

Funding Recommendations for the Historical Commission's FY2011 Historical Grant Program

The Collin County Historical Commission's Historical Preservation and Education Grant Program, approved by the Commissioners Court in 2009, is recommending grant awards to assist local historical organizations in historical preservation and education projects around the county. A grant scoring committee, made up of five members of the historical commission, reviewed seventeen applications submitted by groups of diverse sizes and missions, scoring and discussing each application in depth before developing the recommended list of awardees. In total, \$61,250 was requested this year, out of which \$23,000 is being recommended to nine organizations. In addition, one organization is being recommended for emergency funding (\$2,500) from a separate emergency fund that the historical commission established in 2009 (with Commissioners Court approval) to make available funds to eligible groups needing assistance due to unforeseen and critical incidents or factors. This recommended list was first approved by the full county historical commission before being submitted now for final approval by the Commissioners Court.

Grant funds are only awarded to county historical groups that are legally recognized as non-profit organizations. Attached is a grant package outlining the program and its requirements, as well as a description of the recommended projects for funding.

2011-2012 Historical Commission Grant Recipients

1. **Allen Heritage Guild Allen Water Station Fencing \$2,000** - In partnership with the city of Allen, the Allen Heritage Guild has requested funding assistance toward the obvious first step, which entails 150 linear feet of fencing to protect the water tower foundation piling and pump facility ruins of the Allen Water Station. Currently, these are unprotected and vulnerable to vandalism. Vandals have toppled over and spray painted graffiti on some of the water tower foundation pilings. In addition graffiti has been painted on the 1872 railroad bridge, trestle, and 1874 stone dam. The Allen Heritage Guild proposal includes 150 linear feet of 8 foot, black, pvc coated chain link fencing as a preventative measure against further vandalism until such time as a Historic Preservation Master Plan for the entire Allen Water Station site is developed and implemented.

2. **Heritage Farmstead Association Odessa Replacement \$4,000**- Chuck Laenger, pioneer of the Heritage Farmstead Museum, created a teaching cow. Children learned where milk came from and how to get milk from a cow. In addition they have learned the history of the milking process as well as the health benefits of dairy foods. Twelve thousand children annually have met Chuck's creation, Odessa the cow. Unfortunately, the Texas weather and overenthusiastic children have taken their toll on Odessa. The new Incredible Milking Cow has been created by Marquis Enterprises located in Glen, New Hampshire. The cow is designed to handle thousands of young and inexperienced hands while at the same time, looking like a real cow. Using life-size measurements and a real cow as his model, an artist creates a clay cow, which is then covered in a smooth, fiberglass frame. The udder plate is made of lexan and the teats to the udders are very durable. The cow moos and a reliable pump system ensures that milk continuously flows from the udders. The Incredible Milking Cow will be custom painted and a sealant will be used to make the paint as durable as your car.

3. **Heritage Farmstead Association Farrell Portrait Conservation \$1,000**- Mary Alice Farrell lived on the farm which is located at the Heritage Farm Museum, The stately image of Mary Alice has a crack running through the middle of her face and image loss at the top and sides of the portrait, The photograph has been moved to an archival box with a curved support structure to try to prevent further damage, which has failed. With the Heritage Farmstead Museum's 25th Anniversary this year, their goal is to bring back Mary Alice to her full beauty. Several conservators have been contacted and have provided estimates. The range includes having the photograph evaluated, repairing the cracks, stabilization, humidification, flattening, repairing of paper loss and reintegration of details of the hat, framing in an historic frame and supplying digital copies of the completed project.

4. **Collin County Genealogical Society Digitizing McKinney Historical Newspapers \$4,000**- The Collin County Genealogical Society will partner with the University of North Texas "Texas Digital Newspaper Program" and be able to digitize and make available online to a worldwide audience the contents of six microfilm rolls of the McKinney, Texas newspapers. This includes the *Democrat*, from the years 1881-1908 and one microfilm roll of incomplete runs of the *Daily Gazette*, *Democrat*, *McKinney*

Examiner and *McKinney Gazette* (years ranging from 1886 to 1936). This is a total of 4300 newspapers pages whose content can then be found via search engines like Google or through direct searches at the Portal to Texas History Web site: The University of North Texas is the lead institution in digitizing Texas' newspapers (147 already done and available online). The largest audience for this project is Collin County historians and family researchers everywhere. Descendants of Collin County's early settlers can read about their ancestors. Students can use this historic county information in school reports. Residents can more easily read about Collin County's history and landmarks.

5. Plano Conservancy Rotary Converter Display \$1,000- The purpose of this request by the Plano Conservancy is to expand an existing interactive display of the simulated Rotary Converter located in the Interurban Railway Museum in Plano. The addition of an illuminated interpretive panel to an existing display that features a simulated rotary converter is prudent and fiscally sound. A panel will be placed in the area of an existing graphic panel. Light emitting diodes (LEDS) will trace the path of alternating current(AC) from a generating power plant through power transmission lines into a substation which houses rotary converter and out to the overhead lines which provides direct current (DC) to the electric motor on the rail cars. The addition of this visual interactive complements the hands on interactive located in another area of the museum. Furthermore other interactives in the electricity room will be reinforced by the new exhibit.

6. Heritage Association of Frisco Preservation of Historical Videos \$2,500- The Heritage Association of Frisco has a collection of oral histories with the older citizens of Frisco which spans two decades. These historical videos need major updating. The scope of this project includes: digitizing and reformatting archival footage-viewing, editing technical flaws and interruptions, compression and authoring, written summaries, creating a library system of logging each video, labeling and printing a master file, and a PowerPoint summary and overview of the complete collection with key history points including a summary of each story. By updating of these videos, family descendants can research genealogical information, and the general public can study specific historical topics. Also the school children who come to the museum can watch a presentation that may seem as if the person for who their school is named or perhaps one or both of their deceased grandparents is brought to life in video.

7. Young Family Cemetery Association Gravestone Preservation \$2,500- The purpose of this project is to have preventive conservation and repairs of grave markers. Preventative conservation will involve leveling of tilting bases, replacement of loose or detached monuments, and resetting of footstones and cleaning of biological debris from stones deemed stable enough for such cleaning and most likely to benefit. Repairs will include reattaching broken pieces of markers deemed appropriate candidates for such treatment. Some markers that are so far deteriorated that repairs are futile will receive a "replacement" granite rectangle with the surname engraved. These repairs will be conducted based upon estimates from Vandagriff Monument Company. After the markers are repaired and reset, a cleaning event will take place using the recommended product D/2. The product is available only through Cathedral Stone.

8. Bear Creek Cemetery Foundation Grave Marker Repair \$2,000- Bear Creek Cemetery contains about 180 marked graves, including some that are only marked with bois d'arc posts of field stones. Many, many stones that are broken, crooked, leaning or fallen are in need of cleaning. Thanks to the excellent marker restoration workshop held in April 2011, sponsored by the Collin County Historical Commission, members of the Bear Creek Cemetery Foundation now feel confident to clean, repair, and level a number of the smaller stones, but professional help is needed for the damaged large heavy stones. The Foundation has an open-ended proposal from Texas Cemetery Restoration LLC. These repairs will not only improve the appearance of the cemetery, but also extend the life of the stones. The memory of the early settlers of the Empire Community must live on.

9. Bear Creek Cemetery Foundation Fencing \$4,000- Bear Creek Cemetery is fenced on three sides with a barbed wire fence. These fences are on the north, west and south sides. The cemetery now has an iron fence along most of the east side along County Road 544. The Bear Creek Cemetery Foundation needs to continue this fence section for sixty more feet along the east side to the north east corner of the cemetery. This portion is currently overgrown with brush and trees. The broken-down barbed-wire fence along the south side of the cemetery also needs to be replaced (160 feet). The Foundation needs a total of 220 feet of iron fence and a number of bids have been solicited. This would definitely improve the appearance of the cemetery and would greatly help toward the preservation of the cemetery, the memory of the people buried there and the history of the Empire Community in Collin County. The cemetery is the only physical representation of the original Empire community that was located west of Nevada.

Emergency Grant Recipient

1. Allen Heritage Guild Security Doors: Heritage Village Churches \$2,500- The Allen Heritage Guild is the "shepherd" of the Allen Historic Village. Since the Village is in a remote part of the downtown with no nearby residences, the buildings are not always under the watchful eye of the citizens of Allen. The Allen Christian Church is one example of the chance of vandalism. Before the church was renovated, there were several cases of vandalism inside the church. After the renovations, there have been attempts to get in through the back door. The second example of the opportunity for vandalism is the weather beaten, decaying, wooden back doors of the St. Mary Baptist Church. For the Allen Christian Church, the Allen Heritage Guild proposes installation of a wrought iron and glass security door with two locks. This door would be installed several inches from the current wooden door. For the St. Mary Baptist Church, the Guild proposes replacement of the wooden back doors with fiberglass doors. The fiberglass doors are stronger and will withstand exposure to the weather far better than wooden doors. The installation of the new back doors will improve the security of the two churches and history of Collin County can be preserved.

2011-2012 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.

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 \$1,000. 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.
- After awards are announced and contracts are signed, all grant awards will be submitted to the Commissioners Court for approval. Once approved, 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 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, 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 2011-2012 Collin County Historical Commission Grant Funding Program review process will follow this calendar.

FY 2011-2012

Thursday, April 21	Public notice of grant funding opportunities: Applications available at the session.
Tuesday, May 3	Orientation Session: Attendance is <i>Mandatory at orientation session.</i>
Monday, May 16 – Friday, June 10	Applications accepted.
Friday, June 10	Grant Application Deadline is 5:00 p.m. -- NO EXCEPTIONS -- at the Commissioner's Court offices.
Monday, June 13- Thursday, June 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 required.
Thursday, June 30	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.
<i>Monday, July 25</i>	<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, 2011 to July 30, 2012.

**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?

***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.
- The applicant shall retain a copy of the Collin County Historical Commission Guidelines for Promotional Funding for 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 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) status or other non-profit status
10. Promotional/informational items about the project

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, or fax to: (972) 548-4699.

Grant application deadline is Friday, June 10 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
6. Evaluation and future expansion of the project.

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. An oral presentation is required by the Collin County Historical Commission at its monthly meeting or at the next quarterly meeting of the Coalition.