

# **2017 Monroe County Museum Historical Project Fund Application**

## **Request for Proposals**

For 2017, the Monroe County Museum has a total of \$25,000 available in project funding from its budget to assist in the preservation, presentation, and promotion of Monroe County's history to area historical organizations.

The following pages detail the procedures and the historical project fund application. All proposals must use the attached historical projects fund application and must be submitted electronically. Acceptable file formats are .doc, .docx, .pdf, or .jpeg. Applications must be sent to [andy\\_clark@monroemi.org](mailto:andy_clark@monroemi.org) by Monday, April 3 2017. Additionally, all applicants must make a presentation regarding their request to the Monroe County Historical Commission at the Wednesday, April 12, 2017 Regular Meeting of the Monroe County Historical Commission. Once the application is submitted, the only additional documents permitted are those requested by the Monroe County Museum or Monroe County Historical Commission Historical Projects Fund Committee. No supplemental materials may be presented after the deadline.

Following the April meeting, all applications will be reviewed by the Monroe County Historical Commission Historical Projects Fund Committee. Committee recommendations will then be forwarded to the Monroe County Historical Commission for presentation at its May meeting.

Direct any questions to Andrew Clark, Director, Monroe County Museum, 734.240.7781 or [andy\\_clark@monroemi.org](mailto:andy_clark@monroemi.org).

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## Eligible Organizations

1. Must be a non-profit historical organization operating exclusively in Monroe County, Michigan or have and maintain a historic property within Monroe County, Michigan.
2. The organization must have received non-profit status prior to the passing of the Monroe County Museum Millage in August 2012.
3. Liquid assets of the organization must be less than \$50,000.

## Ineligible Organizations

1. Properties owned by the County of Monroe, Michigan.
2. Support groups of properties owned by the County of Monroe, Michigan.
3. Private individuals or privately owned properties.
4. Active cemeteries.

## Rules and Conditions

1. In order to allow for and encourage the participation of multiple organizations each project funding cycle, the maximum project award for each application will not exceed \$5,000.
2. All projects must be free and accessible to the citizens of the County of Monroe, Michigan.
3. Awards may or may not be equal to the full amount requested based on the availability of funds, quantity of requests, or merit of the project.
4. Approval of funding for one project fund cycle does not mean approval of future project fund applications.
5. Each award will be made as a standalone award although project funding may be awarded for a phased project.
6. Funds may not be used for recurring charges such as utility payments; service contracts; rental payments; employee wages; etc.
7. Project funds will be available following notification of the award and the return of the completed agreement between the Monroe County Museum and the recipient organization.
8. All funds are managed by the County of Monroe. No direct disbursements will be made to the applicants.
9. Historical Project Funds must be expended within one year of receipt.
10. Project extensions may be made on a case by case basis.
11. If there is a significant historical project fund balance after the Spring funding cycle, a Fall funding cycle may be approved by the Monroe County Historical Commission at its discretion.

## Historical Project Fund Categories

All historical project fund awards must fit within one or multiples of the following priorities of the Monroe County Museum and the Monroe County Historical Commission.

### *Preservation (Sites and Collections)*

Funds which will go toward special projects that aid in the care, maintenance, and restoration of a site or structure in accordance with the United States Secretary of the Interior's Standards and Guidelines of the Treatment of Historic Structures. Examples of fund usage are: windows; roofs; foundation repairs; equipment (mechanical elements, sump pumps, etc.); interior or exterior painting; collections care materials; collections database systems; collections technology needs; shelving; cabinets; installation or repair of HVAC;

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installation of security systems; professional training/seminars/conferences for staff/volunteers/board related to preservation (max: \$500 annually per organization); etc.

### *Presentation (Exhibits and Programming)*

Funds may be used for exhibit creation; exhibit rentals; history related presenters; museum quality display cases; preservation lighting; interpretive signage; historical marker refurbishment and replacement (max: \$2,500 annually per organization); audio tours; fees associated with hiring outside contractors for exhibit construction or design; cover transportation costs for field trips to a site (max: \$1,500 annually per organization); and professional training/seminars/conferences related to presentation for staff/volunteers/board (max: \$500 annually per organization); etc. IT equipment (not to exceed one computer and one projector per organization over a five year period); accessibility enhancements, etc.

### *Promotion*

Funds that may be used to aid in the promotion of an organization, program, or exhibit such as brochures, rack cards, and professional costs associated with the creation of said materials.

### **Scoring**

The following criteria will be used in scoring the applications:

- *Proposal cover page.* Is the applicant's information complete, clear, and concise? Does the project description give sufficient information?
- *Project proposal narrative.* Does the application clearly define how project will preserve, present, or promote Monroe County's historical assets? Is the plan complete and appear achievable?
- *Budget.* Is the budget reasonable and are matching funds clearly stated and supported?
- *Supporting Documents.* Are all required and requested supporting documents provided?
- *Outreach and Engagement.* Is the audience well defined? Does it generate outreach and engagement to the citizens of the County of Monroe, Michigan? Does it further an appreciation for history and historic preservation in the County of Monroe, Michigan?

# 2017 Monroe County Museum Historical Project Fund Application

## 1.1 Applicant Information

Agency/Organization:
Contact Person (Name and Title):
Mailing Address:
Phone:
Email Address:

## 1.2 Project Summary

Please provide a brief statement summarizing the project:
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## 1.3 Amount of Funds Request

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# 2017 Monroe County Museum Historical Project Fund Application

## 2.1 Project Description

Provide a detailed description of the project. Describe any items or services to be purchased and a statement of how they will help in the preservation, presentation, and promotion of Monroe County's history. Please only use the space provided.

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## 2.2 Statement of Need

Describe the need for the project and how the needs of the project are not being met by any other existing projects. Please only use the space provided.

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## 2.3 Implementation Plan

Include a timeframe for the completion. This should include purchase, installation, completion, and publicity. Please only use the space provided.

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### 3. Budget

Include as much detail for each item. If a particular model is being requested, please attach supporting documentation for the item along with a corresponding line number. Although no match is required, your commitment to the project will be strengthened by including any match, either cash or in-kind, that you are bringing to the project. All purchases are subject to meeting the requirements of the County of Monroe Purchasing Policy. A copy of the policy will be made available upon request.

Item(s)	Qty.	Estimated Cost	Cash/In-Kind Match	Total
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

Grand Total:	
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### 4. Supporting Documentation

*The following support documents **must** be attached:*

1. Proof of Non-Profit Status from the Internal Revenue Service or Tax-Exempt Status by the State of Michigan.
2. Letter of support from governing body if property is owned by a municipality or if the organization is part of a public school, community college, or university.

*The following support documents **may** be requested:*

1. Copy of most recently passed budget.
2. Copy of most recently passed audit, 990, or related end of fiscal year financial reports.
3. Proof of any Cash or In-Kind Match.