



Douglas County Natural & Cultural Heritage Grant Program 2019 Grant Application Guidelines

I. PROGRAM OVERVIEW

The Douglas County Commission has authorized grants funds of approximately **\$135,000** for the 2019 Douglas County budget to assist with the development and creation of natural and cultural heritage conservation projects. This is part of an ongoing effort to secure the benefits of our heritage for present and future generations.

In 2011, the Commission adopted the recommendations of the *Natural & Cultural Heritage Task Force Final Report* that a majority of grant amounts, funded by tax dollars should be used for one substantial project each year. These major projects over time would be a visible testament to the ongoing value of the County's significant conservation accomplishments. The remainder of the funds would be directed to target projects that meet smaller and equally important projects of local organizations and qualified individuals working to conserve our heritage.

Major Grants - \$40,000-\$74,000

A major grant project may receive up to 55% of the total allocated funds. A major grant proposal is defined as a proposal requesting at least \$40,000 and no more than \$74,000. Grant projects falling in this category should be large enough to have a major impact on the conservation of our natural and cultural resources. These grants are competitive and not every proposal will be funded.

Target Grants – Up to \$39,999

A series of target grant projects may receive up to 30% of allocated funds. Target grant proposals are equally important for conserving Douglas County's natural and cultural heritage and applicants may request at most \$39,999. These grants are competitive and not every proposal will be funded.

Grant Period

Fiscal Year 2019 grant project are expected to be completed within a 24-month time period from the project start date. The start date cannot begin until after the grant awards are announced.

Reimbursable Grant Program

Except for grants in the amount of \$5,000 or less, the Natural & Cultural Heritage Grant Program should be treated as a reimbursable grant. The grant recipient shall pay, in full, all the costs of the project as they become due and payable. Progress payments or monthly billings for a percentage of the completed project are not reimbursable under this program. This provision should be taken into consideration when calculating the cash flow for the project and itemizing the project budget. (All recipients receiving more than \$5,000 will receive a distribution of 30% of their grant award at the beginning of the project. Grant recipients under \$5,000 will receive the full amount of their award at the beginning of their projects.

For projects on properties or structures the applicant must hold title to the property or demonstrate full consent of the property owner.

Individuals or organizations with an open or completed Natural & Cultural Heritage Grant award from 2011-2018 may apply for 2019 grant funds.

Applicants may apply for multiple grants to fund separate projects.

GRANT APPLICATION SCHEDULE

January 4, 2019	Grant guidelines and application materials to be released.
Before February 26, 2019	Applicants are required to meet with the HCC Program Coordinator.
March 7, 2019 at 5 p.m.	Application Deadline. (Delivered in person, by USPS, UPS, or other carrier.)

AFTER THE GRANT APPLICATION DEADLINE:

1. Grant applicants are asked to make presentations before the Heritage Conservation Council on one of the following dates:

Thursday, March 21, 2019 at 7 p.m. at Douglas County Courthouse in the Commission Meeting Room or on Thursday, March 28, 2019 at 7 p.m. at Douglas County Courthouse in the Commission Meeting Room.

2. The Douglas County Heritage Conservation Council will hold open sessions at the Douglas County Courthouse in the Commission Meeting Room to review grants at 7 p.m. on April 4, 2019 and April 11, 2019 (if needed).

3. The Heritage Conservation Council plans to send grant recommendations to the Douglas County Commission on May 15th at 4 p.m. (This date is subject to change.)

**OPTIONAL GRANT INFORMATION SESSIONS WILL BE HELD FOR POTENTIAL APPLICANTS
ON:**

**Friday, January 4, 2019 at 4:30 p.m. – Lawrence Public Library, Meeting Room “C”
lower level**

**Tuesday, January 22, 2019 at 10:30 a.m. – Lawrence Public Library, Meeting Room “B”
lower level**

NO RESERVATIONS REQUIRED. SEATING LIMITED TO 30 PERSONS.

II. ELIGIBILITY - Who May Apply?

Non-profit organizations, universities, K-12 schools, libraries, for profit businesses, or any unit of local government within Douglas County, Kansas.

Individuals, families, businesses, or out-of-county organizations, or units of government outside of Douglas County must have a Douglas county partner (as listed above) to apply.

Form 990: All 501(c)(3) non-profit applicants must be in current good standing with the IRS regarding their Form 990 filing requirements. A copy of the organization's most recent Form 990 must be submitted as part of the grant application.

For projects on properties or structures the applicant must hold title to the property or demonstrate full consent of the property owner.

Individuals or organizations with an open or completed Douglas County Natural and Cultural Heritage grant from 2011 through 2018 may apply for 2019 grant funds.

Applicants may apply for multiple grants to support multiple projects.

Project Geographic Location

All grant projects must occur in Douglas County, Kansas.

Project Categories

To be eligible for funding, projects must fall into at least one of the following categories:

1. Historic Structures
2. Prairie; woodlands, waterways; habitat restoration/preservation
3. Agriculture (working farms, heritage farms; high quality agricultural soils)
4. Freedom's Frontier National Heritage Area themes: Civil War & pre-Civil War heritage; Settlement stories; Enduring struggle for freedom
5. Pre-settlement history

III. APPLICATION PROCEDURE

Grant application forms are available at the Douglas County Heritage Office located on the third floor (loft area) of the Douglas County Courthouse, calling 785-330-2878 or send an email to Jan Shupert-Arick at jshupertarick@douglascountyks.org Grant materials will be posted on the Douglas County website by January 4, 2019.

Applicants must complete all questions contained in the grant application and submit **one original signed application and budget sheet, one set of original support materials (if applicable), seven additional copies of all materials, and one USB flash drive or CD containing the full application, budget and support materials** to:

Douglas County Heritage Conservation Council, Douglas County Courthouse, Administrative Services 3rd Floor Loft Area, 1100 Massachusetts Street, Lawrence, KS 66044. The Courthouse is open Monday-Friday (except for holidays) from 8 a.m. to 5 p.m.

Applicants are encouraged to submit thorough and concise grant applications with detailed budgets.

Grant applications are subject to the Kansas Open Records Act (KORA). Please see the Douglas County website for the KORA policy and procedures at: <http://douglascountyks.org>

IV. APPLICATION EVALUATION & SELECTION

Applications will be reviewed for completeness by the HCC Program Coordinator. After the application deadline, the Program Coordinator will distribute application materials to each of the HCC members for evaluation using the grant evaluation criteria (see below).

Grant applicants submitting a Major Grant application will be required to make a presentation regarding their proposal to the HCC. Applicants submitting a Target Grant application will also be given the opportunity to present their projects and answer questions.

The HCC will forward its grant award recommendations to the Board of County Commissioners. The Board of County Commissioners will make all final funding decisions.

Competitive Evaluation Criteria

The Natural & Cultural Heritage Task Force Final Report concluded that grant applications should be evaluated according to the impact the proposed project would have on conserving our county's heritage. Therefore, as outlined in the Task Force Final Report and modified by the Board of County Commissioners on October 15, 2014, grants are evaluated by the Heritage Conservation Council based on the following criteria:

Highest Criteria (more heavily weighted in evaluation)

1. **Conservation and Preservation of Natural and Cultural Resources:** The project provides substantial benefit to the conservation and preservation of natural and cultural resources.
2. **Matching Resources:** Refers to the presence and extent of additional resources dedicated to the project activities (i.e. in-kind contributions, additional grant funding, cash on hand, loans, project partnerships or volunteer labor).
3. **Sustainability:** Refers to the long-term maintenance of a project. (i.e. what steps will be taken in the future to ensure the preservation of the project?)

Remaining Criteria (all of equal importance)

4. **Overall Quality of Application:** Takes into consideration the grant application's completeness, clarity, thoroughness as well as the overall thoughtfulness of the grant project (i.e. is the budget thorough and reflective of the project activities? Did the applicant fully answer each application question?)
5. **Urgency:** Refers to both the nature and extent of preservation threat.

6. **Community Impact:** Refers to how the project contributes to maintaining or enhancing Douglas County's heritage for public benefit. This may include public educational benefit and/or economic impact, including an emphasis on proposed projects using Douglas County procured materials, supplies, and labor whenever feasible.
7. **Connectivity:** Refers to how strongly the project connects to physical sites and interpretive stories, as well as demonstrating a collaborative effort between agencies or organizations.
8. **Educational/Interpretative Value:** Refers to opportunities for the public to acquire educational benefit (i.e. is there evidence of educational programs, educational partnerships, exhibits and/or publications?).
9. **Public Access:** Refers to whether the project includes opportunity for the public to experience or have contact with the project, including direct physical (on-site) access or virtual access (films, books or digital media). If no public access will be allowed, what is the justification for this project?
10. **Budget:** Refers directly to how reasonable the costs associated with grant project activities outlined in the budget appear. (Do the cost estimates appear valid based on known costs? Are all project costs accounted for? Are bids included in the application?)
11. **Feasibility:** Refers to how realistic the proposed project is and the capacity of the applicant to finish the project. Considerations include the project description, timeframe, projected costs, and having the necessary regulatory approvals or those yet to be secured, such as zoning approvals and land use rights. Is there evidence that the individual or organization has the capacity to accomplish the project? If the project requires expertise the organization does not have, how will that expertise be supplemented?
12. **Designated Structures, Districts and Landscape:** Such listing and designations include National, State or Local Register of Historic Places for structures and districts; landscapes with national or state recognition and designated as conservation areas; wilderness areas; and historic or scenic trails.

V. TERMS AND CONDITIONS

Awarded grant applicants must sign a project agreement with Douglas County. It is recommended that all potential grant applicants read the project agreement prior to submitting a grant application available on the Douglas County website at: <https://www.douglascountyks.org/hcc/douglas-county-heritage-grants-and-historic-survey-information>

In some instances, conditions specific to the awarding of particular grant may be added to the project agreement.

Grants may be partially funded.

All awarded grant applicants shall submit a final report as outlined in the project agreement.

Awarded grants in the amount over \$5,000 will also submit an interim grant report.

Grant recipients of \$50,000 or more must submit quarterly progress reports (not tied to reimbursement) for projects with a duration period of more than six months.

These report documents are available on the Douglas County website at:

<https://www.douglascountyks.org/hcc/douglas-county-heritage-grants-and-historic-survey-information>

An awarded Target Grant project less than or equal to \$5,000 will receive a check from Douglas County for the entire award amount upon full execution of the project agreement. Target Grant projects greater than \$5,000 and Major Grant projects will receive initial payment for 30% of the project work upon full execution of the performance agreement. Remaining grant funds will be distributed based upon receipt and approval by the Heritage Conservation Council of the interim and final reports (see project agreement for details). **All grantees will be required to submit a final report. Failure to submit a report disqualifies grantee from applying for future grants until a final report is submitted.**

VI. PROFESSIONAL STANDARDS GUIDELINES FOR APPLICANTS

If the core of your grant project is historic preservation, the project must be carried out in compliance with the U.S. Secretary of the Interior Standards for such projects and other applicable codes and regulations at the federal, state and local levels. Please see link below.

Secretary of the Interior Standards for Rehabilitating, Restoring, and Reconstructing Historic Buildings:
http://www.nps.gov/history/local-law/arch_stnds_8_2.htm

Grant projects not focused on historic preservation should follow best practices relevant to the project's particular field. Examples of sources pertaining to best practice standards include:

Kansas State Historical Society information about the Register of Historic Kansas Places:
<https://www.kshs.org/index.php?url=p/national-and-state-registers/14635>

Kansas Historical Preservation Office (SHPO) - Kansas Historical Society <https://www.kshs.org/shpo>

National Resources Conservation Service Practice Standards:
<http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/technical/cp/ncps/>

Kansas Farm Service Agency:
<http://www.fsa.usda.gov/FSA/stateoffapp?mystate=ks&area=home&subject=landing&topic=landing>

USDA Farm Service Agency Conservation Reserve Program Conservation Practices:
http://www.fsa.usda.gov/Internet/FSA_File/appendixb.pdf

Society for American Archaeology Law & Ethics
http://www.saa.org/publicftp/PUBLIC/resources/law_ethics.html

American Association of Museums Best Practices and Code of Ethics:
<https://www.aam-us.org/programs/ethics-standards-and-professional-practices/codes-of-ethics-for-museums/> and <https://www2.aam-us.org/resources/ethics-standards-and-best-practices/standards>

Oral History Standards: <http://www.oralhistory.org/?s=Standards>

VII. Grant Application Assistance/Grant Information Sessions

The following assistance is available to applicants:

Two optional grant information sessions will be held at the Lawrence Public Library on:

- 1) Friday, January 4, 2019 at 4:30 p.m. in Meeting Room "C" lower level
- 2) Tuesday, January 22, 2019 at 10:30 a.m. in Meeting Room "B" lower level

Required: All grant applicants must meet with the Heritage Conservation Council Program Coordinator before February 27, 2019. Contact the HCC Program Coordinator at jshupertarick@douglascountyks.org or 785-330-2878.