

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

The goal of the Collin County Historical Commission is to provide funding assistance 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.

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 Commissioner's Court approval.
- Immediately after awards are announced and contracts are signed, all invoices and reports appropriate to the project will be submitted to Collin County Administrative Services *in advance of incurring of any expenses*, in line with county purchasing and auditing practices. No funds can be disbursed before such documentation has been completed, nor will any undocumented expenses be covered under any circumstances.
- If the organization received a sponsorship in a previous year, all funding conditions must be met before another application will be considered. If the organization does not comply with funding conditions, it will not be eligible for a period of three years.
- The event, project or program must be well-planned with stated goals and objectives.
- 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, salaries, office rental, travel expenses, and other administrative costs of the organization's daily operations.
- A final report summary (described below) 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. For additional information about the coalition contact the chairperson of the Collin County Historical Commission at 2300 Bloomdale Road, Suite 4192, McKinney, Texas 75071. No membership fee is required.**

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.
- Describe 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 2009-2010 Collin County Historical Commission Grant Funding Program review process will follow this calendar:

FY 2009-2010

By August 1st	Public notice of grant funding opportunities
August 22	Orientation Session: Applications available at the session. Attendance is <i>Mandatory at orientation session.</i>
Sept 1 - 18	Applications accepted.
September 18	Grant Application Deadline is 5:00 p.m. -- NO EXCEPTIONS -- at the Commissioner's Court offices.
September 18 - 30	Applications are forwarded to Collin County Historical Commission Grant Funding Standing Committee members. Members study grant requests and contact applicants if additional information is needed.
October 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 Commissioners Court. Applicants, as well as the general public, are invited to attend.
<i>Oct - Nov</i>	<i>Historical Commission recommendations regarding funding will be placed on one of the November agendas of the Collin County Commissioner's Court for their approval. It is recommended that all grant applicants be present.</i>
November	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 December 1, 2009 to November 30, 2010.

**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: _____

Additional 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.

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.

Cite specific examples of how the event, project or program will meet the goals of the funding program, and the mission*of the Collin County Historical Commission and how it will impact the community or county as a whole.

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, 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?

*** 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.
- All documentation of expenses must be submitted for funding verification in a timely manner in advance of their being incurred, in accordance with county purchasing and auditing procedures. Any cost not meeting these practices may not be covered by this grant program, and will become the sole responsibility of the applicant organization.
- The applicant shall keep a copy of the Collin County Historical Commission Guidelines and Application for Grant Events, Projects, or Programs 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. Narrative of the project (as outlined)
2. Project timelines and schedules
3. Current fiscal year budget
4. Prior (up to 5 years) and current financial reports for the project
5. List of staff members
6. List of Board of Directors (include name, profession, area of expertise and home city of each member)
7. Schedule of Board of Director or Event Planning Committee meetings
8. Letter of determination from the IRS showing 501(c)(3) status or other non-profit status
9. Promotional/informational items about the project

Submit 3 copies of the completed typed application and all required attachments, collated in the order listed above, to the Collin County Historical Commission, 2100 Bloomdale Road, Suite 4192, McKinney, TX 75071, or fax to: (972) 548-4699.

**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 (or after the final disbursement of award funds, whichever comes first). 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. A detailed and comprehensive financial report including 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. Final results and figures, including any evaluations done by the organization and/or project participants

The Final Project Summary and 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.