

HISTORICAL PROMOTION GRANTS GUIDELINES

Applications for HPG funds will be judged on the following criteria:

- A. Base qualification criteria (*all* base criteria must be met to establish eligibility):
1. Applicant is a non-profit organization or public entity, tax exempt under the regulations of the U.S. Internal Revenue Service, that either (1) operates or owns a museum or similar historical institution within the boundaries of Clark County which promotes our local history, or (2) performs educative, interpretive, or similar activities within the boundaries of Clark County which promotes our local history.
 2. All proceeds from a HPG grant must be applied to institutions or activities located and occurring within the borders of Clark County, Washington.
 3. Applicant's institution and/or activities shall have been available to the public, for its enlightenment and enjoyment, for at least two years prior to the date on the application.
 4. The grant may not fund administrative expenses such as salaries, benefits, travel, etc. except as may be directly linked to the execution of the project or program.
To help the Committee better evaluate the Applicant's project/program, staff expenses must be identified in the Budget Narrative supplemental form (under "Staff Costs") by number of hours, whether this is a current employee (and what percent of their time this project represents) or if a new and/or temporary employee will be needed. It is generally preferred that staff costs not constitute the majority of the HPG funding request.
 5. With rare exceptions, the grant will not be used to fund planning or design of projects or programs.
The reason for this is that many projects/programs that are planned and designed do not end up being implemented. Therefore, any exception should involve the more complex program design of collaborative, multi-organizational projects.
 6. HPG grant applications must be for:
 - a. An infrastructure project that results in long-term benefit to the Clark County community; or
 - b. Funding of an event or activity that promotes historical education and/or tourism within the Clark County community; or
 - c. Funding of an event, activity, or acquisition of an artifact of particularly valuable significance to the Clark County community.
 7. The applicant fully complied with all requirements of previous HPG awards.
- B. Preference criteria (in preferential order):

1. The project promotes historical preservation, historical programs (which may include preservation of historical documents), and appreciation of Clark County heritage, history, and culture.
2. HGP seeks to widely disburse grants throughout the county.
3. The applicant's project or activity leverages funds from other sources, both cash and in-kind.

Priority will be given to projects and activities where the HPG grant is not the sole source of revenue, and preference will be given to projects and activities where the museum grant is not the majority source of revenue. However, this preference may be mitigated in consideration of smaller non-profit organizations which have limited capacity for leveraging other sources of funding.

4. The applicant preserves, owns, or utilizes tangible historical objects.
5. If an institutional applicant, the applicant's facility is open to the public on a regular schedule and regularly collects and maintains attendance data.
6. The applicant presents regularly scheduled programs and exhibits to the public that use and interpret historical objects according to accepted preservation and interpretative standards.

C . Additional application elements that enhance grant eligibility (in preferential order):

1. Increase out-of-town overnight stays in Clark County lodging establishments.
2. Create additional long-term day trips into Clark County.
3. Maximize economic benefit to the Clark County community.



SAMPLE APPLICATION REVIEW QUESTIONS:

Purpose:

1. Does the project/program impact the collection, preservation, interpretation, or appreciation of Clark County's history, heritage, and/or culture?
2. Does the project/program address an important need?
3. Is the time frame critical?
4. Are existing collections at risk?
5. Is the project/program well conceived and designed?
6. Is the project/program appropriate to the applicant's mission?
7. Can the project/program stimulate local and/or non-state support?

Educational Value:

1. Does the project/program have historic value to the Clark County community?
2. Does the project/program enhance historic understanding in the community?
3. Does the project/program increase access to historic information about the Clark County community?

Professional Value:

1. Does the project/program serve as a model of innovation, inspiration, and/or professionalism for others?
2. Does the project/program encourage or enhance professional practices?

ADA Improvements:

1. Does the project/program improve ADA access to applicant facilities?
2. Does the project/program correct an outstanding ADA violation?

Project/Program Management:

1. Do applicant staff, volunteers, and consultants have the professional attributes required for a successful project/program?
2. Does the applicant have a proven record of successful experience with project management?