

**Routt County Museum and Heritage Fund Advisory Board  
Capacity Building Grant Application Form**

## **PURPOSE**

The Routt County Museum and Heritage Fund (the Fund) provides a Capacity Building Program (the Program) to improve the quality of services provided and expand the capacity of the museum and historic preservation entities in Routt County.

## **INTRODUCTION**

This package includes a description of the application process, the application form and scoring criteria. Please read the entire package prior to beginning preparation of the application to make sure that all items requested are included. There are many important elements to a good grant application, including a detailed scope of work and a detailed budget.

Proposals for funding through the Program will be first considered by the Fund Advisory Board (the Board) and then by the Routt County Board of County Commissioners (BCC). There are two grant cycles: Spring (April) and Fall (October). Capacity Building grants may include, but are not necessarily limited to, capital improvements, staff and volunteer development, and Board-approved museum or historic preservation projects. Funds not expended during a budget year shall roll over to subsequent years, increasing the balance of the Capacity Building portion of the Fund.

Capacity Building grants shall only be awarded to projects generated or **sponsored** by: 1) Historic Routt County; 2) the Hahn's Peak Area Historical Society; 3) the Hayden Heritage Center, Inc.; 4) the Tread of Pioneers Museum; 5) the Town of Yampa (or any successor organization formed to provide museum and historic preservation service in or on behalf of the Town of Yampa recognized as such by the Town of Yampa); or 6) the Historical Society of Oak Creek and Phippsburg. The BCC reserves the right to add or delete nonprofit organizations eligible to receive Capacity Building grants, based on Resolution 2003-060. Other groups with historic projects must first submit grants through the sponsoring entities (see Contact Information, Page 2) and then the sponsoring entity may submit those grant requests to the Fund Board. **The sponsoring entity will be responsible for receiving the grant dollars and for all record-keeping, administering, and monitoring of the grant.**

Applications for funding must be submitted by the sponsoring entities no later than 1<sup>st</sup> Friday in April or the 1<sup>st</sup> Friday in October to the Museum and Heritage Fund Advisory Board Staff Assistant via email to [jparent@co.routt.co.us](mailto:jparent@co.routt.co.us) (**ONE (1) PDF PREFERRED**). The Board will forward its recommendations to the BCC no later than (30) days after the acceptance deadline.

If you have any questions regarding application requirements, the scoring process or the Program, please contact Jennifer Parent at [jparent@co.routt.co.us](mailto:jparent@co.routt.co.us) or 970-870-5315.

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**SPONSORING ENTITY CONTACT INFORMATION**

<u>Entity</u>	<b>Contact Person(s)</b>	<b>Mailing Address</b>	<b>Telephone / Fax</b>	<b>Email</b>
Yampa-Egeria Historical Society	Rita Herold	P.O. Box 1 Yampa, CO 80483	970-638-4670	<a href="mailto:rherold@yahoo.com">rherold@yahoo.com</a>
Hahn's Peak Area Historical Society	Shelley Stanford	P.O. Box 803 Clark, CO 80428	970-846-2991	<a href="mailto:sstanford7@gmail.com">sstanford7@gmail.com</a>
Historical Society Oak Creek & Phippsburg	Nita Naugle	P.O. Box 1 Oak Creek, CO 80467	970-736-8245	<a href="mailto:tracksandtrailsmuseum@gmail.com">tracksandtrailsmuseum@gmail.com</a>
Tread of Pioneers Museum	Candice Bannister	P.O. Box 772372 Steamboat Springs, CO 80477	970-879-2214	<a href="http://www.treadofpioneers.org">www.treadofpioneers.org</a> <a href="mailto:cbannister@treadofpioneers.org">cbannister@treadofpioneers.org</a>
Hayden Heritage Center	Laurel Watson	P.O. Box 543 Hayden, CO 81639	970-276-2188 970-276-4380	<a href="mailto:rebeccawattles@gmail.com">rebeccawattles@gmail.com</a> <a href="mailto:haydenmuseum@zirkel.us">haydenmuseum@zirkel.us</a>
Historic Routt County	Emily Katzman	P.O. Box 775717 Steamboat Springs, CO 80477	970-875-1305 970-875-1248	<a href="mailto:admin@historicrouttcounty.org">admin@historicrouttcounty.org</a>

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## **GRANT CATEGORIES**

***Project Grants*** are designed to assist museums, non-profit groups, and heritage organizations in projects that document, preserve resources, research, collect, interpret, or exhibit Routt County history. Capital projects include, but are not limited to, the construction of buildings or additions thereto. Emergency repairs also qualify.

## **PROJECT GRANTS**

### **Eligibility**

Project grants are open to organizations including, but not necessarily limited to:

- Museums and historical societies
- Local prehistory and history groups
- Certified local governments
- Towns, cities, and counties
- Schools and colleges

Project grants are intended to fund innovative projects that benefit the local area and that may serve as models for similar projects in other communities.

Examples of eligible projects include conservation of museum artifacts, researching or writing a local history, preparing a slide or video presentation, collecting historic documents and photographs, developing tours and tour materials, collecting and transcribing oral history interviews, hiring consultants for specific projects, promoting the interests of historic preservation, and restoration and maintenance of historic properties.

Projects should be well-defined and focused. Projects that further an organization's long-range plans are especially favored. High priority will be given to projects that build community partnerships and involve the public.

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**Grant Amount**

There is no monetary limit to the amount of grant funding that might be requested. However, awards will be based on the limit of the Fund and will require a one-to-one match of local funds, donated goods and services, or an in-kind match.

**Grant Period**

Project grants are awarded twice a year. Application deadlines are the **1<sup>st</sup> Friday in April and October** of each year. Project grants must be completed within two years.

If an approved grant is not completed within two years from the original approval date then Applicant may apply for a one year extension. Said extension request should include:

- (i) an explanation as to why the grant has not been completed;
- (ii) detailed summary as to the present status of the grant project including, fund raising of matching amounts, costs incurred to date, remaining costs to complete including changes from original requested amounts, and a timeline for completion of the project.

If the originally approved grant project has changed considerably from the original grant request, including change in scope of work and/or total costs, then the applicant should submit a new application for the project.

Approval of the extension or new application is subject to the review of the MAHFAB and approval by the BCC.

**APPLICATION PROCEDURES**

***Complete all sections of the application. Pay special attention to the budget section and indicate the purpose of the grant money. Keep the application succinct.***

Applicants for all grants are required to complete the grant application provided by the Board and to submit the application by the designated deadline. Entities other than the entities listed on Page 2 of this application packet should submit their applications to a sponsoring entity at least one month prior to the Board application deadline for review.

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An organization that already has a grant in progress may not receive another grant unless satisfactory progress is shown on the current grant.

Include pertinent background information that will help the Board judge your ability to accomplish the purpose of the project. Applicants should also submit information about the organization that may help the Board evaluate the program or project. Letters of support from community leaders and agencies are encouraged.

### **GRANT MATCH**

All grants require a one-to-one match (*example: total grant request \$1,000 requires \$1,000 in cash and /or in-kind for a total project of \$2,000*). Matching local funds and donated services must be directly and demonstrably related to the grant *during the grant period (which starts after BCC approval)*. Cash expenditures may be for any direct purchase of items used in the project such as film, tapes, printing costs, storage containers, etc. Donated services may include donated transportation costs (*miles*) and/or donated labor calculated at the normal hourly rate for professional consultants or at minimum hourly wage for volunteer assistants. The grantee must provide documentation for all expenditures and for in-kind goods and services. Administrative costs can be used but cannot exceed 3% of the grant request.

### **GRANT AWARD NOTIFICATION**

The Board will forward the Grant award recommendations to the BCC within 30 days of the acceptance deadline. The BCC will have an additional 30 days to approve or deny a grant. Grant recipients will be notified by letter within 90 days after the application deadline.

The granting process is highly competitive. Only a percentage of those making application will be awarded grants. Those applications failing to receive grants may apply in the next grant cycle. Re-submissions should review their applications for thoroughness and completeness.

### **COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS**

All projects for which funding is provided through the Program must comply with all applicable federal, Colorado and local laws and regulations including, without limitation, local land use regulations, building codes, the Civil Rights Act and the Americans With Disabilities Act. Participation in all such projects shall be permitted without discrimination as to age, race, color, sex,

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disability, handicap or national origin. By making application for funding from the Program, the applicant and sponsor are agreeing to comply with all such applicable laws and regulations.

### **REIMBURSEMENT**

Grant monies will be disbursed upon receipt of evidence that the applicant has met agreed-upon program objectives as outlined on the grant application and have spent local match funds and acquired donated services. The Time and Expense Sheet provided must be used to document grant expenditures and donated services such as mileage and hours. Use the federal minimum wage or the Commissioners approved wage as the rate for donated time unless a professional salary rate is verified in writing. Copies of invoices or receipts, and canceled checks documenting expenditures of funds are required and must be attached. The Time and Expense Sheets must be summarized on the Capacity Building Grant Reimbursement Request Summary. All Time and Expense Sheet and Reimbursement Request Summary are submitted to the Commissioners' Office, attention Jennifer Parent or via email: [jparent@co.routt.co.us](mailto:jparent@co.routt.co.us) for reimbursement. Please remember that 2 written bids are required for items \$2,000 or over. If the grant has been submitted to a sponsoring entity by another organization, the sponsoring entity is responsible for submitting the reimbursement requests and providing the appropriate documentation. A representative of the grantee must sign the Capacity Building Grant Reimbursement Request Summary which includes a statement of compliance with all applicable laws and regulations.

**Please Note:** Any expenses/volunteer hours submitted for reimbursement need to have been incurred after the Commissioners approval of said grant project.

ALLOW AT LEAST 30 DAYS FOR REIMBURSEMENT TO BE PROCESSED!

### **APPLICATION SUBMISSION**

Please specify the grant cycle for which you are applying and submit the grant application to the appropriate sponsor within the required deadline. You may request an electronic copy of the application form from [jparent@co.routt.co.us](mailto:jparent@co.routt.co.us).

Please return the completed application to [jparent@co.routt.co.us](mailto:jparent@co.routt.co.us). An electronic version is preferred, but applications may also be mailed or hand delivered to Museum and Heritage Fund Advisory Board, Attention: Jennifer Parent 522 Lincoln Ave #30, Steamboat Springs, Colorado, 80487 in an envelope marked "MAHFAB Grant Application".

For further information contact Jennifer Parent at [jparent@co.routt.co.us](mailto:jparent@co.routt.co.us), or 970-870-5315.

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## **APPLICATION SCORING**

*Projects will be evaluated on the following criteria*  
(TOTAL POINTS AVAILABLE - 100)

### ***Points Criteria***

**(0-15) 1. Applicant's Ability to Successfully Complete the Project**

- Does this project fit within the applicant's mission, goals and/or objectives?
- Does the applicant's organizational history and description of programs, activities and accomplishments indicate an ability to successfully implement and complete the proposed project?
- Is the application complete and well prepared?

**(0-30) 2. The Project's Relationship to Historic Preservation**

- Does the project relate to the preservation of historic buildings, sites or structures?
- If ground is being broken, did the applicant include an archaeological component in the project?
- What is the historical, architectural or archaeological significance of the resource(s)?
- Are the scope of work and budget well conceived, thorough, and accurate, and do they clearly relate to historic preservation?
- Will proper and professional preservation techniques be applied?
- Will the award of a grant result in preservation work that would not otherwise be accomplished?
- Degree to which the goals and objectives of the project enhance the applicant's long-range plan?
- Degree to which the project supports the economic, educational and cultural health of the local area?

**(0-10) 3. Project Timing and Urgency**

- Is the timetable well thought-out and appropriate to the project?
- Has the necessary planning been completed?
- What is the urgency of the preservation work proposed? Is the physical condition of the resource in jeopardy?
- Are project conditions in place now that may not be in the future? (i.e., funding, partnerships, etc.)

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**(0-20) 4. Community Support and Leveraged Funds**

- Does the community support the project? Is that support illustrated through current and relevant letters of support included with the application?
- What other organizations are participating in the project?
- Is the commitment for cash and in-kind services appropriate given the local community's economic climate?
- How much has the applicant previously spent on the project?
- What sort of future commitment is demonstrated?

**(0-25) 5. Public Benefit**

- Will the public benefit from the performance of the project?
- Will the public benefit from partnerships developed or encouraged by the project?
- Will the project educate and inform the public?
- If applicable, will the project benefit minorities and under-represented cultures?
- Does the project affect local economy, tourism, and revitalization efforts?
- Is publicity planned for the project?
- Will the public be aware of the results of the project?

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APPLICATION

**1. Applicant Organization**

Organization Name:

Mailing Address:

City:

State:

Zip Code:

Telephone Number:

\_\_\_\_\_  
Signature of Legally Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**2. Grant Recipient Contact Person**

Contact First Name:

Contact Last Name:

Title:

Organization (*if different from applicant organization*):

Mailing Address:

City:

State:

Zip Code:

Telephone Number:

Email:

**3. Grant Cycle**

Spring       Fall

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**4. Project Type (choose one that reflects the majority of the proposed project):**

Acquisition & Development Those projects that involve excavation, stabilization, restoration, reconstruction, or acquisition of a designated property or site.

Survey & Planning Those projects that involve identification, recording, evaluation, designation and planning for the protection of significant historic buildings, structures, sites and districts.

Education Those projects that provide historic preservation information or information about historic sites to the public.

**5. Project Title:**

**6. Brief Summary of Project:**

**7. Grant Request and Cash Match:**

Grant Request:

Cash Match:

In Kind:

Total Project Budget:

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**8. Narrative**

**A. *Applicant Capacity:* Write a brief introduction to the applicant organization and its experience with similar projects. *This category demonstrates the applicant's ability and commitment to successfully complete the proposed project.***

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**B. *Property or Project History:*** Write a brief history and description of the property or a description of the project and its relationship to historic preservation. *This category tells us why this preservation project is important.*

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**C. Project Description:** Provide a detailed description of the project.

*This section demonstrates the appropriateness of the project and your knowledge of what is needed to complete it.*

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**D. Timeline:** Create a list with key project milestones and corresponding month/year showing how your project will be carried out. *This category shows you have adequately considered how to complete your project within a 24-month period.*

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**E. Public Benefit:** Tell us how/why the community supports and benefits from this project.  
*This category shows the overall benefit of the project to the community.*

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**9. Proposed Scope of Work & Budget**

**A. Combined Scope of Work and Budget:** Write a detailed outline of the work you propose to accomplish in this grant, with corresponding costs for each task. *Please see sample budget in the Instructions Documents.*

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**10. Application Checklist:** *Use this checklist to ensure you have included necessary copies and attachments.*

- Original, completed application. Double-sided is acceptable.
- Attachments
  - Clear, readable photographs with informative captions (color if possible). No matter what the project type, photographs aid the reviewer in understanding the resource(s) under consideration. Photos should show current views of the resource, both overall and in detail, and should demonstrate the need for the proposed work and its urgency. Historic photos are also helpful.
  - Bids or estimates to show how you determined your costs.
  - Maps, site plans, or enlightening drawings as needed.
  - Letters of support.