

2011 HPG APPLICATION FORM

Historical Promotion Grants (HPG) Program – Clark County, Washington

Clark County has established the Historical Promotion Grants Program (HPG) to promote historical preservation or historic programs within the borders of Clark County in order to increase knowledge, educate and better serve local residents, and better preserve, exhibit, and interpret historical collections.

Application Deadline: September 24, 2010

Project/Program Title: _____ Organization: _____

Mailing Address: _____ Zip: _____

Contact Person: _____ Title: _____ Phone: (____) _____

Exec. Dir. (if other than Contact): _____ E-mail: _____

Organization Web Site Address: _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Is this for a multiple-year project/program (i.e., need more than one-year funding)? Yes No

Project/program timeframe: From: _____ To: _____

Signature of Authorized Representative (*required*):

Date:

APPLICANTS MUST ALSO SUBMIT THE FOLLOWING:

* HPG Supplemental Forms, including:

- (1) organizational description form (with attached board of directors information);
- (2) HGP project/program budget form (can attach synopsis of organization's current budget); and
- (3) budget narrative form.

* If applicant is a nonprofit, copy of applicant's 501(c)(#) IRS letter of determination.

* Provide a brief (no more than one page) overview of the proposed project or program and how it will increase awareness, educate, better preserve, exhibit, and/or interpret local history to the benefit of Clark County residents. Especially focus on specific objectives, benefits, funding resources, partnerships, publicity/marketing plan, success evaluation criteria, etc. as they align with the purpose, educational value, professional value, ADA compliance, and/or other management issues that will be addressed by this project or program.

PLEASE NOTE: In completing your application, please recall that the legislative purpose of this program is to "promote historical preservation or historical programs, which may include preservation of historical documents."

Send **SEVEN** (7) copies of completed application materials via U.S. mail, or hand deliver, by the deadline date to:

Troy Rayburn, Senior Policy Analyst
Clark County Board of Commissioners
P.O. Box 5000 (1300 Franklin Street)
Vancouver, WA 98666-5000

360/397-2232

Troy.Rayburn@clark.wa.gov

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SUPPLEMENTAL FORM: ORGANIZATIONAL DESCRIPTION

Abbreviated Mission Statement:

Concise History of Organization's Existence (just a few sentences is fine):

Organizational Data: Number on the Applicant Organization's Board of Directors*: _____
**Attach list of Board of Directors, terms of office, affiliations, and contact information*

No. Full-Time Staff: ____ No. Part-Time Staff: ____ No. Unpaid Volunteers: ____ No. Vol. Hours: ____

Primary Demographics Served:

Primary Geographical Area Served:

Brief Overview of Current Historical Preservation/Promotion Activities:

Type of Service(s) Provided:

Top 3 ORGANIZATIONAL revenue sources from prior fiscal year and percent of total orgl. revenues:

Source 1. _____	Percent of Total Revenue: _____
Source 2. _____	Percent of Total Revenue: _____
Source 3. _____	Percent of Total Revenue: _____

Top 3 ORGANIZATIONAL expenditure categories from prior fiscal year and percent of total orgl. expenses:

Source 1. _____	Percent of Total Revenue: _____
Source 2. _____	Percent of Total Revenue: _____
Source 3. _____	Percent of Total Revenue: _____

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SUPPLEMENTAL FORM: BUDGET*

**Alternatively: Attach a copy of applicant organization's budget for the current fiscal year*

Name of Project/Program: _____

Primary External Funding Partners For ***THIS*** Project/Program (not including Clark County):

Partner: _____ Contact Name: _____ Phone: (____) _____

Partner: _____ Contact Name: _____ Phone: (____) _____

Partner: _____ Contact Name: _____ Phone: (____) _____

The following cost information pertains ***ONLY*** to the project/program referenced above.

HPG Funded	Applicant Funded	External Partner Funded	Total Cost
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Staff Costs (aggregate):

Salaries/Wages				
Benefits				
Consultant Fees				
Training				
Travel				
Total Staff				

Materials, Supplies, Equipment Costs (itemize):

Total MSE				

Services (itemize):

Total Services				

Other (itemize):

Total Other				

Construction Costs (aggregate):

Construction Materials				
Construction Labor				
Property Acquisition				
Permits/Fees/Taxes				
Other Construction Costs				
Total Construction				

GRAND TOTALS

Percentages

%	%	%	100%

Budget Narrative:

Success Evaluation Criteria – How will you quantify and measure the successfulness of this project/program?:

Describe Staff Costs:

Describe Materials, Supplies, Equipment Costs:

Describe Services Costs:

Describe Other Costs:

Describe Construction Costs:

Describe Cost Saving Alternatives That Have Been Considered:

If intend to seek multiple years of HPG grant funding for this project/program, please explain scope*

**Note: If first year grant is approved, subsequent year grants will still require a new application each year.*