



Historical Promotion Grant Program Application Information and Guidelines

Application Information

Application Required:

A completed HPG Grant application is required to be submitted to the Historic Preservation Commission prior to award of a grant by the Clark County Council.

Completing the Application:

The grant application packet includes instructions on what information to include. All forms must be completed and submitted for the application to be grants eligible. In addition, an organizational description with Board of Directors' or governing body information, as well as an IRS letter confirming a non-governmental entity's non-profit status. Please type the application materials and avoid hand-written applications. Applicable contractor bids/estimates help support budget numbers.

Grants Cycle:

HPG grants are awarded annually by the County Council. The application period usually opens in early summer of each year and closes in early-fall. HPG grantee recommendations are submitted to the County Council during the fall and the Council typically makes grant funding decisions prior to the end of the calendar year.

Application Deadline:

Grant applications that are received after the deadline will not be considered for funding during that grant cycle.

Submitting the Application:

Please submit six copies (one copy unstapled/one sided) of the completed and signed application to:
Clark County Historic Preservation Program

Attention: Community Planning

1300 Franklin St. PO Box 9810

Vancouver, WA 98666-9810

historicpreservation@clark.wa.gov

Please also submit an electronic PDF version of your application by email to:

historicpreservation@clark.wa.gov.

Submittal deadlines change every year. Inquiries about submittal dates can be made to Clark County Community Planning at (564) 397-2280

Application Resubmittal Provision:

If the Historic Preservation Commission and/or its designated subcommittee find that there are minor mistakes in an application that was submitted prior to the deadline date, the Historic Preservation Commission and/or its designated subcommittee may, at its discretion, ask the applicant to correct those mistakes and resubmit the application even if the deadline date has passed. "Minor" mistakes are those which do not significantly alter the intent or scope of the application. The Historic Preservation Commission and/or its designated subcommittee will be the final decision point regarding minor vs. substantial.

Notification:

All applicants will be notified about the status of their grant after the County Council approves the grant awards for the year.

Contract Required:

Grants approved by the County Council will require a written, signed contract between Clark County and grantee prior to disbursement of grant funds. Please note that each contract will contain a clause requiring funds to be returned if: (1) not expended or (2) inappropriately expended.

Grant Payments:

The County generally issues a 100% payment of grant funds upon approval by the County Council and completion of the grant contract. However, prorated or scheduled payments of grant funds may be made at the discretion of the County so long as all awarded funds are disbursed to Grantee during the grant cycle year.

Expenditure of Grant Funds:

All HPG funds received from the County by Grantee must be expended prior to December 31st of the award year. Prior approval by the county manager must be obtained to extend this deadline.

Single Grant Amount Limit:

There is no single grant amount limitation, although no grant may exceed annual funding available.

Multiple Applications per Organization:

Applicant organizations are allowed to submit multiple applications during the same grant cycle provided the applications are for unique projects or programs.

Multi-Year Funding:

The Historic Preservation Commission may award grants for multiple years. However, organizations must submit a new application and be approved each year for funding of a project or program previously funded by an HPG.

Limitations on Use:

The Historic Preservation Commission will not consider grant applications for projects or programs whose sole or primary purpose is to raise money for an organization, or to pay for ongoing institutional operations.

Return of Funds:

If an organization finds itself unable to use awarded grant funds, those funds may be recommended for reallocation by the Historic Preservation Commission and/or its designated subcommittee.

Credit Required:

All grant recipients will be required to include in all promotions, publicity, programs, publications, and projects funded by HPG the following credit line:

"This (project/program) is supported in part with funds from the Clark County Historical Promotion Grants Program."

Final Report:

A final project/program report will be required within 90 days of receiving grant award and no later than December 31st of the grant award year. The final report form will be provided with the grant agreement and is also available from Historic Preservation staff in the Department of Community Planning.

County Contact:

Historic Preservation staff is available to discuss this program, the grants process, the Historic Preservation Commission, or to obtain application materials.

historicpreservation@clark.wa.gov or 564-397-4913 or 564-397-4909

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. *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.*
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. HPG 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 HPG 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 interprets 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.
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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?

RCW 36.22.170

Surcharge for preservation of historical documents — Distribution of revenue to county and state treasurer — Creation of account.

(1)(a) Except as provided in (b) of this subsection, a surcharge of five dollars per instrument shall be charged by the county auditor for each document recorded, which will be in addition to any other charge authorized by law. One dollar of the surcharge shall be used at the discretion of the county commissioners to promote historical preservation or historical programs, which may include preservation of historic documents.

(b) A surcharge of two dollars per instrument shall be charged by the county auditor for each document presented for recording by the employment security department, which will be in addition to any other charge authorized by law.

(2) Of the remaining revenue generated through the surcharges under subsection (1) of this section:

(a) Fifty percent shall be transmitted monthly to the state treasurer who shall distribute such funds to each county treasurer within the state in July of each year in accordance with the formula described in RCW [36.22.190](#). The county treasurer shall place the funds received in a special account titled the auditor's centennial document preservation and modernization account to be used solely for ongoing preservation of historical documents of all county offices and departments and shall not be added to the county current expense fund; and

(b) Fifty percent shall be retained by the county and deposited in the auditor's operation and maintenance fund for ongoing preservation of historical documents of all county offices and departments.

(3) The centennial document preservation and modernization account is hereby created in the custody of the state treasurer and shall be classified as a treasury trust account. State distributions from the centennial document preservation and modernization account shall be made without appropriation.

[2009 c 337 § 5; 2005 c 442 § 1; 1993 c 37 § 1; 1989 c 204 § 3.]

Notes:

Findings -- 1989 c 204: See note following RCW 36.22.160.