

# **Collin County Historical Commission Emergency Funds for Historical Organizations Program Guidelines & Application**

The Collin County Historical Commission's *Emergency Funds for Historical Organizations Program* provides money to qualifying groups requesting funds for emergency repairs, materials and/or services required by unforeseen disasters, conditions or events. Such funds may be requested at any time during the year, but are only available as long as the money designated for the program is on hand.

Read the following guidelines thoroughly before submitting an application.

## **GUIDELINES & GENERAL REQUIREMENTS**

All disbursements from the Emergency Funds Program are subject to these guidelines and any other requirements included in the program application:

- Any funds requested under this program must be used to pay for repairs, supplies and/or services needed due to an unforeseen emergency, disaster or situation.
- The minimum request must be \$500. Higher amounts may require additional documentation (other than what is described here) from the requesting organization. All requests, regardless of amount, require County Judge approval.
- All applicants must provide no less than 10% of their requested grant amount in matching cash funds. This matching amount must be from a source(s) other than Collin County funds.
- After a request is approved by the Collin County Historical Commission's Grant Funding Standing Committee, the Historical Commission's Executive Committee will vote to approve or disapprove the request and, if approved, the grant award will be submitted to the County Judge for approval. Once approved, funds will be disbursed by check to the requesting organization.
- An organization may request emergency funds as many times during the year as needed. However, even if the request has merit, any awards are subject to the availability of designated emergency funds. Once such funds run out at any time, no more money will be available from this program until replenished.
- The goals and objectives, as well as the costs associated with the request, must be clearly stated and documented.
- Requested funds must be necessary for the applicant's operational health, safety, welfare or success.
- The requesting organization must provide complete disclosure of all financial resources, including in-kind services and matching funds.
- If funding is awarded, any related public discourse or publicity regarding the emergency project must mention that the project was funded in part by the Collin County Historical Commission.
- Funding will not be granted to pay for day-to-day operating expenses, supplies, salaries, office rental, travel expenses, and other administrative costs of the organization's usual daily operations.
- A final report summary (described below), including all invoices, must be submitted to the Historical Commission at the completion of the funded activity.

- **All applicants must have a legal non-profit organization designation (such as under IRS code section 501(c)) and be in good standing as participating members of the Collin County Historical Commission's County Historical Organization Coalition.**

Failure to agree to these and other requirements communicated in advance to the applicant will result in ineligibility for or withdrawal of any emergency funding.

There is no set schedule or timetable related to the application process or to the granting and disbursement of emergency funds. All applications will be reviewed and processed as quickly as possible, and the requesting organization notified immediately after a decision as to the request is rendered, and when, if awarded, such monies are disbursed.

**APPLICATION FOR EMERGENCY FUNDING  
TO THE  
COLLIN COUNTY HISTORICAL COMMISSION**

**CONTACT INFORMATION FOR YOUR ORGANIZATION:**

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**ORGANIZATION**

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Website: \_\_\_\_\_

**Please attach a copy of the IRS Recognition of Exemption letter under  
Section 501(c)(3) or 501 (c)(13).**

**FUNDING REQUEST**

Amount of funds requested: \_\_\_\_\_

Other funding sources: \_\_\_\_\_

\_\_\_\_\_

Reason/need for emergency funding (attach additional pages if necessary):

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Start up and Expected Completion Dates \_\_\_\_\_

ATTACHMENTS:

Please include the following with your application:

**I. Applicant Organization**

Include a description of your organization including its mission, scope of services, day-to-day operations, number of paid staff and volunteers. If significant organizational changes are planned, summarize these changes and describe their effects on your organization. Include a list of the board of directors and a list of staff members.

**II. Financial**

Give an overview of your organization's financial status. Please list the sources and funding requested for this emergency from any other source besides the Collin County Historical Commission, including federal, state, city or private sector organizations.

*The mission of the Collin County Historical Commission is to initiate and conduct programs and activities as may be suggested by the Commissioners Court or the Texas Historical Commission for the preservation of the county's historical heritage; to mark, interpret, preserve and accumulate information on the history and landmarks of Collin County; and to serve as an umbrella organization for all public and private historical and heritage groups operating in the county, in order to encourage, support and promote the activities of these groups.*

**ASSURANCES**

If funding is awarded, the applicant gives assurances to the Collin County Historical Commission that:

- Any activity or service funded by this emergency fund program will be under the supervision of the applicant organization.
- All submitted expenses will be used solely for the emergency remedies described in the application.
- The officials signing the application form have been authorized by the applicant organization to submit this application.
- The Collin County Historical Commission must be mentioned in all public discourse and publicity regarding the emergency remedies funded by this program.
- All documentation of expenses must be submitted with the awardee’s final report to the Historical Commission.
- The applicant shall retain a copy of the Collin County Historical Commission’s *Emergency Funds for Historical Organizations Program* guidelines and shall execute the funding by the rules stated therein.

We hereby certify that all figures, facts, and representation made in this report including any attachments, are true and correct to the best of our knowledge.

**Chief Administrative Officer:**

**Representative Completing Application:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CHECKLIST OF ATTACHMENTS**

1. Letter of determination from the IRS showing 501(c)(3) status or other non-profit status
2. Current and immediate prior years’ fiscal year budget and financials
3. Applicant organization’s descriptive information including lists of staff members and board of directors

Submit your application either one of 3 ways:

1. Mail 5 copies of the completed typed application and all required attachments to the Collin County Historical Commission, 2300 Bloomdale Road, Suite 4192, McKinney, TX 75071.
2. Fax one copy to: (972) 548-4699.
3. Email the application and required documentation to [enishimoto@collincountytx.gov](mailto:enishimoto@collincountytx.gov).

**Final Summary and Emergency Funding Report Procedure  
(Submitted upon completion of the emergency remedies activity)**

A required last step in this emergency funding program is the submission of a final project summary and funding report by the funded organization at the completion of the emergency remedies activity. Your report, due within thirty days after the activity ends, should include the following items:

1. A narrative report of all activities initiated and performed in response to the emergency situation
2. A detailed and comprehensive financial report including all receipts and expenditures
3. Visuals (i.e. photographs, videotapes, slides, etc.) of before and after the emergency remedies activity.

The Final Summary and Emergency Funding Report should be mailed to the Collin County Historical Commission. It is also requested that the organization have a representative in attendance at the next scheduled meeting of the Collin County Historical Commission's Historical Organization Coalition after the submission of the final report.