



FY 2015 Douglas County Natural & Cultural Heritage Grant Program Guidelines

I. OVERVIEW

Purpose

The Douglas County Commission authorized \$300,000 in the 2015 County budget to assist with the development and creation of natural and cultural heritage conservation projects. Following the recommendations outlined in *The Natural & Cultural Heritage Task Force Final Report*¹, the Heritage Conservation Council (HCC) has allocated funding for 2015 heritage priorities as follows:

Funding Priorities	Allocation Percentage²
Major Grant Project(s)	55%
Target Grant Projects	30%
Douglas County Inventory of Natural & Cultural Resources	10%
Administration	5%
Total	100%

Major Grants

One or two major grant projects can receive up to 55% of the total allocated funds. A major grant proposal is defined as a proposal requesting at least \$90,000 and no more than \$165,000. 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

A series of target grant projects can receive up to 30% of allocated funds. Target grant proposals are equally important for conserving Douglas County natural and cultural heritage and applicants may request at most \$89,999. These grants are competitive and not every proposal will be funded.

Grant Period

FY2015 grants should be completed within a 24 month period from the project start date.

¹ The Taskforce Report provides a detailed framework to conserve Douglas County's natural and cultural heritage. <http://www.douglascountyks.org/hcc>.

² Major and Target Grant allocation percentages are subject to change during the HCC's grant evaluation process.

Reimbursable Grant Program

Except for grants in the amount of \$5000 or less, the grant program should be treated as a reimbursement grant. The grant recipient shall pay, in full, all 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 the program. This provision should be taken into consideration when calculating the cash flow for the project and itemizing the project budget.

Grant Timeline

Grant Application Materials Released	Jan. 5, 2015
Grant Overview Session (potential applicants)	Jan. 22, 2015
Application Deadline	March 13, 2015
Applicant Presentations	March 26, 2015
	April 2, 2015
HCC Grant Evaluation	April 16, 2015
	April 23, 2015
HCC Recommendation to County Commissioners	May 6, 2015

Contact Information

For questions about the Natural & Cultural Heritage Grant Program, contact the HCC Program Coordinator, Jan Shupert-Arick at jshupertarick@douglas-county.com or 785-330-2878.

II. ELIGIBILITY

Who Can Apply

Non-profit organizations, universities, K-12 schools, businesses, and any unit of local government

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

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 2014 may apply for 2015 grant funds.

Individuals or organizations may apply for multiple grants to support separate projects.

Project Geographic Location

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 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 <http://www.douglascountyks.org/hcc> or obtained by contacting the HCC Program Coordinator, Jan Shupert-Arick at jshupertarick@douglas-county.com or 785-330-2878.

Complete all questions contained in the grant application and submit **one original signed application, one set of original support materials (if applicable), and seven additional copies of all materials** to the Douglas County Heritage Conservation Council, Douglas County Courthouse, Administrative Services 2nd Floor, 1100 Massachusetts Street, Lawrence, KS 66046. The Courthouse is open Monday-Friday 8:00 a.m. until 5:00 p.m. Applications which are mailed to the above address must be postmarked by Friday **March 13, 2015**. Hand delivered applications must be received by 5:00 p.m., Friday **March 13, 2015**.

Late applications will not be accepted.

We encourage applicants to submit thorough and concise grant applications.

All grant applications are subject to the Kansas Open Records Act.

IV. APPLICATION EVALUATION & SELECTION

Evaluation Process

Applications will be reviewed for completeness by the HCC Program Coordinator. After the application deadline closes, the Program Coordinator will forward complete applications to each member of the HCC 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 be given the opportunity to answer questions from members of the HCC about their application.

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 Commissioner on October 15, 2014, grants are evaluated by the Heritage Conservation Council based on the following criteria:

i) Highest Criteria (more heavily weighted in evaluation)

1. **Conservation of Natural and Cultural Resources:** The project provides substantial benefit to the conservation 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, 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?)

ii) 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 both 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, 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?

- 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?)
- 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 & 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 at <http://www.douglascountyks.org/hcc>. 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 of \$5,000 or more 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 over six months. These report documents are available at <http://www.douglascountyks.org/hcc>.

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).

VI. PROFESSIONAL STANDARDS GUIDELINES FOR APPLICANTS

If the core of the grant project is historic preservation, the project should 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/hps/tps/standguide/>

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: <http://www.kshs.org/p/national-and-state-registers/14635>

Kansas Historical Preservation Officer (SHPO) - Kansas Historical Society
http://www.kshs.org/portal_shpo

National Resources Conservation Service Practice Standards:
<http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/technical/alphabetical/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:
<http://www.aam-us.org/aboutmuseums/standards/stbp.cfm>

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

VII. GRANT APPLICATION ASSISTANCE

The following assistance is available to applicants:

- The HCC will provide a **Heritage Grant Workshop on Thursday, January 22, 2015** at 7:00 p.m.
- Past successful grant proposals are available on the Douglas County website for your review: <http://www.douglascountyks.org/hcc>.
- Individual appointments may be made with Heritage Conservation Program Coordinator to discuss potential grant projects.
- Email questions or concerns as they arise during the course of completing the application to the HCC Program Coordinator.