



HERITAGE EVENTS AND CELEBRATIONS FUND 2025 PROGRAM GUIDELINES

OVERVIEW

The Heritage Events and Celebrations Fund is designed to be a low-barrier program to support community organizations that host annual events in Douglas County, Kansas that celebrate, honor, and uplift the County's diverse cultural heritage.

ELIGIBILITY

Applicant Eligibility:

- Must be an incorporated organization or supported by a fiscal sponsor
- Cannot already receive annual county support through the County's budget process

Project Eligibility:

Funds must support community events and celebrations that are:

- Established within the community and hosted on an annual basis
- Located in Douglas County, Kansas and intended to serve residents and visitors
- Open and free for the public to attend
 - Events may be designed to support specific communities (not targeted to invite the entirety of Douglas County residents), but at least some portion of the event should be open for the public at large to attend.

Events and celebrations supported by this program must achieve at least one of the following goals:

- Heritage Conservation: Preserve and honor the cultural heritage of Douglas County
- Cultural Celebration: Support culturally diverse programming, including arts and nature-based programming
- Community Building: Empower communities in building identity and culture

SPECIFICATIONS

- Maximum annual award amount: \$10,000
- Funding can be used for any expenses related to hosting, promoting, and preparing for the proposed event or celebration.
- Once accepted into the program, awardees may be eligible to receive funds on an annual basis, provided that all reporting requirements are met, HCC has reviewed and approved the annual report, and sufficient funds are available to support this program. Awardees will be required to re-apply for funds after three years.
- Total funding available in 2025: \$20,000

APPLICATION PROCESS

In the first year of this program, applications will be accepted between Monday, March 17, 2025-Friday, April 11, 2025. The application will be available on the Heritage Conservation Council website.

Funding award decisions will be made by the Heritage Conservation Council. All submitted applications will be individually reviewed by each Council member and collectively discussed at a public meeting. Award deliberation will be held during the Heritage Conservation Council's May Business Meeting on May 1, 2025.

The Heritage Conservation Council will review the applications and make funding recommendations based on the following criteria:

- Impact- How does the project contribute to the specified goals? Who is the audience and is the impact on the audience clearly defined?
- Community Involvement and Access- How will community members be involved in the planning and execution of this project? How will the community be able to access the benefits of this project?
- Feasibility- Does the project have the necessary leadership, community buy-in, and external supports and partnerships necessary to achieve and sustain the desired community impact?
- Budget- Does the proposed budget align with the goals of the program?

Once projects are awarded funds and accepted into the program, the Heritage Coordinator will work with the applicant to draft and sign a community partner agreement.

This application process and review procedure for this program may be changed in future years depending on funding availability.

ANNUAL AGREEMENT, REPORTING, AND PAYMENT

Each year, funding recipients must complete an annual report to provide an overview of the previous year's events and activities and inform the County of the plans for the upcoming year. An annual report and budget form will be provided.

Annual reports will be reviewed by the Heritage Conservation Council to ensure the project remains eligible for the program.

If the annual report is approved, the Heritage Coordinator will send a new community partner agreement for signature. Funding will be distributed in one lump-sum payment once the community partner agreement is fully executed.

PROGRAM CONTACT

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