



2025 Grant Guidelines and Application for Heritage Events, Projects, and Programs Collin County Historical Commission

The Collin County Historical Commission (CCHC) grant program exists to help fund heritage events, projects, and programs in Collin County. Based on the qualities of the application, the Collin County Historical Commission (CCHC) will offer an opportunity for the recipient to receive funds to support heritage efforts benefiting a town, city, or Collin County.

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; to serve as an umbrella organization for all public and private historical and heritage groups operating in the county; and to encourage, support, and promote the activities of these groups.

Read the funding guidelines thoroughly before submitting an application.

GUIDELINES & GENERAL REQUIREMENTS

These guidelines outline requirements for projects from Collin County tax-exempt organizations whose projects support the mission of Collin County Historical Commission:

- The applicant must have attended one Coalition meeting in the last 12 months.
- The minimum request must be \$250. Applications may require additional documentation (other than what is described here) from the requesting organization. All requests, regardless of amount, require the approval of Commissioners Court.
- All applicants are required to provide no less than 10% of the requested grant amount in matching funds, services, or supplies. This matching amount must be from a source(s) other than Collin County funds. Identify the funding source(s).
- Any member of an organization may attend the mandatory orientation meeting for the grant. Representation is required at this meeting in order to be eligible for grant funds. *It is the responsibility of organization's representative to communicate all pertinent information to the person writing the grant application.
- The Collin County Historical Commission Grant Funding Standing Committee will make initial recommendations to the Collin County Historical Commission at a regular monthly meeting. The Historical Commission will vote on final recommendations to submit to the Commissioners Court.
- Historical Commission recommendations regarding funding will be placed on one of the November agendas of the Collin County Commissioners Court for approval. The applicant will be notified of the court's action.
- Approved Applications will receive a Funding Agreement through DocuSign to complete and return as soon as possible. Funding Agreements will be placed on

one of the December/January agendas of the Collin County Commissioners Court for final approval and execution. All Agreements will be signed by the County Judge and returned to the County liaison. Funding is then processed.

- Based on the timing of the dispersal of funds, final reports must be submitted within eleven (11) months of the organization receiving the funding. By failing to comply, the organization is not eligible to apply for future grants for a period of three (3) years.
- If the organization is not able to complete the event, project, program as presented in the application, or completed project comes in under budget grant funds must be returned to the Collin County Historical Commission within thirty (30) days.
- The event, project, or program must be well-planned with goals and objectives specifying how they relate to the mission of the Collin County Historical Commission. Must show the relationship to historic preservation.
- The event, project, or program, if ongoing, must be able to demonstrate its ability to grow or develop over time.
- One-time capital expenditures for repairs, replacements, equipment, etc., must be necessary for the applicant's operational health, welfare, or success. Events or programs must not limit attendance by age, gender, race, or other factors.
- Organizations must provide complete disclosure of all financial resources, including in-kind services and the proposed budget for the event, project, or program.
- If funding is awarded, any advertising or promotional items must display the statement **"The Collin County Historical Commission helped make this project possible."** The CCHC must be mentioned as a sponsor in all publicity.
- Awards may be used for advertisements in media outlets deemed appropriate by the CCHC to promote an event, project, or program.
- Funding will not be granted to fund day-to-day operating expenses, supplies, staff salaries, contract personnel, office rental, travel expenses, or other administrative costs of the organization's daily operations.
- Funding for work by a service provider/vendor is acceptable.
- A final report including all invoices must be submitted to the CCHC at the completion of the funding period, or within 30 days of the completion of the event, project, or program. **If there is a delay, the grantee shall provide status updates to the CCHC.**
- **All applicants must be in good standing as participating members of the Collin County Historical Coalition, an organization of all private and public heritage groups in the county, which is sponsored by the CCHC.**

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

GRANT APPLICATION TIPS:

- Be specific when writing the narrative. Include a detailed description of the event, project, or program for which funding is being requested.
- Do not assume that the CCHC or the Commissioners Court knows your organization, your reputation, or your event. Provide a brief history of the organization.
- Write clearly. Avoid using acronyms that are not explained.
- REMEMBER: the grant application is not a marketing or publicity document.
- Make sure that the budget is clear and matches what is proposed in the narrative.
- Make copies of all items sent with the application for your files.

- The Historical Commission may recommend to approve, to reject, or to table any application. The Collin County Commissioners Court will be the final arbiter on the disposition of all grant applications.
- Applicants will be notified within 14 days of the decision of the Collin County Historical Commission, as well as the agenda date for the County Commissioners Court's final decision on all applications. All applicants are eligible to attend that court session regardless of the CCHC's recommendation for specific applications.

NARRATIVE

Using the outline below as a guide, provide a written narrative no longer than five (5) pages.

It is important to cite specific examples of how the event, project, or program will meet the goals and mission of the Collin County Historical Commission (page 5) and how it will impact the community or county as a whole.

Clearly cite the topic of the narrative.

I. Applicant Organization

Briefly describe the history of the organization. Include the mission of the organization, scope of services, day-to-day operations, number of staff and volunteers.

Attach a list of the board of directors (or present board members) and a list of paid staff members as attachments to the completed application. State if there are no paid staff members.

If significant organizational changes are planned, summarize these changes and describe their effects on the ability to carry out the special project.

II. Event, Project, or Program

Describe in detail the event, project, or program for which the applicant organization is seeking funding. Include photos if applicable.

Include copies of itemized estimates and invoices for all work and materials for the proposed project. **Estimates should not be more than 1 year old.**

If requesting one-time capital expenditures, describe specifically what will be purchased, how it will be used to further the objectives of the organization, and how it relates to historic preservation.

Include, if applicable, details such as scope, theme, activities, schedule, target audience, admission fees, ticket purchases, estimated attendance, and benchmarks used to determine the success of the activity.

Describe the anticipated growth or expansion of the event in future years if applicable.

III. Facilities (if applicable)

Identify where the applicant organization's event, project, or program will be held.

IV. Marketing Efforts (if applicable)

Describe your organization's marketing plan for the event, program, or project.

Detail strategies for building and developing attendance for the future and quantify projected financial or other gains from those strategies.

Specify markets that the event, project, or program has targeted, such as McKinney, Allen, Collin County, regional, statewide, nationwide.

If applicable, attach examples of previously printed marketing or advertising materials.

V. Financial

Give an overview of the applicant organization's financial status including the impact of this funding request. Include bank account statements for current and past three (3) years, CDs, donations from other sources. Describe current efforts the applicant organization is now making to identify and expand funding from sources other than the Collin County Historical Commission.

Please list the sources and funding requested for this event, project, or program from any other source including federal, state, city, or private sector organizations.

VI. Mission Statement of the Collin County Historical Commission

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; to serve as an umbrella organization for all public and private historical and heritage groups operating in the county; and to encourage, support, and promote the activities of these groups.

**2025 Grant Application
for Heritage Events, Projects, and Programs
Collin County Historical Commission**

Date of Application: _____

Incomplete application packets will not be considered.

ORGANIZATION

Name of Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone 1: _____ Phone 2: _____

E-mail address: _____

Website: _____

CONTACT INFORMATION FOR ORGANIZATION: (Must Provide 2 Contacts)

Primary Contact Name: _____

Telephone: _____ Email: _____

Secondary Contact Name: _____

Telephone: _____ Email: _____

Event, Project, or Program: _____

Project/Event start date: _____

Project/Event completion date: _____

FUNDING REQUEST (Amounts rounded to the nearest dollar, please.)

Amount of funds requested: _____

Other funding sources: _____

ASSURANCES

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

- The event, project, or program for which financial assistance is sought will be administered by or under the supervision of the applicant organization.
- All submitted expenses will be used solely for the special event, project, or program 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 advertising and publicity as a sponsor or contributor of the event, program, or project. Include copies in the final report.
- All documentation of expenses must be submitted with the awardee's final report to the Historical Commission.

We hereby certify that all figures, facts, and representations 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 (All Documents must be legible)

Submit the attachments in the order as listed below:

1. Application (page 6)
2. Narrative of the project (as outlined)
3. Project timelines and schedules
4. Copy of invoice or estimate of project
5. Current fiscal year budget
6. NonProfit Statement (page 9)
7. Prior and (up to 3 years) current financial statements for the organization.
8. List of paid staff members or no paid staff.
9. List of Board Members or Board of Directors (for Board of Directors only, include name, profession, area of expertise)
10. Schedule of Board of Director meetings and, if applicable, Event Planning Committee meetings
11. Letter of determination from the IRS showing 501(c)(3) or 501(c)(13) status.
12. Completed and Signed [W-9 Form](#). An interactive W-9 form that may be filled out online and printed can be accessed by searching online for "W-9 form."
13. Promotional/informational items about the project
14. Completed "Assurances" form (page 7)

Submit electronically, submit one (1) copy of the completed application and all required attachments in the order listed above as one (1) consolidated pdf document. Email to: CCHC@co.collin.tx.us

Grant application must be received by 4:00 p.m. Friday, September 20, 2024. NO EXCEPTIONS

**Final Project Summary and Funding Report Procedure
(Submitted upon completion of the event, project, or program. Page 10.)**

The required last step in this grant funding program is the submission of a final project summary and funding report by the awarded organization at the conclusion of the event, project, or program. **The report is due within thirty (30) days after the project completion or within eleven (11) months after funding has ended, whichever comes first. If there is a delay, the grantee shall provide status updates to the CCHC.** The report should include the following items:

1. The Final Project Summary and Funding Report form (page 10, also found online)
2. A narrative report of the project
3. A detailed and comprehensive financial report including copies of all receipts and expenditures for the funded project
4. Visuals of the project (i.e., photographs, videotapes, slides, etc.) and/or samples of all materials produced for the project
5. Acknowledgement statement: "The Collin County Historical Commission helped make this project possible."
6. Any evaluation done by the organization and/or project participants with final results and figures
7. Evaluation and future expansion of the project

The Final Project Summary and Funding Report shall be presented at a Collin County Historical Commission's monthly meeting.

A written Final Project Summary and Funding Report should be submitted to the Collin County Historical Commission at the time of the oral presentation.

NONPROFIT STATEMENT OF FINANCIAL POSITION	YEAR	YEAR	YEAR
TOTAL ASSETS <i>What your organization owns: cash, accounts receivables, property, equipment, etc.</i>			
TOTAL LIABILITIES <i>What your organization owes: accounts payable, debt, other expenses</i>			
TOTAL NET ASSETS <i>Organization's equity (Total Assets – Total Liabilities)</i>			
TOTAL LIABILITIES + NET ASSETS <i>Should equal Total Assets</i>			

FINAL PROJECT SUMMARY AND FUNDING REPORT
Collin County Historical Commission Grant Event, Project, or Program

Date of Final Report: _____

Organization Name: _____

Funding Amount _____

Date(s) of Event, Project, Program: _____

Location(s) of Event, Project, Program: _____

Total Revenue (including funding award):

Budget \$ _____ Actual \$ _____

Total Expenses:

Budget \$ _____ Actual \$ _____

Was the following line used in all promotion, publicity and advertising?

“The Collin County Historical Commission helped make this project possible.”
_____ Yes _____ No If not, why?

Chief Administrative Officer:

Representative completing form:

Name (please print):

Name (please print):

Signature:

Signature:

Date: _____

Date: _____

Phone #: _____

Phone # _____

Email: _____

Email: _____

Mailing Address:

Mailing Address:
