

CLALLAM COUNTY HERITAGE GRANT PROGRAM

2021

PURPOSE: By providing granted funds on a competitive basis, the Clallam County Historic Preservation Grant Program supports projects that preserve and enhance Clallam County history for residents, visitors and future generations

This program is funded with a portion of document recording fees collected by the Clallam County Auditor as authorized in 2005 under RCW 36,22.170, HB 1386.

According to the legislation, these funds are to be used for projects that **"promote historical preservation or historical programs, which may include preservation of historic documents"**

Accumulation and use of funds – 2005 to 2020

- **\$1.00 per auditor transaction goes into the fund.**
- **Collection started in August 2005.**
- **On average, \$15,929 has been collected for each year from 2015 through 2020.**
- **\$252,787 has been collected by December 2020.**
- **\$141,489 funded preservation related projects at the Courthouse, the Fire Hall, Camp Haden and 2020 Heritage Grants.**
- **\$111,298 were the available funds as of Dec 2020.**
- **2021 Grant allocation will total \$40,000.**

The Clallam County Heritage Advisory Board (CCHAB) administers the grant program.

The CCHAB is an advisory board appointed by the Clallam County Commissioners.

After evaluating the grant applications, the CCHAB will forward a recommended project list to the Clallam County Commissioners.

The Commissioners make the final decision on the allocation of these funds.

Grant Program funds four types of projects

- 1. Public Programming**
- 2. Capitol Improvements and Equipment**
- 3. Collections Management**
- 4. Training**

1. Public Programming:

Support for activities that incorporate county history into educational programming for the general public. Eligible activities:

- Research, design, production, installation and promotion of permanent and semi-permanent exhibits, both on-site and off-site
- Research, design, production and management of traveling exhibits for schools.
- Research, design, production of historic markers to promote county heritage.
- Public events and public programs whose primary purpose is to promote public awareness of Clallam County history.
- Original research that will result in a publication, exhibit, public event or some other product that places the outcome of the research before the public. This includes production and distribution costs for books, articles, videos, oral history tapes, DVDs and other media that address some aspect of county history.

2. Capital Improvements and Equipment:

Projects that help heritage organizations better serve their communities by providing funds that assist in the design, construction, and/or preservation of heritage facilities and equipment. Eligible activities:

- **Preservation, restoration or improvements to facilities at least 50 years old that are primarily used for historic purposes.** Designated local, state, or National Register property projects must comply with the Secretary of Interior's Standards, with Section 504 of the Federal Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act. More information about the standards can be found at the National Park Service webpage, www.cr.nps.gov/standards.htm.
- **Construction of or improvement to facilities that serve as museums or curatorial/archive storage.** Improvements may address HVAC, fire suppression, lighting, shelving or other deficiencies.
- The purchase of equipment that will be used to support heritage activities for a minimum of a three-year period.

3. Collections Management:

Support for projects that assist nonprofit organizations to effectively execute their stewardship obligations of their collections. Eligible Activities:

- Preservation or enhancement of documents, photographs, film, and/ or other materials in Clallam County museums, historical societies, archives and libraries
- Acquisition of significant additions to the collections of non-profit organizations
- Professional services related to conservation of key items in heritage collections
- Acquisition of software/hardware to assist in collections management
- Acquisition of archival quality storage materials to assist in collections management
- Assessments and plans by a qualified professional or an accredited institutional program
- Improvements to curatorial space to assure safe efficient storage of collections

4. Training:

Support for workshops that enhance the capabilities of the board, staff and volunteers of non-profit organizations to collect, preserve, and interpret history in Clallam County.

Eligible activities:

- Development or sponsorship of in-county workshops for the training of staff and volunteers preferably as a subpart of a larger proposal.
- Training may address activities such as collections accession and cataloging, document protection, photograph preservation, motion film transfer, oral history interviewing, wayside exhibits development, collections computer systems, etc.

NON-ELIGIBLE PROJECTS

- Performing arts and visual arts
- Preservation planning (condition assessments and structural investigations). These may be part of a larger project or part of the matching fund if developed specifically for the grant project. However, the grant cannot be designed to solely fund condition assessments
- Maintenance and repair of non-historic buildings and maintenance and repair of interpretive displays or exhibits
- Purchase or rental of equipment for events
- Attendance at seminars, conferences, or lobbying events
- Projects or programs-whose sole or primary purpose is to raise money for an organization, or to pay ongoing institutional operations
- General operating expenses are not eligible for inclusion in a grant request.
- Administrative expenses such as salaries, benefits, travel, etc. except as may be directly linked to the execution of the project or program proposed for grant funding.

APPLICANT ELIGIBILITY

- **Applicant is a public entity or a non-profit tax exempt organization**, which either (1) operates or owns a museum or similar historical institution within the boundaries of Clallam County which promotes our local history, or (2) performs educative, interpretive, or similar activities within the boundaries of Clallam County which promotes our local history.
- **Individuals or entities that own a property within Clallam County that is listed on Local, State, or National registers.** A letter from a historic preservation officer or representative confirming the building's historic register status must be included with the grant application. If the applicant does not own the historic building, a letter from the property owner approving the application and proposed project is required.
- Public entities include local governmental units such as a housing agency, community development agency, school district, parks department, library; or a State/tribal/Federal government unit.

FUNDING INFORMATION

- **Grants cycle: Historic Preservation grants are awarded annually by the Commissioners.** The application period usually opens in February and closes in February. The Commissioners typically make grant funding decisions prior to May. Submittal deadlines may change every year. Inquiries about submittal dates can be made to Clallam County at 360-417-2233.
- **Grant amounts: Grant amounts fall into two categories: 1) \$2,500 or less; and 2) Greater than \$2,500.** For Grant request over \$5,000, applicants should break the request into phases in case the whole grant cannot be funded. (The Board reserves the right to solicit and award higher levels if additional funding becomes available.)

FUNDING INFORMATION Cont.

- **Match: Matches are not required.** However, matches in cash; in-kind labor; or donated equipment time will provide bonus points in the application evaluation.
- **Reimbursement: All funds granted are transferred upon the signing of the contract.** The transfer of these funds is reported to the IRS and may carry a tax liability. Be sure to check with your tax specialist. The project completion is documented by completion of the report as outlined in the application.
- **Final report: A final project/program report that includes documentation will be required within one year of award.**

MAJOR EVALUATION CRITERIA

- 1. Quality, significance, and lasting impact of the project**
- 2. Project demonstrates a clearly defined public benefit.**
- 3. Ability for successful project execution**
- 4. Time urgency and/or level of need**

APPLICATION PROCESS

Applicants must submit one completed and signed original application form and one copy. The application form can be downloaded from the Clallam County website <http://www.clallam.net/bocc/HAB.html> . Please submit all application materials (application form and supporting documentation) as single-sided documents. Do not staple or place the information in any type of folder.

Once the application period closes, each proposal will be reviewed for eligibility. For those projects that meet program requirements, CCHAB will evaluate and rank the project. Any member of the HAB who is a board or staff member of an organization applying for a grant must recuse themselves from the vote. If a member of the CCHAB is signatory to an application, they will not evaluate and rank grant that application.

APPLICATION PROCESS cont.

At the CCHAB Review and Recommendation meeting, no comments will be asked for or received by the applicants on any particular application. All applications will rise or fall SOLELY on the written presentation/application.

The CCHAB will recommend the most highly qualified projects for a grant based on funding categories, eligibility criteria, and available funds. These recommendations will then be forwarded to Commissioners who approve final funding decisions.

Approved projects will be governed by contracts executed between Clallam County and the applicant. Contracts will detail the total award amount, scope of work that defines the final project products, expenses eligible for reimbursement, and any additional obligations on behalf of the awardee.

APPLICATION PROCESS Cont.

We do not accept applications electronically; they may be hand delivered or mailed to:

Clallam County Heritage Grant Program
Commissioners Office
223 East 4th St, Suite 4
Port Angeles, WA 98362
360-417-2233

Guidelines and application form can be found online at Clallam County heritage Grant Website

<http://www.clallam.net/bocc/HAB.html>

Information inquiries about the application process can be addressed to Morgann Halencak at

mhalencak@co.clallam.wa.us .

APPLICATION FORM

CLALLAM COUNTY HERITAGE GRANT PROGRAM: 2020 FORM APPLICATION

1. SUMMARY

A. Project Title:

B. Project Description: (Maximum four lines)

C. Project Type (1) ____Public Programming, (2) ____Capital improvements and Equipment, (3) ____Collections Management, (4) ____Training.

D. Total Project Budget: \$____

E. Amount of Grant Requested: \$____

F. Matching Amount: \$____ (*cash match/in-kind match*)

G. Matching Sources: (*please list in Question 3-F, Project Details*)

2. PROJECT APPLICANT

Organization:

Authorized Official:

Title:

Project Lead:

Title:

Primary Contact:

Title:

Address:

City:

Zip:

Phone: ()

Fax: ()

E-mail:

Website:

Federal Tax ID#:

If the applicant is a nonprofit organization, is the organization currently registered with the Washington Secretary of State? ☐ Yes ☐ No If yes, please provide a copy of current registration or Form 501(c)(3).

3. PROJECT DETAILS (space between questions will expand to accommodate answers)

3-A . Explain the historical significance or heritage content of your proposed project:

3-B. Clearly describe the project and its goals (A brief, clear, concise description

3-C Why is your proposed project a priority at this time?

3- D What is the intended public benefit of this project on the community?

3-E How will you document your project? (Photos, reports, public presentations, presentation to the Clallam County Commissioners, receipts etc).

3-F Based on your project priorities break your project into project phases. Describe the steps and techniques. Provide project work schedule and timelines, including estimated beginning and completion dates for each Phase of project. Include also nature and size of match for each phase. Note what project planning and preparation has been done.

For projects \$5,000 and under, a single phase is sufficient.

**Project Phase 1:
Estimated cost:**

**Project Phase 2:
Estimated cost:**

Phase Example

Project Phase 1:

Estimated cost: \$625 Requested HB1386 Funds / \$1,875 In-kind Contributions

Dates: July – September 2020

Phase 1 will focus on organizing and documenting the collection. During this time, staff will research appropriate collections management software, and will recruit and train volunteers to begin sorting and organizing materials in the collection.

This phase includes 25 staff hours (\$625) with a match of 75 volunteer hours (valued at \$1,875). No material costs are anticipated during this phase of the project.

Project Phase 2:

Estimated cost: \$3,250 Requested HB1386 Funds / \$2,500 In-kind Contributions

Dates: October – December 2020

Phase 2 will focus on establishing long-term systems for storage, collections management, and public display. During this time, staff will recruit and train volunteers to work on designing and implementing of appropriate storage, populating a collection database, and preparing materials for a permanent history display wall.

This phase includes 50 staff hours (\$1,250), purchase of storage materials (\$500), purchase and training for collections management software (\$1,000), and purchase of materials for public display (\$500). These expenses are matched by 100 volunteer hours (valued at \$2,500.)

Project Phase 3:

Estimated cost: \$1,125 Requested HB1386 Funds / \$625 In-kind Contributions

Dates: January – February 2021

Phase 3 will include a formal unveiling of the permanent history display, along with a public presentation of PAFAC history and historic materials.

This phase includes 25 staff hours (\$625), marketing for the public presentation (\$250), and event costs for the public presentation (\$250). These expenses are matched by 25 volunteer hours (\$625).

4. BUDGET REQUEST: EXPENDITURES AND INCOME

Total expenditures must equal total income, including in-kind contributions (cash value of donated materials and services), other cash income (for proposed project only), and requested HB1386 funds.

- Break down expenditures by category to include rate of pay, cost of materials, etc.
- Indicate specific use of requested HB1386 funds.
- In-Kind: Breakout labor (\$25/hour), material, and equipment
- See Guidelines for information about eligible expenses.

[illegible]

Budget Example

4. BUDGET REQUEST: EXPENDITURES AND INCOME				
	Requested HB1386 Funds	Cash Match Income	In-kind Contributions	Total Project Expenditures
Phase 1				
PAFAC Staff (25 hours)	\$625			\$625
PAFAC Volunteers (75 hours)			\$1,875	\$1,875
Phase 2				
PAFAC Staff (50 hours)	\$1,250			\$1,250
PAFAC Volunteers (100 hours)			\$2,500	\$2,500
Storage Materials	\$500			\$500
Collections Management Software (purchase + training)	\$1,000			\$1,000
Display Materials	\$500			\$500
Phase 3				
PAFAC Staff (25 hours)	\$625			\$625
PAFAC Volunteers (25 hours)			\$625	\$625
Marketing	\$250			\$250
Public Presentation	\$250			\$250
	\$5,000		\$5,000	\$10,000

The signatories declare that they are an authorized official of the organization and are authorized to submit this application and will assure that any funds received as a result of this application are used only for the purposes set forth herein.	
Signature of Project Lead / Title	Date
Signature of Authorized Official / Title	Date

MAIL / DELIVER APPLICATION PACKET TO:

Clallam County Heritage Grant Program
Commissioners Office
223 East 4th St, Suite 4
Port Angeles, WA 90362
360-417-2233

HERITAGE GRANT INFORMATION

mhalencak@co.clallam.wa.us

WEBSITE: <http://www.clallam.net/bocc/HAB.html>

Checklist

All Projects

- Applications must be postmarked, or hand delivered by Wednesday February 24, 2021. Hand delivered applications must be received by 4:00 p.m., Wednesday February 24, 2021, at the Commissioners' Office, Clallam County Courthouse, 223 East 4th St, Suite 4, Port Angeles, WA 98362. Late or incomplete applications will not be accepted.
- At the Review and Recommendation meeting, no comments will be asked for or received by the applicants on any particular application. All applications will rise or fall SOLELY on the written presentation/application.
- **Answer all questions: Do not use smaller than 11-point font.**
- Submit **1 signed original and 1 copy (single sided, not stapled)** of the application and following documentation.
- Nonprofit organizations must submit current registration with the Secretary of State or Form 501(c)(3).

Checklist – All Projects Cont.

- Non-Profits must submit the most current IRS Form 990 Return of Organization Exempt from Income Tax
- A W-9 if you have not received grant funding from Clallam County.
- Project Phases: Based on your project priorities, break your project into project phases. **For projects \$5,000 and under, a single phase is sufficient.** Describe the steps and techniques. Provide project work schedule and timelines, including estimated beginning and completion dates for each Phase of project. Note what project planning and preparation has been done.

Checklist – All Projects cont.

- Project Phase Budget: Total expenditures must equal total income, including in-kind contributions (cash value of donated materials and services), other cash income (for proposed project only), and requested HB1386 funds.
- Break down expenditures by category to include rate of pay, cost of materials, etc.
- Indicate specific use of requested HB1386 funds.
- In-Kind: Breakout labor (\$25/hour), material, and equipment
- See Guidelines for information about eligible expenses.
- Attach Any bids, cost estimates or condition assessments, etc. used to develop your proposal.

CHECKLIST – Building Projects

- If grant money is sought for work on an historic building, a letter/certificate from a historic preservation office verifying that the building is on a historic register. (National Register of Historic Places, Washington Heritage Register, Washington Barn Register, Clallam Co Territorial building list.)
- Digital photographs illustrating the project. Applicants must submit at least one clear photo for each exterior wall of the building, and additional photos as needed to clearly identify project scope.
- Architectural drawings and/or construction plans.
- Current cost estimates/bids from professionals for hired work, and for estimates for materials for owner-completed work.
- A prevailing wage statement of intent from the Washington State Department of Labor & Industries.

Checklist – Optional

- Optional: **If support materials are needed** (resumes, brochures, news articles, references, work samples, etc.) submit support materials with original application. Support materials shall be no more than 10 pages in length.
- Optional: Letter of support. Two (maximum) from endorsing organizations, governments, or relevant professionals with knowledge of the project and/or applicant's abilities.
- Optional: List and source of matching funds; in kind contributions of labor, material and equipment; and partnerships with other organization(s).

Previous applications as examples

ACCESS TO 2020 APPLICATIONS –

POSTED AS PART OF CCHAB AGENDA FOR JULY 6, 2020

TO ACCESS...

**Go to Clallam.net;
open Boards, Committees and Groups;
open Heritage Advisory Board;
open Meeting Agendas;
open July 6,2020.
Applications are to the back of the Agenda.**

THANK YOU

QUESTIONS

