



## 2024 Monroe County Museum System Historical Projects Fund Application

For 2024, the Monroe County Museum System has a total of \$60,000 available in project funding to assist area non-profit historical organizations, local units of government, and qualifying non-profit organizations in the preservation, presentation, and promotion of Monroe County's history.

The following pages detail the qualifications, procedures, and the historical projects 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 Monroe County Museum System Director Andrew Clark at [andy\\_clark@monroemi.org](mailto:andy_clark@monroemi.org) by Tuesday, April 30, 2024. Once the application is submitted, the only additional documents permitted are those requested by the Monroe County Museum System Projects Fund Committee or the committee's designee. *No supplemental materials may be presented after the deadline.* **The application and supporting materials (such as quotes/estimates) must be submitted as a single, printable document.**

Please note that it is a requirement 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 operates out of a municipally owned facility or is located on municipal property, must submit the application jointly with that municipality and include a letter of support from that municipality.

After reviewing the applications, the Monroe County Museum Projects Fund Committee will make its funding recommendations to the Monroe County Museum System Board of Trustees.

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

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

*At the Monroe County Museum System, 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 organization with a primary focus on local history;
2. or a local unit of government within Monroe County;
3. or a non-profit organization within Monroe County, Michigan that owns and primarily operates out of a historic building.
4. and must have received non-profit status prior to the date of 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. The project must occur within the land and water boundaries of Monroe County, Michigan.
2. In order to allow for and encourage the participation of multiple organizations each project funding cycle, the maximum project award will not exceed \$20,000.
3. Organizations may only submit one grant per grant cycle.
4. All aspects of the application must be completed thoroughly, professionally, and all requirements fulfilled in order to have consideration.
5. All projects must be free and accessible to any visitor or guest.
6. Awards may or may not be equal to the full amount requested based on the availability of fund, quantity of requests, or merit of the project.
7. Approval of funding in one project fund cycle does not mean approval of future project fund applications.
8. Each award will be made as a standalone award although project funding may be awarded for a phased project.
9. Funds may not be used for recurring charges such as utility payments, service contracts, rental payments, employee wages, etc.
10. Projects may commence upon initial notice of the award to the recipient.
11. Projects must be completed within one year of receiving the official award letter and agreement.
12. Payments will not be disbursed until a signed award agreement is received.



13. Project requests that duplicate the core mission, programs, or services of the Monroe County Museum System will not be considered.
14. Projects started before the initial notice of the award will be disqualified.
15. A reasonable effort should be made to find vendors and contractors based in Monroe County, Michigan.

### Historical Project Fund Categories

All Historical Project Fund Awards must fit within one of the following priorities of the Monroe County Museum System.

#### *Preservation (Sites and Collections)*

Funds which will go toward special projects that aid in the care, maintenance, and restoration\* of a site or an organization's artifact or archival holdings. Examples of fund usage are: windows, roofs, foundation repairs, equipment (mechanical equipment, 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, or scanning and digitization of historical collections.\*\*

\*Restoration projects must be done in accordance of the Secretary of the Interior's Standards and Guidelines of the Treatment of Historic structures (<https://www.nps.gov/tps/standards.htm>).

\*\*The Monroe County Archives must receive a complete copy of any digitization projects.

#### *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, IT equipment (not to exceed one computer and one projector per organization over a five year period), and 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, websites, and the professional costs associated with the creation of said materials.



## Historical Projects Fund Definitions

### *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. 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 the scope of your project, those hours cannot be included as in-kind support.

### *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 System. Additionally, the Monroe County Museum System 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, proof recognizing the Monroe County Museum System, 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.**



**Part I.**

**Application Cover**

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

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

EIN: \_\_\_\_\_

Project Type (select one):

Preservation

Presentation

Promotion

Estimated Project Total: \_\_\_\_\_

Amount Requested from the MCMS: \_\_\_\_\_

**Project Contact**

Prefix: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

(The Project Contact is the sole point of contact for the management of the project, submits the application, and has the responsibility of submitting the final report to the Monroe County Museum System.)



Past (if any) experience in managing a project and award funds:

**Municipal Partner Contact (if required) Municipality:**

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



**Part II.**

**Project Description**

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Describe the project and how does it support local history:



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 project/event occur annually?

**Target Audience**

Describe your target audience:

How many adults and children do you hope to impact by this project each year?





How do you plan to promote awareness of your project/program to reach your target audience?

### Part III.

#### Project Budget

All funding requests must complete the summary Project Budget. 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 a 25% cash match by applicant.

Please note: According to IndependentSector.org, the value of an hour of volunteer time in Michigan is currently estimated to be \$28.35 an hour. Valuations of volunteer time greater than this number will not be accepted in the Project Budget section.

#### A. Amount Being Requested from the MCMS:

- Provide a detailed list of items or services that you will be looking to purchase through the HPF.
- This number should be the same as located in *Part I: Application Cover, Amount Requested from the MCMS*.
- Requested amount must be supported with at least three price quotes/estimates per item to be purchased or service to be provided. If three quotes/estimates are not provided, a written reason must be submitted with the application.
- A lack of quotes/estimates will be considered an incomplete application.





**B. Cash Match Amount:**

This should be either 15% or 25% of your total project.

**C. In-Kind Support:**

- Provide a detailed list of items or services that will be donated along with their values and a general outline of the work that volunteers will be providing.
- Volunteer Hours: Number of hours x \$30.15 = Volunteer In-Kind Support.



D. Estimated Project Total:

(Requested Amount + Cost Share Amount + Cost Share In-Kind = Estimated Project Total. This number should be the same as located in *Part I: Application Cover, Estimated Project Total.*)



#### Part IV.

#### Required Application Attachments

- Letter(s) of Support/Commitment from Collaborators
- List of Current Board Members for Applicant Organization
- Organization Non-Profit Status Documentation
- Last three years of 990s
- At least three quotes/estimates for items and/or services to be purchased through the Historical Projects Fund is mandatory*

#### Part V.

#### 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: \_\_\_\_\_

- I agree to acknowledge support from the Monroe County Museum System in all publicity and media materials used to promote the activity/project/program.
- I agree to submit a final report within sixty (60) days following the conclusion of the last program or project completion.
  - I agree that if, for any reason, the project/program is canceled, I will immediately contact the Monroe County Museum System and reimburse any expended funds.

The submission of this application by the Authorizing Official indicates that the Sponsoring Non-Profit or Local Unit of Government 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: \_\_\_\_\_