

2017-2018 Guidelines & Application For Grant Events, Projects and Programs Collin County Historical Commission

The grant program of the Collin County Historical Commission exists to give money for heritage events, projects and programs in Collin County. Based on the qualities of the application, the Collin County Historical Commission will offer an opportunity for the recipient to receive funds so that their heritage efforts will benefit a town, city, Collin County, or the entire North Texas region. The **mission** 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 country'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.

Read the funding guidelines thoroughly before submitting an application.

GUIDELINES & GENERAL REQUIREMENTS

These guidelines outline requirements for projects from Collin County non-profit organizations whose projects support the missions and goals of Collin County Historical Commission:

- 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 Commissioners Court approval.
- All applicants are required to 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. Identify the funding source(s).
- Anyone can attend from your organization the mandatory orientation for the grant. Representation is required at this meeting in order to be eligible for grant funds.
- After awards are approved by the Collin County Historical Commission, then all grant awards are submitted to the Commissioners' Court for approval. Once approved, contracts are signed and awards will be disbursed by checks to awardee organizations.
- Based upon the timing of the dispersal of funds, final reports must be submitted within eleven months. By failing to comply, the organization would not be eligible for a period of three years for future grants.
- If the organization should not be able to complete the event, project, or program as presented in the application, then the grant funds must be refunded to the Collin County Historical Commission within thirty days.
- The event, project or program must be well-planned with stated goals, objectives and must relate in writing to the mission statement of the Collin County Historical Commission.
- 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.

- Sponsoring organizations must provide complete disclosure of all financial resources, including in-kind services and proposed budget for the event, project or program.
- If funding is awarded, any advertising or promotional items must display “funded in part by Collin County Historical Commission,” and the Commission must be mentioned as a sponsor in all publicity.
- Awards may be used for advertisements in media outlets deemed appropriate by the County Historical Commission 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, and other administrative costs of the organization’s daily operations.
- A final report summary (described below), including all invoices, must be submitted to the Historical Commission at the completion of the funding period, or at the conclusion of the event, project or program.
- **All applicants must 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 grant funding.

FUNDING APPLICATION TIPS:

- Be specific when writing the narrative. This includes a description of the event, project or program for which funding is requested specifically, clearly, and thoroughly.
- Do not assume that the Historical Commission or the Commissioners Court knows your organization, your reputation, or your event.
- Write clearly; avoid using acronyms that are not explained.
- REMEMBER: the funding application is not a marketing or publicity document.
- Make sure that the budget is clear and matches what you propose 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 funding applications.
- Applicants will be notified within 14 days of the decision of the Collin County Historical Commission, as well as the date when the County Commissioners Court will make final decisions on all applications. All applicants are encouraged to attend that Court session regardless of the Historical Commission’s recommendation for specific applications

FUNDING CYCLE

Grant Cycle: The 2017-2018 Collin County Historical Commission Grant Funding Program review process will follow this calendar.

FY 2017-2018

Thursday, April 20	Public notice of grant funding opportunities: Applications available at the session.
Tuesday, May 2	Orientation Meeting 7-8:30 p.m. Attendance is mandatory at the Carriage House by the Heard Craig House in McKinney.
Monday, May 8 – Friday, June 2	Applications accepted.
Friday, June 2	Grant Application Deadline is 5:00 p.m. -- NO EXCEPTIONS -- at the Commissioner's Court offices.
Monday, June 5- Thursday, June 29	Applications are forwarded to Collin County Historical Commission Grant Funding Standing Committee members. Members study grant requests and contact applicants if additional information is required.
Thursday, June 29	The Collin County Historical Commission Grant Funding Standing Committee will make initial recommendations to Collin County Historical Commission at their regular monthly meeting, and the Commission will vote on final recommendations to the Commissioner's Court. All meetings are open to the general public.
July	<i>Historical Commission recommendations regarding funding will be placed on one of the July agendas of the Collin County Commissioner's Court for their approval. It is recommended that all grant applicants be present.</i>
July	The applicant will be notified of the court's action on their request. The grantee must follow county procurement and spending procedures in the use of the grant funds. Funding period will extend from August 1, 2017 to July 30, 2018.

**APPLICATION FOR GRANT FUNDING
HERITAGE EVENTS, PROJECTS AND PROGRAMS
COLLIN COUNTY HISTORICAL COMMISSION**

Incomplete application packets will not be considered.

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: _____

Project / Event start date: _____

Project / Event completion date: _____

NARRATIVE

Using the outline below as a guide, provide a written narrative no longer than 5 pages. **It is important to cite specific examples of how the event, project or program will meet the goals and mission (bottom of page 5) of the Collin County Historical Commission and how it will impact the community or county as a whole.** Clearly cite the topic of the narrative as outlined in bold face.

I. Applicant Organization

Briefly describe the applicant 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 the applicant organization's ability to carry out the special project. Attach a list of the board of directors and a list of staff members as attachments to the completed application.

II. Event, Project or Program

Outline the event, project or program for which the applicant organization is seeking funding. Include, if applicable, details such as scope, theme, activities, schedule, target audience, admissions fees, ticket purchases, estimated attendance and benchmarks used to determine the success of the activity. If requesting one-time capital expenditures, describe specifically what will be purchased and how will it be used to further the objectives of the organization.

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

Describe your organization's marketing plans for the event, program or project. Detail your strategies for building and developing attendance for the future and quantify your projected financial or other gains from those strategies. Specify markets that the project or event 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. Describe current efforts the applicant organization is now making to identify and expand funding from sources other than 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. Evaluation

How will the success of the project or event be measured?

VII. Collin County Historical Commission Mission Statement

The Mission 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:

- 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 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. Narrative of the project (as outlined)
2. Project timelines and schedules
3. Current fiscal year budget
4. Prior and current financial reports for the project
5. Prior (up to 3 years) and current financial reports for the organization.
6. List of paid staff members
7. List of Board of Directors (include name, profession, area of expertise and home city of each member)
8. Schedule of Board of Director and if applicable Event Planning Committee meetings
9. Letter of determination from the IRS showing 501(c)(3), 501©(13) status or other non-profit status
10. Promotional/informational items about the project
11. A W-9 Form

Submit 6 copies of the completed typed application and all required attachments, collated in the order listed above, to the Collin County Historical Commission, 2300 Bloomdale Road, Suite 4192, McKinney, TX 75071.

Grant application deadline is Friday, June 2 at 5:00 pm- no exceptions- at the Commissioner's Court offices.

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

A required last step in this grant funding program is the submission of a final project summary and funding report by the funded organization at the conclusion of the event, project or program. Your report, due within thirty days after the project or funding has ended, should include the following items:

1. The Final Report Summary form (supplied by the Collin County Historical Commission)
2. A narrative report of the project
3. 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 this final report.
4. A detailed and comprehensive financial report including all receipts and expenditures for the funded project
5. Visuals of the project (i.e. photographs, videotapes, slides, etc.) and/or samples of all materials produced for the project
6. Final results and figures, including any evaluations done by the organization and/or project participants
7. Evaluation and future expansion of the project.

The Final Project Summary and Funding Report should be mailed to the Collin County Historical Commission or submitted at the time of the oral presentation. 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. An oral presentation is required by the Collin County Historical Commission at its monthly meeting or at the next quarterly meeting of the Coalition.