



**2016 Natural & Cultural Heritage Grant Program
Grant Application Guidelines**

I. OVERVIEW

Purpose

The Douglas County Commission has authorized grants funds of approximately \$225,000 in the 2016 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 2016 heritage priorities as follows:

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

Major Grants - \$90,000-\$124,000

A major grant project 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 \$124,000. 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 \$89,999

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.

¹ The Taskforce Report provides a detailed framework to conserve Douglas County’s natural and cultural heritage. http://www.douglas-county.com/depts/ad/hcc/ad_hcc.aspx.

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

Grant Period

FY2016 grants should be completed within a 24 month period from the project start date.

Reimbursable Grant Program

Except for grants in the amount of \$5,000 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 budget.

Grant Timeline

Grant Application Materials Released	January 8, 2016
Grant Overview Session (potential applicants)	Jan. 28, 2016 & Feb. 2, 2016
Deadline for required meeting with HCC Program Coordinator	Feb. 29, 2016
Application Deadline	March 15, 2016
Applicant Presentations	March 24, 2016 & March 31, 2016
HCC Grant Evaluation Open Sessions	April 14, 2016 & April 21, 2016
HCC Recommendation to County Commissioners	May 4, 2016

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 May Apply

Non-profit organizations, universities, K-12 schools, 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) 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 2015 may apply for 2016 grant funds.

Applicants 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.douglas-county.com/depts/ad/hcc/ad_hcc.aspx 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 3rd Floor Loft Area, 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 Tuesday, March 15, 2016. Hand delivered applications must be received by 5:00 p.m., Tuesday, March 15, 2016 late applications will not be accepted.

We encourage applicants to submit thorough and concise grant applications with detailed budgets.

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 provide application materials 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 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 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, 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 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 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?)
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.douglas-county.com/depts/ad/hcc/ad_hcc.aspx. 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 at http://www.douglas-county.com/depts/ad/hcc/ad_hcc.aspx.

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.**

VI. PROFESSIONAL STANDARDS GUIDELINES FOR APPLICANTS

If the core of the 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:
<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 two grant information sessions as follows:
Thursday, January 28, 2016 at 4:00 p.m. at the Watkins Museum of History and
Tuesday, February 2, 2016 at 10:00 a.m. at Baker University Library in Baldwin City.**
- **Individual appointments must be held with the Heritage Conservation Program Coordinator prior to February 29, 2016 to discuss potential grant projects and applications.**

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