



## Mason County Heritage Grant Program Guidelines

**Mission:** The Mason County Heritage Grant Program provides resources to assist in the collection, preservation, and interpretation of Mason County's heritage.

**About the Program:** On behalf of the Board of County Commissioners, the Mason County Historic Preservation Commission (MCHPC) administers the Mason County Heritage Grant Program (HGP) to assist projects that promote the public's access to County history.

The program is funded with a portion of document recording fees collected by the Mason County Auditor. The allocation of these fees for projects that "promote historical preservation or historical programs, which may include preservation of historic documents" is authorized under RCW 36.22.170. The revenues accrue to a dedicated fund and may not be used for any purposes other than those stipulated in the statute.

The program is operated in such a way that revenues accruing to the fund in one year are allocated in the following year, ensuring that project awards will be available regardless of prevailing economic conditions.

### **Eligibility:**

1. Who can apply: Non-profit organizations currently registered with the Washington Secretary of State or 501(c)(3), government entities, including tribes, are eligible for consideration as long as they have a clear focus on heritage within Mason County. Projects sponsored by individuals are not eligible.

2. Project Categories: To qualify for assistance, projects must fall into one of the following categories:

- Professional Development
- Public Education
- Small Capital Projects
- Collections Management
- Heritage Investigations
- Historic Preservation

3. Project Ranking Criteria: The evaluation of the grant proposals will be based on the following criteria. (Points in parentheses):

- Promotes heritage, preservation and history in Mason County (25 pts. maximum)
- Public benefit, shows public need and scope, and will increase public understanding, exposure and experience of Mason County history (20 pts. maximum)
- Applicant has the capacity to complete the project using professional standards (15 pts. maximum)
- Immediate need or opportunity and relates to applicants mission and/or goals (15 pts. maximum)
- Measurable outcomes (10 pts. maximum)
- Well defined budget as well as effectively leveraged funding and support from other sources (total project costs, i.e. grant amount plus hard and soft match; enhancing historic visibility) (10 pts. maximum)
- Economic benefit to Mason County (5 pts. maximum)

Note - Ongoing operational costs (staff, utilities, rent, etc.) are not eligible for HGP funding.

**Available Funds:**

Grant proposals may be requested up to \$5,000. Total funding level for the Mason County Heritage Grant Program will be determined by the number and quality of the proposals.

**Proposal Process:**

The program operates on a calendar year budget with two proposal cycles during the calendar year. The proposal deadlines for each calendar year are the second Friday in January for the Winter Cycle and the second Friday in July for the Summer Cycle. Projects for both cycles are to be completed within 6 months of grant award.

Grant recipients can request a one time six-month extension. Extension requests must be in writing and be submitted to the Mason County Historic Preservation Commission for approval no later than 4:30 p.m. four months from date of award.

Applicants are allowed to submit one proposal per granting period. If a six-month time extension has been granted for a previously approved grant, the grant recipient will not be eligible to request grant funding until completion of the participants current grant. Grant recipients not completing projects within the initial six month cycle and do not have an approved time extension will not be eligible for grant funding for one year from the date of the completed grant. Only an authorized official for the organization is allowed to sign the proposal (i.e. city official, organization president, etc.). The application must also be signed by the organization's financial officer.

1. Submittal/Review:

- Develop grant proposals addressing each element in the order identified under Project Ranking Criteria.
- Complete the grant proposal and submit one original signed proposal, one set of support materials (optional), and five additional copies of all materials to the Mason County Historical Preservation Commission, Mason County DCD, 615 W Alder Street, Shelton, WA 98584. Proposals which are mailed to the above address must be postmarked by the deadline dates established for each period. Hand delivered proposals must be received no later than by 4:30 p.m. for the deadline dates established for each cycle. If proposal deadline dates fall on a non-county business day, proposals are due by 4:30 p.m. the next business day. Late or incomplete proposals will not be accepted.
- Proposals will be reviewed for completeness by staff. After the proposal deadline closes, staff will forward completed proposals to the MCHPC Subcommittee for review and ranking using the MCHPC approved ranking criteria. The Subcommittee will forward a ranking report to the MCHPC for endorsement by a majority of the MCHPC. A recommendation will then be forwarded to the Board of County Commissioners (BOCC). The BOCC will make all final funding and approval decisions.

2. Contract/Scope of Work: Approved grant proposals recipients will sign a contract with Mason County, and will provide a scope of work. The scope of work will be an attachment to the contract.

3. Reimbursement: The HGP is a reimbursement program. The grantee will complete their projects and invoice the County for reimbursement of the approved expenditures. Grantees will allow at least 30 days for reimbursement after the invoice has been received by the County. A progress report and documentation of expenditures will be required for the advance of funds before the completion of a project.

4. Final Report: Upon completion of the granted project, a final report shall be submitted by the grantee to the MCHPC. The final report should briefly report the completion and the outcome of the granted project and shall be submitted to the Mason County Historical Preservation Commission, Mason County DCD, 615 W Alder Street, Shelton, WA 98584 within 10 calendar days of the authorized grant completion date.

5. Special Notice: Properties listed on the Mason County Register of Historic Places must have a Certificate of Appropriateness submitted with the application package if the project meets the review requirements of the Mason County Historic Preservation Ordinance Chapter 17.40.150. Mason County Heritage Grants will not be approved for projects that would result in the disqualification of properties on federal, state or county historic registers.

#### **ADDITIONAL INFORMATION:**

##### **Project Categories:**

The following are examples of activities which are meant to illustrate the types of potentially eligible projects. The examples listed below are not meant to be exclusive. Applicants unsure of a potential project's eligibility should contact the Mason County Historical Preservation Commission, at Mason County DCD, 615 W Alder Street, Shelton, WA 98584, 360-427-9670 for a determination. *Projects may fall under more than one category.*

- **Professional Development:** This category provides support for activities, which enhance the capabilities of the board, staff and volunteers of non-profit organizations to collect, preserve and interpret history in Mason County. Examples:
  - Development or sponsorship of programs for the professional training of nonprofit staff and volunteers related to historical preservation.
  - Provide capacity-building training for the boards and staff of non-profit heritage organizations.
- **Public Education:** This category provides support for activities that incorporate Mason County history into the educational infrastructure and the general public discourse. Examples:
  - Research, design, production, installation and promotion of permanent and semi-permanent exhibits, both on-site and off-site.
  - Research, design, production and management of traveling exhibits for schools.
  - Original research that will result in publication, exhibit, public event, or some other product that places the outcome of the research before the public on a not for profit basis.
  - Production and distribution costs for books, articles, videos, oral history tapes, DVDs, etc., on a not for profit basis which address some aspect of Mason County history.

- **Small Capital Projects:** This category provides support for historical preservation projects that assist an organization in meeting health, safety and welfare needs that preserve its facility assets and enhance service to the public. If a small capital project is located within a local historic preservation jurisdiction, evidence of review and approval by the local jurisdiction that the project meets the U.S. Secretary of the Interior Standards is required.
  - Design and installation of modifications to meet ADA requirements.
  - Exterior maintenance (roofing, painting, relevant landscaping, etc.) of substantive value/nature, i.e., more than routine and periodic maintenance expected of a prudent owner or tenant if such maintenance is necessary to protect historic archival exhibits.
  - Substantial interior projects that preserve the structural and/or signature design integrity of heritage facilities.
  - Acquisition of technology hardware with a projected useful life of three or more years that is used in direct support of the applicant's project.
- **Collections Management:** This category provides support for projects that assist nonprofit organizations to effectively execute their stewardship obligations for their collections. Examples:
  - Acquisition of significant additions to the collections of non-profit heritage or historical organizations.
  - Professional services related to conservation of key items in the collections of nonprofit heritage agencies.
  - Acquisition of software to computerize collections management (For technology hardware, refer to Small Capital Projects).
  - Provision of a portion of the local share of the cost for an operational assessment by a qualified professional or an accredited institutional program (e.g., the Museum Assessment Program).
- **Heritage Investigations:** This category provides support for activities that involve recovery, recording and reporting/presentations of Mason County heritage materials. Examples:
  - Archaeological surveys, excavations and reporting of heritage sites and artifacts, in consultation with local Indian Tribes, within Mason County.
  - Archival investigations and reporting of documents involving the heritage of Mason County.
  - Recording and reporting ancient and historic artifact collections in public and private ownership from Mason County. Artifacts in this category can vary in scale, e.g., from barns/buildings down to projectile points and oxen shoes.
- **Historic Preservation:** This category provides support for activities that directly result in the identification, evaluation and and protection of significant heritage resources. Examples:
  - Survey efforts.
  - Historic designation.
  - Site condition analysis or evaluation.
  - Research/documentation efforts.
  - Completion of preservation planning documents.

- Other efforts that result in the protection of Mason County heritage.

**Enabling Legislation for this Program:**

RCW 36.22.170: The Revised Code of Washington can be viewed online at: <https://app.leg.wa.gov/rcw/default.aspx?cite=36.22.170>.

**Professional Standards Guidelines for Applicants:**

*If the core of the grant project is historic preservation, it shall 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.*

*American Alliance of Museums (AAM) Best Practices:*

<http://www.aam-us.org/resources/ethics-standards-and-best-practices>.

*American Alliance of Museums (AAM) Code of Ethics:*

<http://www.aam-us.org/resources/ethics-standards-and-best-practices/ethics>.

*Secretary of the Interior Standards for Rehabilitating, Restoring, and Reconstructing Historic Buildings:*

<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>.

*Oral History Standards:*

<http://www.oralhistory.org/web-guides-to-doing-oral-history/>.

<http://www.oralhistory.org/oral-history-in-the-digital-age/>.

*Americans with Disabilities Act Guidelines:*

<http://www.ada.gov/>

*Digital Project Standards Resources:*

<http://content.lib.washington.edu/cmpweb/project/proj-resources.html>

*Mason County Historical Preservation Commission:*

<http://www.co.mason.wa.us/historic/index.php>