring.
13. **What is the racial/ethnic makeup of your board and staff?**
 - a. Our board and staff are made up of individuals that identify as Latinx.
14. **What is the racial/ethnic makeup of the community you serve?**
 - a. Our organization serves Latinx children.
15. **Has your organization ever received a grant for this or any other project?**
 - a. No
16. **Provide a brief history of the organization:**
 - a. **Origin story:** The founders of Mi Herencia Academy (MHA) realized there was a lack of Latinx history being taught in schools and a growing number of first and second generation Latinx students who were unaware of major Latinx American moments in history. This disconnect in these student's understanding of history also translated to a disconnect in their appreciation of their Latinx heritage. To remedy this, we began an after-school program for K-12 students in 2024 and taught key Latinx events, places, and people in American history through Latinx crafts and music catered to the parent's countries of origin of the class. Our first year was a success with 52 kids enrolled prompting us to organize for expansion.
 - b. **Mission statement:** MHA's mission is to empower Latinx children with the culture and history of their ancestors.
 - c. **Key areas of focus:**
 - i. American Latinx History & Culture Education
 - ii. Folk Art & Music
 - iii. Childhood Development
 - d. **Significant achievements**
 - i. 52 kids enrolled in 2024 with 48 of these kids returning for 2025
 1. 92% re-enrollment rate
 - ii. 150 kids in total signed up for next year
 - iii. Secured a 2-year contract to host the program at Newton High School
 - e. **Leadership and structure**
 - i. Executive Director – Samantha Perez
 - ii. Program Manager – Alex Peña
17. **How many paid staff members does your organization employ?**
 - a. Two.



18. How many unpaid volunteers or interns are at your organization?

- a. Ten.

19. Please describe volunteer involvement in your organization.

- a. We have two types of volunteers:
 - i. Program Volunteers – these volunteers are led by the Program Manager and assist us in executing crafts and lessons for the students. We need two volunteers a day to assist our Program Manager in craft prep, student guidance, and photographing our program for promotion.
 - ii. Admin Volunteers – these volunteers are led by the Executive Director. They create social media posts promoting our program, assist in fundraising efforts, and search for local partnership opportunities.

Project Proposal

20. Name of Project

- a. Mi Herencia Academy: After-School Program

21. Brief Project Summary (3-5 sentences)

- a. An after-school program for K-12 students that focuses on teaching key Latinx events, places, and people in American history in memorable ways. The program will use a culturally relevant approach by incorporating Latinx crafts and music, tailored to reflect the families' countries of origin. This program aims to connect students with their Latinx heritage and foster a deeper appreciation and understanding of their cultural history while enriching their overall education.

22. Amount Requested

- a. \$20,000

23. Project Category:

- a. Programming and Interpretation

24. Detailed Project Description

a. Project's purpose

- i. This project's purpose is to empower Latinx youth with the cultural traditions of their ancestors while teaching them the history of Latinx people in America.

b. Schedule

- i. The project will run throughout the school year; September 2025 to June 2026.

c. Anticipated outcomes



- i. It is anticipated that each student will takeaway a sense of pride in their cultural background and belonging in the United States of America with the newfound knowledge of their ancestors in this country. At the end of the year, students will be tasked with creating a final project in the medium of their choosing reflecting their cultural background to share what they've learned in the program and reflect on their growth.
- d. Why is this site or project important to Latinx history or community?**
 - i. This project is essential for empowering Latinx youth by connecting them to their history, heritage, and cultural traditions. Understanding the contributions of their ancestors and the ongoing relevance of Latinx history today helps foster pride, identity, and a sense of belonging. By learning about their roots through the folk arts that connect them to their grandparents, these children gain the knowledge and confidence to shape their future. In addition, this is free after-school care which is crucial for Latinx parents who often work longer or irregular hours for less pay when compared with other demographics in America according to the U.S. Bureau of Labor Statistics.
- e. How will this funding support your organization's short-term and long-term goals (2-10 years), and what will the tangible products and outcomes be?**
 - i. Short-term:**
 - 1. MHA will use the awarded funds for the 2025 program year to cover the cost of educational materials, art supplies, and other essential equipment. These resources will allow us to expand the program to three schools, reaching 250 students, compared to the 50 students served in our first year (2024). This expansion will also make it possible for the 150 students that signed up for 2025.
 - ii. Long-term:**
 - 1. With this funding from the Latinos in Heritage Conservation Grant Program, MHA will consult an Education Specialist to create programming that is effective and impactful. This programming can be tweaked for future years ensuring our lessons are high in quality and facilitate growth of the program. Further, with a grant of \$20,000, MHA will be able to better allocate current funds to focus on long term financial stability and ensure the program is successful into 2027.



- f. If public participation is a goal, please describe the target audience and estimate attendance.**
- i. Target Audience: K-12 Latinx Students
 - ii. Estimated Attendance: 250 Students
- g. How does this project represent creativity or innovation for your organization?**
- i. This project represents creativity and innovation for our organization by creating a program that has never been seen in our community before. After-school programs exist, but they serve as an extension of the traditional American school system experience. Mi Herencia Academy: After-School Program is innovative in that we provide regular American Latinx history and culture education not offered anywhere else for free.
- 25. What is the percentage of Latinx individuals that will benefit from this project?**
- a. 95%
- 26. Describe why grant funding is critical for this project.**
- a. Grant funding would provide us the opportunity to expand our program to reach kids that are interested in joining but that we are currently unable to accommodate. If we expand to offer this program at three schools with the provided funding, 100 more kids will have access to the After-School Program for 2025 and learn about Latinx history and heritage.
- 27. How does this project relate to LHC's mission to build a movement that affirms Latinx heritage through education, conservation, and leadership development?**
- a. This project affirms Latinx heritage through:
 - i. **Education:** By teaching students about key Latinx figures, places, and movements in history through Latinx folk art, we provide a deeper understanding of the cultural contributions of the Latinx community.
 - ii. **Conservation:** Teaching Latinx history and cultural arts to the next generation helps preserve the traditions and heritage of Latinx people for the future.
 - iii. **Leadership Development:** MHA empowers students by instilling pride in their Latinx culture and heritage. By connecting them to their history and cultural arts, we foster leadership skills that encourage students to champion and preserve their cultural identity for the future.
- 28. What is the project timeline and anticipated completion date?**
- a. September 2025 to June 2026
- 29. Please describe your Project Team. Does the project team have the appropriate expertise, experience, and skills for this project?**



- a. Executive Director – Samantha A. Dorado
 - i. **Bio:** Samantha A. Dorado is a passionate advocate for Latinx education and heritage preservation. With over 15 years of experience in non-profit management and a Master’s degree in Educational Leadership, Samantha has dedicated her career to empowering marginalized communities. She co-founded Mi Herencia Academy (MHA) to address the lack of Latinx history in school curriculums and to foster a deeper appreciation of Latinx heritage among young students.
 - ii. **Responsibilities:**
 1. Oversee the overall strategic direction and operations of MHA.
 2. Secure funding and manage financial resources to ensure long-term sustainability.
 3. Build partnerships with community organizations, schools, and stakeholders.
 4. Lead the development and implementation of programs that align with MHA’s mission.
 5. Represent MHA at public events, conferences, and in the media.
- b. Program Manager – Alex Davis-Peña
 - i. **Bio:** Alex Davis-Peña brings a wealth of experience in program development and community engagement. With a background in social work and a Bachelor’s degree in Community Development, Alex has worked with various non-profits to create impactful programs for underserved populations. At MHA, Alex is committed to creating a supportive and enriching environment for Latinx youth.
 - ii. **Responsibilities:**
 1. Plan, coordinate, and oversee the daily operations of MHA’s after-school programs.
 2. Develop and implement program schedules, activities, and events.
 3. Monitor and evaluate program effectiveness and make necessary adjustments.
 4. Recruit, train, and supervise program volunteers.
 5. Collaborate with community members to incorporate diverse perspectives.
- c. Education Specialist – Elena R. García Flores
 - i. **Bio:** Elena R. García Flores is an experienced educator with a deep understanding of Latinx history and culture. Holding a Ph.D. in Education



with a focus on multicultural studies, Elena has developed curriculum and educational materials for various educational institutions. Her expertise lies in creating engaging and culturally relevant content that resonates with students.

ii. Responsibilities:

1. Design and develop curriculum and educational materials for MHA's programs.
2. Ensure that the content is culturally relevant and historically accurate.
3. Train program staff on effective teaching methods and cultural sensitivity.
4. Evaluate and refine the curriculum based on feedback and educational outcomes.

d. Program Volunteer – Miguel Ángel Ramirez

i. Bio: Miguel Ángel Ramirez is a dedicated community member and volunteer with a passion for mentoring youth. As a first-generation college graduate with a degree in History, Miguel understands the importance of cultural heritage and education. He connected with MHA through his younger sister who is a student and now volunteers his time to inspire the next generation of Latinx leaders.

ii. Responsibilities:

1. Assist with the implementation of program activities and events.
2. Provide support and mentorship to students participating in MHA's programs.
3. Help prepare educational materials and resources.
4. Engage with parents and community members to promote MHA's mission.
5. Offer feedback and suggestions to improve program delivery and impact.

30. If consultants or contractors will be participating in the project, list and explain their role or function.

a. Education Specialist – this consultant with a Mexican-American background will assist us in curating American Latinx history lesson plans for a full program year to ensure our content is effective, impactful, and relevant to K-12 students.



Project Budget

LHC GRANT PROGRAM BUDGET			
Organization Name	Mi Herencia Academy		
Reference Number			
Amount Requested	\$20,000		
<p>INSTRUCTIONS: Please provide a general description for each budget category (examples: restoration/rehabilitation, special event/seminar, archeology, classroom/public education, artifact preservation/restoration, museum program/ exhibit) then fill in expenses and indicate where LHC funds would be applied. Use blank spaces for expenses that fall outside of existing categories.</p>			
Category	LHC Request	Cost-Sharing	Totals
Fellowships			
Consultants/Professional Fees	\$7,000.00		\$7,000.00
Travel		\$2,000.00	\$2,000.00
Print, Marketing, Advertising and Design		\$5,000.00	\$5,000.00
Equipment and Supplies	\$13,000.00		\$13,000.00
Construction Materials			
Honoraria			

LATINOS



IN HERITAGE CONSERVATION

Staff Salaries		\$30,000.00	\$30,000.00
Other			
Other			
Other			
TOTALS	\$20,000.00	\$37,000.00	
	0	0	
Total Requested from LHC	\$20,000.00		
	0		
Income and cost share from other sources		\$37,000.00	
		0	
Total Project Cost and Income			\$57,000.00