



Clallam County Heritage Advisory Board Accepting applications for grants notice

CLALLAM COUNTY HERITAGE ADVISORY BOARD

The Clallam County Heritage Advisory Board is accepting applications for historic preservation grants.

The grants are for public programming, capital improvements and equipment, collections management and training that support projects' preservation and enhancing county history for residents, visitors and future generations.

An optional application workshop is offered to prospective applicants at 2 p.m., Monday, January 31, 2022 and will be livestreamed on the Clallam County website at: <http://www.clallam.net/features/meetings.html>

To participate via video conference, visit www.zoom.com and join the Heritage Advisory Board Application Workshop, or call 253-215-8782. The meeting ID is 875 561 7844 and passcode is 12345.

In compliance with the Americans with Disabilities Act, reasonable accommodations are available upon request.

Applications may be submitted by a public entity or a nonprofit tax-exempt organization that either operates or owns a museum or similar historical institution promoting local history within the boundaries of Clallam County; entities performing educational, interpretive or similar activities that promote local history within county boundaries; or individuals or entities that own property within Clallam County that is listed on local, state or national registers.

According to state law, these funds are to be used for projects which "promote historical preservation or historical programs, which may include preservation of historic documents."

Grant application will be received at 223 East 4th Street, Room 150, Port Angeles, Washington until 12 p.m. (noon), Wednesday, February 23, 2022.

The sealed applications must be clearly marked on outside of the envelope, "**Heritage Advisory Board Grant Application.**" Address proposal to: Clallam County Heritage Advisory Board – Commissioners Office, 223 East 4th Street, Suite 4, Port Angeles, Washington 98362 or hand-deliver to 223 East 4th Street, Room 150, Port Angeles, Washington. Documents delivered to other offices and received late by the Commissioners' Office will not be considered nor will ones received by facsimile or e-mail. Submittals made in an incorrect format will not be considered.

A complete informational packet on preparing a proposal may be obtained from:

Clallam County Board of Commissioners
223 East Fourth Street, Suite 4
Port Angeles, WA 98362
Phone: 360-417-2233
Email: rweed@co.clallam.wa.us

Applications are available at Web: www.clallam.net/bocc/HAB.html

Clallam County hereby notifies all that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in Title VI of the Civil Rights Act of 1964 at 49 CFR Part 23 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

PASSED THIS 3rd day of January 2022

Heritage Advisory Board

Handwritten signature of Loni Gores in cursive script.

Loni Gores, CMC, Clerk of the Board

Publish: January 9 and 21, 2022 – Peninsula Daily News, January 13, 2022 – Forks Forum, January 12, 2022 Sequim Gazette

Bill: Board of Commissioners – Heritage Advisory Board



**CLALLAM COUNTY HERITAGE GRANT PROGRAM
2022 APPLICATION
223 EAST 4TH STREET, STE. 4, ROOM 150
PORT ANGELES, WASHINGTON**

**CLALLAM COUNTY HERITAGE GRANT PROGRAM
2022 APPLICATION FORM
Check List**

All Projects

- Grant application will be received at 223 East 4th Street, Room 150, Port Angeles, Washington until 12 p.m. (noon), Wednesday, February 23, 2022.** Late or incomplete applications will not be accepted.
- Answer all questions: Do not use smaller than 11-point font.**
- Submit **1 signed original and 2 copies (single sided, not stapled, 8.5 x 11 paper)** of the application and following documentation.
- Nonprofit organizations must submit current registration with the Secretary of State or Form 501(c)(3).
- Non-Profits must submit the most current IRS Form 990 Return of Organization Exempt from Income Tax
- A W-9 if you have not received grant funding from Clallam County.
- Project Phases:** Based on your project priorities, break your project into project phases. **For projects \$5,000 and under, a single phase is sufficient.** Describe the steps and techniques. Provide project work schedule and timelines, including estimated beginning and completion dates for each Phase of project. Note what project planning and preparation has been done.
- Project Phase Budget:** 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.
 - In-Kind: Breakout labor (\$25/hour), material, and equipment
 - See Guidelines for information about eligible expenses.
- Attach any bids, cost estimates or condition assessments, etc. used to develop your proposal.

Required for Building Projects

- If grant money is sought for work on a historic building, a letter/certificate from a historic preservation office verifying that the building is on a historic register. (National Register of Historic Places, Washington Heritage Register, Washington Barn Register, Clallam Co Territorial building list.)

- Digital photographs illustrating the project. Applicants must submit at least one clear photo for each exterior wall of the building, and additional photos as needed to clearly identify project scope.

- Architectural drawings and/or construction plans.

- Current cost estimates/bids from professionals for hired work, and for estimates for materials for owner-completed work.

- A prevailing wage statement of intent from the Washington State Department of Labor & industries.

Optional

- Optional: **If support materials are needed** (resumes, brochures, news articles, references, work samples, etc.) submit support materials with original application. Support materials shall be no more than 10 pages in length.

- Optional: Letter of support. Two (maximum) from endorsing organizations, governments, or relevant professionals with knowledge of the project and/or applicant's abilities.

- Optional: List and source of matching funds; in kind contributions of labor, material and equipment; and partnerships with other organization(s).

CLALLAM COUNTY HERITAGE GRANT PROGRAM:

1. SUMMARY	
A. <u>Project Title</u> :	
B. <u>Project Description</u> : (Maximum four lines)	
C. Project Type: (1) ____ Public Programming, (2) ____ Capital improvements and Equipment, (3) ____ Collections Management, (4) ____ Training	
D. <u>Total Project Budget</u> : \$ _____	
E. <u>Amount of Grant Requested</u> : \$ _____	
F. <u>Matching Amount</u> : \$ _____ (cash match/in-kind match)	
G. <u>Matching Sources</u> : (please list in Question 3-F, Project Details)	
2. PROJECT APPLICANT	
Organization:	
Authorized Official:	Title:
Project Lead:	Title:
Primary Contact:	Title:
Address:	
City:	Zip:
Phone: ()	Fax: ()
E-mail:	Website:
Federal Tax ID#:	
If the applicant is a nonprofit organization, is the organization currently registered with the Washington Secretary of State? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide a copy of current registration or Form 501(c)(3).	

2021 APPLICATION FORM

3. PROJECT DETAILS (space between questions will expand to accommodate answers)

3-A: Explain the historical significance or heritage content of your proposed project:

3-B: Clearly describe the project and its goals (A brief, clear, concise description):

3-C: Why is your proposed project a priority at this time?

3- D: What is the intended public benefit of this project on the community?

3-E: How will you document your project? (Photos, reports, public presentations, presentation to the Clallam County Commissioners, receipts etc.).

3-F: Based on your project priorities break your project into project phases. Describe the steps and techniques. Provide project work schedule and timelines, including estimated beginning and completion dates for each phase of project. Include also nature and size of match for each phase. Note what project planning and preparation has been done.

For projects \$5,000 and under, a single phase is sufficient.

**Project Phase 1:
Estimated cost:**

**Project Phase 2:
Estimated cost:**

**Project Phase 3:
Estimated cost:**

**Project Phase 4:
Estimated cost:**

**Project Phase 5:
Estimated cost:**

4. BUDGET REQUEST: 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.
- In-Kind: Breakout labor (\$25/hour), material, and equipment
- See Guidelines for information about eligible expenses.

	Requested HB1386 Funds	Cash Match Income	In-kind Contributions	Total Project Expenditures
Project Phase 1	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Project Phase 2	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Project Phase 3	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

The signatories declare that they are an authorized official of the organization and are authorized to submit this application and will assure that any funds received as a result of this application are used only for the purposes set forth herein.

Signature of Project Lead / Title

Date

Signature of Authorized Official / Title

Date

MAIL / DELIVER APPLICATION PACKET TO:

Clallam County Heritage Grant Program
Commissioners Office
223 East 4th St, Suite 4, Room 150
Port Angeles, WA 98362
360-417-2233

HERITAGE GRANT INFORMATION

rweed@co.clallam.wa.us

WEBSITE:

<http://www.clallam.net/bocc/HAB.html>

Approved: January 4, 2022



**CLALLAM COUNTY
HERITAGE ADVISORY BOARD
223 EAST 4TH STREET, STE. 4, ROOM 150
PORT ANGELES, WASHINGTON**

**Clallam County Historic Preservation Grant Program
Application Guidelines**

PURPOSE: By providing granted funds on a competitive basis, the Clallam County Historic Preservation Grant Program supports projects that preserve and enhance Clallam County history for residents, visitors, and future generations.

This program is funded with a portion of document recording fees collected by the Clallam County Auditor as authorized in 2005 under RCW 36,22.170, HB 1386. According to the legislation, these funds are to be used for projects that "promote historical preservation or historical programs, which may include preservation of historic documents"

The Clallam County Heritage Advisory Board (CCHAB) administers the grant program. The CCHAB is an advisory board appointed by the Clallam County Commissioners. After evaluating the grant applications, the CCHAB will forward a recommended project list to the Clallam County Commissioners. The Commissioners make the final decision on the allocation of these funds.

ELIGIBLE PROJECTS

1. Public Programming:

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.
- Research, design, and production of historic markers to promote county heritage.
- Public events and public programs whose primary purpose is to promote public awareness of Clallam County history.
- 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. This includes production and distribution costs for books, articles, videos, oral history tapes, DVDs and other media that address some aspect of county history.



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2. Capital Improvements and Equipment:

Projects that help heritage organizations better serve their communities by providing funds that assist in the design, construction, and/or preservation of heritage facilities and equipment.

Eligible activities:

- Preservation, restoration, or improvements to facilities at least 50 years old that are primarily used for historic purposes. Designated local, state, or National Register property projects must comply with the Secretary of Interior's Standards, with Section 504 of the Federal Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act. More information about the standards can be found at the National Park Service webpage, www.cr.nps.gov/standards.htm.
- Construction of or improvement to facilities that serve as museums or curatorial/archive storage. Improvements may address HVAC, fire suppression, lighting, shelving or other deficiencies.
- The purchase of equipment that will be used to support heritage activities for a minimum of a three-year period.

3. Collections Management:

Support for projects that assist nonprofit organizations to effectively execute their stewardship obligations of their collections. Eligible Activities:

- Preservation or enhancement of documents, photographs, film, and/ or other materials in Clallam County museums, historical societies, archives, and libraries
- 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/hardware to assist in collections management
- Acquisition of archival quality storage materials to assist in collections management
- Assessments and plans by a qualified professional or an accredited institutional program
- Improvements to curatorial space to assure safe efficient storage of collections

4. Training:

Support for workshops that enhance the capabilities of the board, staff, and volunteers of non-profit organizations to collect, preserve, and interpret history in Clallam County. Eligible activities:

- Development or sponsorship of in-county workshops for the training of staff and volunteers preferably as a subpart of a larger proposal.
- Training may address activities such as collections accession and cataloging, document protection, photograph preservation, motion film transfer, oral history interviewing, wayside exhibits development, collections computer systems, etc.



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NON-ELIGIBLE PROJECTS

- Performing arts and visual arts
- Preservation planning (condition assessments and structural investigations). These may be part of a larger project or part of the matching fund if developed specifically for the grant project. However, the grant cannot be designed to solely fund condition assessments
- Maintenance and repair of non-historic buildings and maintenance and repair of interpretive displays or exhibits.
- Purchase or rental of equipment for events
- General operating expenses are not eligible for inclusion in a grant request.
- Attendance at seminars, conferences, or lobbying events
- Projects or programs-whose sole or primary purpose is to raise money for an organization, or to pay ongoing institutional operations
- Administrative expenses such as salaries, benefits, travel, etc. except as may be directly linked to the execution of the project or program proposed for grant funding.

APPLICANT ELIGIBILITY

- Applicant is a public entity or a non-profit tax-exempt organization that either (1) operates or owns a museum or similar historical institution within the boundaries of Clallam County that promotes our local history, or (2) performs educative, interpretive, or similar activities within the boundaries of Clallam County which promotes our local history.
- Individuals or entities that own a property within Clallam County that is listed on Local, State, or National registers. A letter from a historic preservation officer or representative confirming the building's historic register status must be included with the grant application. If the applicant does not own the historic building, a letter from the property owner approving the application and proposed project is required.
- Public entities include local governmental units such as a housing agency, community development agency, school district, parks department, library; or a State/tribal/Federal government unit.

FUNDING INFORMATION

- **Grants cycle:** Historic Preservation grants are awarded annually by the Commissioners. The application period usually opens in February and closes in February. The Commissioners typically make grant funding decisions prior to May. Submittal deadlines may change every year.
Inquiries about submittal dates can be made to Clallam County at 360-417-2233.



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- **Grant amounts:** Grant amounts fall into two categories: 1) \$2,500 or less; and 2) Greater than \$2,500. For Grant request over \$5,000, applicants should break the request into phases in case the whole grant cannot be funded. (The Board reserves the right to award higher levels if additional funding becomes available.)
- **Match:** Matches are not required. However, matches in cash; in-kind labor; or donated equipment time will provide bonus points in the application evaluation.
- **Distribution of grant funds:** All funds granted are transferred upon the signing of the contract. The transfer of these funds is reported to the IRS and may carry a tax liability. Be sure to check with your tax specialist. The project completion is documented by completion of the report as outlined in the application.
- **Expenditure of grant funds:** All monies shall be expended within one year of the date of this agreement. If the monies are not fully expended, grantees may request an extension of one year. The request for the extension should include a brief written report describing the following: (1) why weren't the funds fully expended, (2) how grant funds have been expended, (3) what portion of the funds are remaining, and (4) how the funds will be spent going forward.
- **Final report:** A final project/program report that includes documentation will be required within one year of award.

MAJOR EVALUATION CRITERIA

1. Quality, significance, and lasting impact of the project
2. Project demonstrates a clearly defined public benefit.
3. Ability for successful project execution
4. Time urgency and/or level of need



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APPLICATION PROCESS

Applicants must submit one completed and signed original application form and two copies. The application form can be downloaded from the Clallam County website <http://www.clallam.net/bocc/HAB.html> . Please submit all application materials (application form and supporting documentation) as single-sided documents and on 8.5 x 11 sized paper. Do not staple or place the information in any type of folder.

Once the application period closes, each proposal will be reviewed for eligibility. For those projects that meet program requirements, CCHAB will evaluate and rank the project. "Any member of the HAB who is a board or staff member of an organization applying for a grant must recuse themselves from the vote". If a member of the CCHAB is signatory to an application, they will not evaluate and rank grant that application. The CCHAB will recommend the most highly qualified projects for a grant based on funding categories, eligibility criteria, and available funds. These recommendations will then be forwarded to Commissioners who approve final funding decisions. Approved projects will be governed by contracts executed between Clallam County and the applicant. Contracts will detail the total award amount, scope of work that defines the final project products, expenses eligible for reimbursement, and any additional obligations on behalf of the awardee. No changes to an application will be accepted once an application is submitted other than to withdraw the application.

We do not accept applications electronically; they may be hand delivered or mailed to:

Clallam County Heritage Grant Program
Commissioners Office
223 East 4th St, Suite 4, Room 150
Port Angeles, WA 98362
360-417-2233

Guidelines and application form can be found online at Clallam County heritage Grant Website <http://www.clallam.net/bocc/HAB.html>

Information inquiries about the application process can be addressed to Rachel Weed at rweed@co.clallam.wa.us



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**Clallam County Heritage Advisory Board
Timeline 2022**

1. January 12 Wednesday - Week 1 - Press release, Application released (2 weeks)
2. January 31 Monday - Week 3 - Workshop
 - a. HAB makes a PowerPoint presentation for those who wish to apply for grants to explain the process. This is NOT the place where grant applicants can present their projects
3. February 23 Wednesday - Week 6 - Applications due (6 weeks)
4. Eligibility review completed (2 weeks)
5. March 4 Friday - Week 12 - Posting of eligible applications to Board members for review and Prioritizing Completed (4weeks). Ranking of grant applications occurs here
6. March 23 Wednesday - Week 14 - Return priority sheets to Deputy Clerk/Board Chair for consolidation (2 weeks)
7. April 4 Monday at 4:30 p.m. – Week 16 - Board meeting for review and recommendations which project to fund and at what level
 - a. This must be done in open session— HAB concurred that projects should be ranked. HAB members will recuse themselves, if necessary, as outlined in Guidelines
8. April 6 Wednesday - CCHAB Board forwards recommendations to BOCC
9. April 11 Monday - BOCC work session review
10. April 19 Tuesday - BOCC regular agenda approval
11. Applicants notified
12. Contracting with awardees