

## **HISTORIC PROMOTION GRANTS**

RCW 36.22.170 allows the county to impose a one-dollar surcharge to be used at the discretion of the county council to promote historical preservation or historical programs, which may include preservation of historical documents. In order to make grant funding recommendations regarding that funding source, a Historical Promotion Grants Program Advisory Subcommittee (HPG) was initiated in 2006. In early 2015, the then Board of County Councilors proposed that the program be administered through the Clark County Historic Preservation Commission. The commission has been administering the program since 2017.

The Historical Promotion Grants program is designed to increase awareness and education to better preserve, exhibit, and/or interpret local history and historic preservation.

Below is a summary of the HPG program. See "Historical Promotion Grant Program Application Information and Guidelines" for more detailed information to applicants, including evaluation criteria.

### **Grant Cycle**

HPG grants are awarded annually by the county council. The application period opens in June and closes in September. The Historic Preservation Commission reviews applications in the fall and submits recommendations to the county council in November. Grants are awarded in December and grant funds become available in January.

### **Application Deadline**

Submittal dates change every year and are set by the Historic Preservation Commission staff.

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

### **Eligibility**

Applicants must be either a tax-exempt non-profit organization or public entity within the boundaries of Clark County that either operates or owns a museum or similar historical institution or performs educative, interpretive, or similar activities.

When the HPC took over the role of reviewing grant applications and providing recommendations for funding to the Clark County Council in 2016, this was done with the understanding that the HPC would have the opportunity to request funds from the account if they had a preservation project.

### **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. The grantee may request funds at any time, but is required to finish the project within 90 days.

## **Expenditure of Grant Funds**

All HPG funds received from the county by grantee must be expended prior to December 31 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.

## **Final Report**

A final project/program report will be required within 90 days of receiving grant award and no later than December 15th 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.

## **Steps to Administer the HPG program:**

### **Staff**

(Note: All dates below are provided as guidance only and can be modified as needed.)

1. In June, works with the county manager and budget offices to determine the available amount of grant funding for the coming year.

2. Drafts and works with the county information officer to issue a press release announcing the application period (typically done in early June to 2<sup>nd</sup> week of September). The press release and Mets Blast (email to Historic Preservation Commission subscribers) are typically published/sent out in early June, and posted on the commission's web page. The application period typically closes at 5pm on the second Friday in September.
3. At the August commission meeting, requests the Historic Preservation Commission to form an HPG subcommittee to review and recommend grantees to council.
4. In September, compiles all applications and mails hardcopies to the HPG subcommittee members together with the scoring sheets and the "Historical Promotion Grant Program Application Information and Guidelines" which includes the evaluation criteria.
5. Sets up a meeting date in September for the subcommittee to meet to evaluate the applicants.
6. Facilitates the HPG subcommittee meeting, prepares written summary notes, and writes a report to the Historic Preservation Commission with the subcommittee's recommendation on grants to be awarded. If the subcommittee decides to give a partial grant award, staff contacts applicants to ensure that they are able to leverage other funds or complete the work with the partial funding.
7. The Historic Preservation Commission votes on the subcommittee's recommendation at their November meeting. Staff prepares a staff report for the council's Consent Agenda with the commission's recommendations.
8. Staff attends the council hearing to present the staff report and answer any questions.
9. If the council approves the staff report, staff notifies the applicants by email if their application was approved (and for what amount) or denied.
10. Staff prepares the Grant Agreement and Scope of Work. The Prosecuting Attorney needs to review both documents. Staff sends two hard copies to the applicants for signature. When the two signed documents are received back, staff obtains the signature of the Prosecuting Attorney and the County Manager, retains one original hard copy and sends one original hard copy back to the applicant. Staff creates hard copy of HPG grant documents as well as maintains soft copy files.
11. In October/November, email grantees to remind them of mid-December grant close-out date.
12. All HPG funds received from the county by grantee must be expended prior to December 31 of the award year. Staff receives grant close-out documents and ensure receipts are eligible and do not exceed the grant amount. If grant close-out documents are in order, forward the close-out documents, Grant Agreement and Scope of Work to the county manager's office so they can reimburse the grantee. File the close-out documents in soft copy.
13. Grantee must request prior approval to extend the grant close-out deadline of December 31. Staff must prepare a staff report to the county manager to make this request in early December at the latest. Any request to extend the deadline that is received after December 15 will not be granted.