



## 2019 Monroe County Historical Commission Historical Projects Fund Application

For 2019, the Monroe County Museum has a total of \$25,000 available in project funding to assist in the preservation, presentation, and promotion of Monroe County's history to area historical organizations and local units of government

The following pages detail the qualifications, 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 **March 31, 2019**. 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.*

At the May meeting of the Monroe County Historical Commission, the Monroe County Historical Projects Fund Committee will make its funding recommendations to the Monroe County Historical Commission.

Please note that all applications **must be submitted electronically**. Applications that are incomplete, submitted by mail, in-person, or handwritten will be automatically disqualified. Any organization requesting funds that operate out of a municipally owned facility, must submit the application jointly with that municipality.

If you have any questions or need technical support in completing your application, please contact Andrew Clark, Director, Monroe County Museum, 734.240.7781 or [andy\\_clark@monroemi.org](mailto:andy_clark@monroemi.org).

### *Mission Statement of the Monroe County Museum*

At the Monroe County Museum, we fuel and cultivate our visitors' curiosity through the exploration of Monroe County's rich and varied stories, joining together to unearth meaning and illuminate relevant connections between the past, present, and future.



### **Eligible Organizations**

1. Must be a non-profit historical organization or local unit of government within Monroe County;
2. the project must occur within the boundaries of Monroe County, Michigan;
3. have or maintain a historic property or collections within Monroe County, Michigan;
4. and must have received non-profit status no less than five years before the date of the application.

### **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 will not exceed \$10,000.
2. Organizations may only submit one grant per grant cycle.
3. All projects must be free and accessible to any visitor or guest.
4. 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.
5. Approval of funding for one project fund cycle does not mean approval of future project fund applications.
6. Each award will be made as a standalone award although project funding may be awarded for a phased project.
7. Funds may not be used for recurring charges such as utility payments; service contracts; rental payments; employee wages; etc.
8. 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.
9. All funds are managed by the County of Monroe. No direct disbursements will be made to the applicants.
10. Historical Project Funds must be expended within one year of receipt of notification of award.
11. All aspects of the Grant Application must be completed thoroughly, professionally, and all requirements fulfilled in order to have consideration.



12. Project requests that duplicate the core mission, programs, or services of the Monroe County Museum will not be considered.
13. Projects started before the announced award will be disqualified.

### **Historical Project Fund Categories**

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

#### ***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; 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 ; 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.



## **In-Kind Support**

All projects must include in-kind or cash support. In-kind support is support that is directly attributed to the project your organization is applying for. In-kind support may come through volunteer hours, donated materials, services, or labor. *For example:* In-kind support can be claimed for a volunteer installing drywall for an exhibit that has been donated by a local hardware store for your project. So, the volunteer's time and the drywall are in-kind support. However, if the volunteer is mowing your site's lawn and it has nothing to do with your project, those hours cannot be included as in-kind support.

*Please note:* According to IndependentSector.org, the value of an hour of volunteer time in Michigan is currently \$23.91. Valuations of volunteer time greater than this number will not be accepted in the Project Budget section.

## **Final Report**

All organizations must submit a final report when submitting their reimbursement paperwork. Paperwork submitted without a final report will not be processed by the Monroe County Museum. Additionally, the Monroe County Museum will not be responsible for reminding organizations to submit a final report with their reimbursement requests.

The final report must include a cover letter (not to exceed one page), a project narrative (not to exceed two pages), listing of volunteers with recorded hours, listing of in-kind donors with contact information, before/after photographs or event photographs, media coverage (if any), proof recognizing the Monroe County Historical Commission and Monroe County Museum, final budget, invoices, and receipts.\* ***The report must be submitted as a single document in one of the following formats: .doc, .docx, .pdf, or .jpeg.***

\*All project receipts must be submitted by the organization with the final report. Receipts may not be submitted piecemeal.



**1A. Application Contact (complete this section first)**

This is the person filling out the form. It could be the same person as the project director.

Organization \_\_\_\_\_

Prefix \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email (required) \_\_\_\_\_

Phone (required) \_\_\_\_\_

Program / Project Title \_\_\_\_\_

Grant Request Amount \_\_\_\_\_

**1B. Municipal Partner Contact (if required)**

Organization \_\_\_\_\_

Prefix \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Website \_\_\_\_\_

EIN Number \_\_\_\_\_

**2. Sponsoring Non-Profit Organization**

This is the organization responsible for the project. The organization must be a non-profit, located within the State of Michigan, and have a property/ies located within Monroe County, Michigan.

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Website \_\_\_\_\_

EIN Number \_\_\_\_\_



### 3. Project Director

*(Limit text to the text boxes of the application.)*

This is the person responsible for the management of the project and has the responsibility of submitting final reports to the Monroe County Museum.

Prefix \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Organization \_\_\_\_\_

Email (required) \_\_\_\_\_

Phone (required) \_\_\_\_\_

Area(s) of Expertise in museums/historic sites/history:

Past experience in managing a grant:



#### 4. Fiscal Officer

*(Limit text to the text boxes of the application.)*

This is the person responsible for the recordkeeping and accounting for the grant funds and cost share. The Fiscal Officer cannot be the Project Director.

Prefix \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Organization \_\_\_\_\_

Email (required) \_\_\_\_\_

Phone (required) \_\_\_\_\_

Highest Degree Earned \_\_\_\_\_

Please provide a brief summary of the fiscal relationship to the applicant:

Other financial/fiscal experience and responsibilities:

\_\_\_\_\_ Checking this box verifies that the applicant has a commitment from the named Fiscal Officer to participate in the Financial Management of the project if funded.



## 5. Project Description

(Limit text to the text boxes of the application.)

Project Start Date:

Project End Date:

What are the project's goals and how do they support the mission of the Monroe County Museum?





**5. Project Description (Continued)**

*(Limit text to the text boxes of the application.)*

What do you hope to have accomplished at the conclusion of the project?

What specific activities will need to occur as part of the project? When do these happen along the project's overall timeline?

Does this event occur annually?

\_\_\_\_ Yes \_\_\_\_ No

If yes, what are your plans for sustaining the event in subsequent years?



## 6. Target Audience

*(Limit text to the text boxes of the application.)*

Anticipated number of adults:

Anticipated number of children:

Check all that apply:

Preschool

Elementary

Middle School

High School

Community College/College/University Adults Seniors

Description of the Target Audience:

Promotion Strategy: How do you plan to promote your project/program to reach the target audience?

Evaluation: What methods will be used to measure changes in audience knowledge or attitudes, or to determine the success of the project?



**7. Project Budget**

All funding requests must complete the summary Project Budget Form below. If additional space is needed, please attach it to the application. All applicants must provide a 15% cash match and a 10% in-kind match or 25% cash match by applicant.

<b>Expenses</b>	<b>Grant Request</b>	<b>Cost-Share Cash</b>	<b>Cost-Share In-Kind</b>	<b>Total Applicant Cost-Share</b>	<b>Total</b>
Salaries/ Volunteer Time	NA				
Honoraria					
Travel					
Rentals					
Printing & Duplication					
Promotion					
Supplies & Postage					
Resource Materials					
Other					
<b>Total Expenses</b>					



**7. Project Budget (Continued) *(Limit text to the text boxes of the application.)***

Expenses	Itemization or Details
Salaries/ Volunteer Time	
Honoraria	
Travel	
Rentals	
Printing & Duplication	
Promotion	
Supplies & Postage	
Resource Materials	
Other	



**8. Required Application Attachments**

1. Letter(s) of Support/Commitment from Collaborators
2. List of Current Board Members for Applicant Organization
3. Organization Non-Profit Status Documentation
4. Last three years of 990s.
5. At least three estimates of all work and materials purchased and in-kind services. (Not applicable for historical markers.)

**9. Authorizing Official**

Enter the name of the person (such as the president, executive director, etc.) who is authorized to submit application for funding on the organization's behalf and who will agree to comply with the certifications set forth below.

Prefix \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Organization \_\_\_\_\_

Email (required) \_\_\_\_\_

Phone (required) \_\_\_\_\_

- I agree to acknowledge support from the Monroe County Historical Commission/Monroe County Museum in all publicity and media materials used to promote the activity/project/program.
- I agree to submit a final report within 30 days following the conclusion of the last program or project completion.
- I agree that if, for any reason, the program is canceled, I will contact the Monroe County Historical Commission/Monroe County Museum and reimburse the funds.
- I certify that all information provided is correct to the best of my knowledge and understand that falsified details can be cause for lack of grant consideration, repayment of awarded grants, and further escalated actions.
- The submission of this application by the Authorizing Official indicates that the Sponsoring Non-Profit Organization agrees to the commitments made as part of the project proposal and the named personnel will perform the duties outlined in the proposal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_