

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: The Heritage Guild of Collin County

Contact Name: Cindy Johnson

Telephone: 972-562-8790

Email: cindyjohnson@chestnutsquare.org

ORGANIZATION

Name of Organization: The Heritage Guild of Collin County

Mailing Address: P.O. Box 583

City: McKinney State: TX Zip: 75070

Phone 1: 972-562-8790 Phone 2: 214-417-5049 FAX: 972-562-8790

E-mail address: cindyjohnson@chestnutsquare.org Website: www.chestnutsquare.org

**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: \$1,350

Other funding sources: \$200 from operating budget.

Reason/need for emergency funding (attach additional pages if necessary): In 2009 the 100+ year old double trunk red oak in the courtyard at Chestnut Square began to show signs of disease. The City of McKinney arborist was called in and Arborological Services was contracted to try to save the trees from the borers that had infested them. In 2010, it was determined that one of the trees had died and it was cut down. In late 2011, Arborological Services confirmed that the second tree was also dead. So far, The Heritage Guild of Collin County has spent over \$2,000 trying to save the trees and cutting down the first tree. The quote for cutting the second tree down is \$1,550. At this time, do not have enough money in our operating funds to cut the remaining tree down. The dead tree is in the middle of the courtyard, next to the 1864 Two-Bit Taylor Inn. It is also in the middle of the weekly Farmers Market and field trips and Prairie Adventure

Camp activities. As long as the dead tree remains in that spot, it is a danger to the Taylor Inn and visitors to Chestnut Square. We would like to get the tree cut down before the weekly Farmers Markets begin on April 7 and the busy field trip season begins in mid-March.

Start up and Expected Completion Dates: March 6, 2012 Start up and March 10, 2012 completion.

ATTACHMENTS:

Please include the following with your application:

I. Applicant Organization

The mission of The Heritage Guild of Collin County is: "To preserve and perpetuate the heritage of Collin County." The Heritage Guild was organized 38 years ago and exists to support Chestnut Square Historic Village. Chestnut Square has grown from two houses to seven houses, a general store, a school house and a chapel. These ten historic buildings span a century from 1854 to 1930. Chestnut Square now covers 2.5 acres on two city blocks.

Chestnut Square has become a significant ingredient in the quality of life for the citizens of Collin County and a tremendous draw for tourists from across North Texas and southern Oklahoma. Events such as the Historic McKinney Farmers Market, Civil War Days, Old Fashioned Ice-Cream Festival Featuring the Killis Melton Ice Cream Crank-Off, The Legends of McKinney Ghost Walk and the Holiday Tour of Homes bring people to McKinney to shop, eat and stay at our local hotels and bed and breakfasts. The Historic McKinney Farmers Market at Chestnut Square and Adriatica are popular weekly markets from April through mid-October. The Historic McKinney Farmers Market at Chestnut Square was voted the #2 market in Texas (overall) and #5 in the country (small markets). In 2007, Chestnut Square stepped forward to provide a home for the Doc & Clyde's Ice Cream Freezer Exhibit which is a part of McKinney's heritage and was cited in the Guinness Book of World Records as the largest ice cream freezer exhibit in the world.

Chestnut Square Historic Village is open to the public 9:00 – 3:00 Tuesday through Friday and 8:00 – 12:00 on Saturdays, with guided tours of the homes provided on Tuesdays, Thursdays and Saturdays at 11:00 a.m. Group tours may be scheduled daily Tuesday through Saturday by reservation. Chestnut Square began offering trolley tours of McKinney's Historic District in 2011 on the second and fourth Saturday of each month. The trolley tour was created with grant funding from the Collin County Historical Commission.

Living History activities are offered during Farmers Markets and other events. Members of the Living History Group, an organization created to support historical programs at Chestnut Square, provide craft demonstrations in historically appropriate costumes throughout the village. Different organizations provide re-enactments, musical presentations and storytelling. Organizations that have performed in the past include the

Collin County Civil War Living Historians, the Collin County Storytelling Guild, the Trinity River Desperados and the Hogwallow Boys.

Every Saturday morning from 8:00 a.m. until noon, April through October, Chestnut Square hosts the Historic Downtown McKinney Farmers' Market. More than 30 vendors participate in each market offering locally grown produce, locally raised meat and eggs, fresh blueberries and more! The market was well-attended in 2008 – it's first year – with an average of 350+ people each market. In 2009 500+ attended each market. In 2010, over 1,000 guests regularly attended the Chestnut Square market. In October 2009, The Heritage Guild of Collin County launched the McKinney Farmers Market at Adriatica on Thursday and Sunday afternoons to provide the same sense of community and local vendors to West McKinney. That market has slowly grown to five vendors and we hope to increase participation in 2010 and focus on Thursdays only.

In 2008, Clyde Geer donated the Doc & Clyde's Ice Cream Freezer exhibit to Chestnut Square and asked that future Killis Melton Ice Cream Crank-offs be held at Chestnut Square each year. This free event includes entertainment on the MCDC stage, children's activities in the Wilmeth Schoolhouse and old-fashioned amusement rides. The Crank-Off's in 2009 and 2010 drew over 2,000 people young and old to enjoy the taste of home-made ice cream.

In October 2008, Chestnut Square launched the first annual Legends of McKinney Ghost Walk. Storytellers share legends and the history of haunted sites around downtown McKinney and Chestnut Square. The 2008 Ghost Walk drew over 1,000 people. In 2009 the Ghost Walk was expanded to two nights and the 2009 and 2010 Ghost Walks drew over 1,500 people each year from throughout the Metroplex.

School groups tour the village during the school year with a focus on elementary students in grades 1-3. During the summer, a very popular Prairie Adventure Camp is held for children ages 7-12. During this 9 hour camp students "de-modernize" and learn how people lived in the 19th century through history classes in the one-room school house and hands on demonstrations in the various houses. The camp has drawn children from Oklahoma, Louisiana, Houston and Austin. Chestnut Square also offers a one-day camp as part of the Carry Along Collin program that draws multi-age group children for a half-day of history. In 2012, Chestnut Square will be partnering with the MISD to pilot outreach programs for the 4th and 5th graders focusing on Civil War and the stagecoach.

Our annual Historic Home Tour is always extremely popular, drawing visitors from throughout North Texas to tour the holiday decorations throughout Chestnut Square and in 4-6 historic homes throughout McKinney. The Home Tour is not only a key fundraiser for Chestnut Square, but introduces hundreds of visitors from other parts of Collin County and North Texas to McKinney's downtown square, Chestnut Square and McKinney's Historic District. In 2009, the tour drew over 1,800 people. Chestnut Square is also a popular venue for weddings.

The Chapel at Chestnut Square (formerly the Foote Baptist Church located in Stonebridge Ranch) can accommodate up to 150 guests for an intimate, historically charming wedding service. The grounds and the Bevel Reception House (circa: 1930) can host over 150 for wedding receptions. During 2010 Chestnut Square hosted over 130 events including 100 weddings and receptions.

All told, the programs at Chestnut Square bring over 45,000 visitors annually to the Square to experience over 150 years of McKinney history. Current staff consists of an Executive Director, part-time office manager, part-time bookkeeper, part-time wedding manager and part-time curator.

II. Financial

During the past few difficult economic years, The Heritage Guild of Collin County has kept operating revenues (non-grant revenues) level. Our revenues in 2011 were down by 1% (the main reason was that one of our renters decided to pay month to month in 2012 instead of their usual one-time payment of \$12,000 in December 2011). During this same time, operating expenses (non-grant expenses) were down 9%, reflecting on-going cost-cutting in utility, insurance and overhead expenses. While the profit and loss statement shows a net loss of \$9,020, that loss would have become a profit if the one-time payment had come in December.

2012 appears to be a much stronger year in terms of facility rentals with 82 events booked in 2012. Year to year, this is up 10%.

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:

Cynthia D. Johnson
Signature

Cynthia D. Johnson
Signature

Cynthia D. Johnson
Typed Name

Cynthia D. Johnson
Typed Name

2/19/2012
Date

2/19/2012
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.

**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.

CHESTNUT SQUARE BOARD OF DIRECTORS

Tim Baker, President
McKinney, TX
Owner, The Growth Coach

Rene Teague-Osuna
McKinney, TX
Owner, Rene's Salon

Beth Maguire, Secretary
McKinney, TX
Pharmaceutical Rep
Framing

Hamilton Doak
Owner
Orisons Art and

Jane Hanson, CPA, Treasurer
Plano, TX
Keller Williams

Jo Amrah Dillingham
Allen, TX
Community Volunteer

Guy Giersch
McKinney, TX
Historic Peservation Officer, City of McKinney

Joe Joplin
McKinney, TX
Attorney, Aberathy, Roeder, Boyd & Joplin

Pat Rodgers
McKinney, TX
Education Consultant

CHESTNUT SQUARE LEADERSHIP STAFF

Cindy Johnson
McKinney, TX
Executive Director

LaDonna Doyle
McKinney, TX
Education and Curation

Kim Ducote
McKinney, TX
Facilites and Events

Alice Yeager
New Hope, TX
Volunteer Coordinator

Suzanne Etchieson
Fairview, TX
Bookkeeping

Internal Revenue Service

Department of the Treasury

District
Director

Heritage Guild of Collin County Texas
509 West Howell
McKinney, TX 75069

Person to Contact
EGMF Tax Examiner
Telephone Number

214-767-1766
Refer Reply to

RM:CS8:1290 DAL

Date NOV 20 1985

EIN: 75-1602150

Gentlemen:

Our records show that Heritage Guild of Collin County Texas is exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code. This exemption was granted September, 1979, and remains in full force and effect. Contributions to your organization are deductible in the manner and to the extent provided by Section 170 of the Code.

We have classified your organization as one that is not a private foundation within the meaning of Section 509(a) of the Internal Revenue Code because you are an organization as described in Section 170(b)(1)(A)(vi).

If we may be of further assistance, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Tax Examiner

Eric Nishimoto

From: Cindy Johnson [cindyjohnson@chestnutsquare.com]
Sent: Thursday, March 29, 2012 2:57 PM
To: Eric Nishimoto; jgray@mckinneytexas.org
Subject: Tree Removal at Chestnut Square

Eric and Jason, the original tree service bid was \$1,550 to cut down and remove the oak tree. Without removal, they have rebid it at \$1,300, saving \$250. I originally requested \$1,350 from the County to help with the cost of the tree removal.

I have scheduled the tree removal for Sunday, April 1. Tim Williams has confirmed that the City will remove the tree on Monday, April 2. Please let me know if you have any concerns with this plan.

Sincerely,
Cindy Johnson
Executive Director
Chestnut Square Historic Village
Preserving and Perpetuating the Heritage of Collin County
Office and Fax: 972-562-8790
Cell: 214-417-5049
www.chestnutsquare.org

BLUE TREE SERVICE

634 N. CLINTON
DALLAS, TX 75208

Cell 214-232-1500 • Fax 214-231-9285

<input checked="" type="checkbox"/> Take Down	AE American Elm	NE Native Elm (Cedar Elm)
<input checked="" type="checkbox"/> Drop Crotch	AA Arizona Ash	PE Pecan
<input checked="" type="checkbox"/> Remove Stump	BA Bols d'arc	PI Pine
SH Shape	CAT Catalpa	PO Post Oak
ST Remove Stubs	CDR Cedar	RB Redbud
TO Thin Out	CB Chinaberry	SE Siberian Elm
TH Trim Hedge	CT Chinese Tallow	S Sycamore
SK Remove Suckers	CW Cottonwood	SB Soapberry
RA Raise	F Fruit Trees	SG Sweet Gum
DW Remove Dead Wood	FM Fruitless Mulberr	SM Silver Maple
WT Reduce Weight	HB Hackberry	WI Willow
<input type="checkbox"/> Fences	LO Live Oak	WA Walnut
<input type="checkbox"/> Concrete Work	MAG Magnolia	X Trees
	MTOE Mistletoe	HG Hedge
	M Maple	Z Shrub
	MI Mimosa	

CUSTOMER

2-2-2012

Name _____

Street _____

City _____ State _____ Zip _____

Home _____ Work _____

Fax _____ Mobile _____

(1) OAK TREE REMOVAL

- Tree is dead and needs to be removed so it does not cause any damage.
- All logs and brush will be hauled away.
- If: wood logs/trunks can be left at Chestnut Square if requested.

\$1,650.00
- 100.00 (disc)
\$1,550.00
127.88 (tax)
\$1,677.88 (total)

The above work or service is to be performed in accordance with the above specifications for the sum of Payment to be made on completion: Dollars (\$1550.00) plus tax
A late fee of 5% will be assessed for payment not received on completion.

Any alteration or deviation from above specifications involving extra cost, will be executed only upon written order, and will become an extra charge over and above the estimates.
All agreements contingent upon strikes, accidents or delay beyond our control.

Respectfully submitted: BLUE TREE SERVICES
by **Zenaida Morelos**

ACCEPTANCE OF PROPOSAL

The above prices, descriptions of work or service to be performed are satisfactory and are hereby accepted.
You are authorized to do the work specified. Payment will be made as outlined above.

Accepted _____

Date _____

Blue Tree Services is not responsible for stump grinding damage to underground utilities unless a blueprint is provided prior to start of service. grind stumps 2-3 inches below.

If Blue Tree gave a suggestion based on their knowledge and experience, they won't be responsible for any reaction of a tree due to a pruning, trimming (etc.)...since every tree reacts differently to these processes

THIS JOB HAS BEEN COMPLETED AND HAS BEEN INSPECTED BY THE CUSTOMER X _____