

# Snohomish County's Historic Preservation Commission Community Heritage Program Guidelines

*"Preserving the past, building the future"*

**Purpose:** The Community Heritage Program provides resources to assist the collection, preservation and interpretation of Snohomish County's heritage. The program is funded with a portion of document recording fees collected by the Snohomish County Auditor. The allocation of these fees for projects that "promote historical preservation or historical programs, which may include preservation of historic documents" is authorized under RCW 36.22.170 (referred to in the application as HB1386 funds).

By providing matching funds on a competitive basis, the Historic Preservation Commission's Community Heritage Program supports projects that preserve and enhance Snohomish County history for residents, visitors and future generations. To qualify for support, projects must align with one of the four program categories:

- Professional Development
- Public Programming
- Capital Improvements & Equipment
- Collections Management

## **ALL FUNDS GRANTED ARE ON A REIMBURSEMENT BASIS**

**Eligibility:** Snohomish County-based nonprofit cultural organizations and public agencies that provide heritage services to the public are eligible to apply. All proposed projects must have a clear heritage focus that relates to an aspect of Snohomish County history. Additional eligibility criteria:

- All projects must demonstrate a clearly defined public benefit. Operation costs (staff, utilities, rent, etc.) are not eligible for funding.
- Priority may be given to projects that do not already receive funding from the Historic Preservation surcharge
- Proposals must have a clearly defined product and include a strategy for objectively measuring the success of the project at its conclusion.
- Project budgets must establish how the minimum match requirement will be met (exceeding the minimum will be evaluated favorably)

While not a requirement, it will be considered favorably when sponsors recognize the economic development potential of local history and include active coordination with the county's tourism industry in their project work plans.

**Match:** Projects selected for funding will be required to match the awarded funds at a dollar-for-dollar rate. All projects will be governed by contracts executed between Snohomish County and the applicant. Contracts will detail the total award amount, scope of work that defines the final project products, and any additional obligations on behalf of the awardee.

**Reimbursement:** All awards are made on a reimbursement basis. Only upon completion of the project products as defined in the scope, may awardees invoice Snohomish County for reimbursement of the approved expenditures. 2013 projects must be completed by December 15, 2014.

**Process:** Once the application period closes, program staff will review each proposal for eligibility. For those that meet program requirements, staff will prepare summaries and comments which will be forwarded to the County's Historic Preservation Commission (HPC) for evaluation. The HPC will select and recommend the most highly qualified projects for funding based on the four program categories and eligibility criteria. These recommendations are then forwarded to the Executive and County Council who approve final funding decisions.

## **FUNDING CATEGORIES**

### **Professional Development:**

This category provides support for activities that enhance the capabilities of the board, staff and volunteers of non-profit organizations to collect, preserve and interpret history in Snohomish County. Eligible activities:

- Development or sponsorship of programs for the professional training of non-profit staff and volunteers
- Provision of capacity-building training for the boards and staff of non-profit heritage organizations

### **Public Programming:**

This category provides support for activities that incorporate county history into educational programming for the general public. Eligible activities:

- Research, design, production, installation and promotion of permanent and semi-permanent exhibits, both on-site and off-site
- Research, design, production and management of traveling exhibits for schools.
- Original research that will result in a publication, exhibit, public event or some other product that places the outcome of the research before the public. (Production and distribution costs for books, articles, videos, oral history tapes, DVDs, etc. that address some aspect of county history.)

**Capital Improvements & Equipment:**

This category provides support for projects help heritage organizations improve their functional capacity and better serve their communities, by providing funds that assist in the design, construction, and/or restoration of heritage facilities and equipment. Eligible activities:

- Preservation and restoration, and/or improvements to cultural facilities that are primarily used for Heritage Interpretive purposes. (Designated local or National Register landmark projects must comply with the Secretary of Interior Standards. All work must comply with Section 504 of the Federal Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act.) Regular facility maintenance expected of a prudent owner or tenant is not eligible for funding.) Routine and periodic maintenance is expected of a prudent owner or tenant, if such maintenance is necessary to protect historic or archival exhibits
- The purchase of equipment that the organization plans to use to support heritage activities for 3-5 years. Fixed assets (casework, etc.) intended for use in permanent interpretive exhibits are eligible; items intended as collections items or for display in permanent exhibits are not eligible as purchases for this program. Repairs to equipment are not eligible for funding.

**Collections Management:**

This category provides support for projects that assist nonprofit heritage organizations to effectively execute their stewardship obligations of their collections. Eligible Activities:

- Acquisition of significant additions to the collections of non-profit organizations.
- Professional services related to conservation of key items in heritage collections.
- Acquisition of software to assist in collections management.
- Collections assessments and plans by a qualified professional or an accredited institutional program (MAP, CAP or StEPS programs).

For more information, contact Wendy Becker, Snohomish County Historic Preservation Officer at (425) 388.3186 or [wendy.becker@snoco.org](mailto:wendy.becker@snoco.org).

## Community Heritage Program: 2014 Project Application

Snohomish County Historic Preservation Commission, c/o Wendy Becker, 3000 Rockefeller Ave., M/S 411, Everett, WA 98201 [Wendy.becker@snoco.org](mailto:Wendy.becker@snoco.org) (425) 388-3186

### DEADLINE: April 7, 2014

- Applications must be received by 5 p.m. on April 7, 2014. Late or incomplete applications will not be accepted.
- **Answer all questions *in the space and format provided*** – application should be exactly 6 pages. **Do not use smaller than 10 point type.**
- Signatures of the applicant and/or authorized representative is required.
- Submit **1 signed original and 9 copies** of the application, please, 3-hole punch. Do NOT staple or print double-sided
- Submit **1 set** of current operating budget and **Board of Directors list**, which includes affiliations and length of service.
- Submit **TWO sets of support materials** (resumes, brochures, references, work samples, etc.) with original application as described in guidelines. Do NOT attach support materials to your application.

### 1. PROJECT SPONSOR

Organization:	
Director or Primary Contact:	
Address:	
City:	Phone:
Zip:	Fax:
E-mail:	Website:
Federal Tax ID#:	Previous Yr.'s Operating Expenditures: \$
Fiscal Year End Date:	Previous Yr.'s Revenues: \$
Project Director: (if applicable):	Title:

### 2. COUNCIL DISTRICT

Applicant's Snohomish County Council District: #  
 State Legislative District: #  
 (maps: <http://www1.co.snohomish.wa.us/Departments/Council/Districts/> )

### 3. SUMMARY

Project Title:

Project Description: (Max. 3 lines)

Project Budget: \$	Amount Requested: \$
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### 4. PROJECT DESCRIPTION & CONCEPT.

Explain the proposed project and how it addresses one of the four program categories of **professional development, public education, small capital or collections management**. What do you plan to do? When? Where? Include specific information regarding dates, location, and activities, as well as general information regarding the heritage content and historical significance of the proposed project.

**Project Description and Concept – *continued***

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**Summarize the Three Principal Project Objectives:**

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**5. APPLICANT INFORMATION**

Describe the mission and/or goals of your organization. How does the proposed project relate to and enhance them?  
Why is the proposed project a priority at this time?

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applicant information cont.

## **6. APPLICATION REVIEW CRITERIA**

**A. Qualifications and Project Quality.** What are the qualifications and accomplishments of the project director, heritage specialists or other personnel? Cite examples of similar project-based work that has been successfully managed and/or administered. What project planning and preparation has been done? What professional standards or best practices are involved in developing the project and how will they be implemented?

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**B. Project Impact.** What is the intended impact of this project in the community? What lasting effect or contribution do you expect to generate through this project and how will you achieve it? What resources, programs or products will be developed as a result of project activities?

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**C. Evaluation and Documentation.** How will you measure success in achieving the goals of the project? How will you document project activities?

**D. Public Benefit and Access.** How are you providing public benefit and access to the resources, programs, and products associated with the component of the project for which you are seeking funds?

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**E. Past Snohomish County Support.** List any prior County support (hotel/motel tax money, CDBG etc.) received during the past 3 years. Please list name of funding program, year, amount, and project title. Please indicate whether past funded projects have been completed; or if still in process, please indicate status.

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## 7. BUDGET: Expenditures and Income

- Total expenditures must equal total income, including in-kind contributions (cash value of donated materials and services), other cash income (for proposed project only), and requested HB1386 funds.
- Break down expenditures by category to include rate of pay, cost of materials, etc.
- Indicate specific use of requested HB1386 funds. Matching funds are required, but ½ match may be in-kind.
- See Guidelines (pages 7-8) for information about eligible expenses.
- Please provide additional budget information, if necessary, in Budget Narrative Section 9.
- Volunteer Hours are calculated at \$21 per hour

	Project Expenditures	Project Income		
	Column 1	Column 2	Column 3	Column 4
	Total Project Expenditures	In-kind Contributions	Other Cash Income	Requested HB1386 Funds
<b>A. Fees:</b> (indicate rate of pay)				
Project Director / Administration	\$	\$	\$	\$
	\$	\$	\$	\$
Professional Fees	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>B. Supplies / Materials:</b>				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>C. Promotion / Publicity / Outreach:</b>				
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>D. Transportation (Who and Where):</b>				
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>E. Assessment and Documentation:</b>				
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>F. Other Expenditures and Income (Identify):</b>				
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>GRAND TOTALS</b> (Col 1 = Cols 2+3+4. Cols 2+3 must be greater or equal to Col 4. Col 3 must be 50% or more of Col 4.)	\$	\$	\$	\$



## 8. BUDGET NARRATIVE

Use this space to provide additional information about your project budget. Describe how project expenses were derived and how you intend to provide or solicit in-kind and/or cash contributions to the overall project budget. Note other sources of income including earned revenue; contributions from corporate, business, or foundation sources; and municipal or other public support. Indicate if these contributions are confirmed. If this will be a continuing project, explain how it will be funded after this award period.

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## 9. SIGNATURE

The signatory declares that s/he is an authorized official of the applicant non-profit organization and is authorized to make this application, and will assure that any funds received as a result of this application are used only for the purposes set forth herein.

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\_\_\_\_\_  
Signature of Project Director

\_\_\_\_\_  
Date

## 10. APPLICANT CHECK LIST: Have you completed and enclosed the following?

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- Snohomish County Council district information on page 1
- Signature of individual authorized to commit applicant in financial matters
- One original and 9 copies of the application, 3-hole punched,
- TWO sets of support materials (resumes, references, work samples, etc.) with the original application
- ONE set of current fiscal operating budget and a Board of Directors list.
- Self-addressed stamped envelope for, and a list of, any support materials to be returned