



Clallam County Heritage Grant Program 2023 Application Form Check List and General Information

Grant Applications are due Wednesday, February 22, 2023 before 12:00 pm (Noon)

Deliver to Room 150, Clallam County Court House, 223 East 4th Street, Port Angeles, WA.

Late applications will not be accepted or considered.

Incomplete applications or wrong format will not be accepted or considered.

Copy format: Single sided, not stapled, 12-point font, 8.5 x 11" paper size

The following should be included:

- One original, signed, completed application, and one additional copy.
- Completed budget forms
- Bids, cost estimates, and/or condition assessments
- Additional support materials such as resumes, brochures, news articles, references, work samples, etc. are optional. Support materials shall be **no more than 10 pages** in length
- W-9 form if you have not previously received grant funding funds from Clallam County
- Non-profits must submit the most current IRS Form 990 Return or Organization Exempt from Income tax.
- If the applicant is a non-profit organization, copy of the current registration with the Secretary of State or Form 501(c)(3)

For projects relating to historic buildings and/or capital improvements:

- If a historic preservation project, confirmation that the building is on a Historic Register
- Digital photographs illustrating the need for the funding – a “Before” picture.
- A prevailing wage statement of intent from the Washington State Department of Labor & industries.

Clallam County Heritage Grant Program

2023 Application Form

1. Summary

A. Project Title:

B. Project Description: (Four lines maximum – brief overview)

C. Project Type (1) ____ Public Programming, (2) ____ Capital improvements and Equipment, (3) ____ Collections Management, (4) ____ Training.

D. Heritage Grant Funds Requested Amount:

2. Project Applicant

Organization: _____

Authorized Official: _____ Title _____

Project Leader: _____

Primary Contact: _____

Organization Address: _____

Phone: _____ Fax _____

E-mail address: _____

Federal Tax ID _____

Non-profit status: Yes _____ No _____

3. Project Details: Use a separate sheet of paper to answer these questions.

A. Clearly describe the project and its goals

B. Explain the historical significance or heritage content of your proposed project

C. Why is your proposed project a priority?

D. What is the intended public benefit of this project to the community?

E. How will you document your project?

F. Describe the sequence of steps needed to complete your project. Include previous planning and completed preparations.

Signature of Project Lead

Date

Signature of Authorized Official/ Title

Date

The signatories declare that they are authorized officials of the organization and are authorized to submit this application and will assure that any funds received as a result of this application are used only for the purpose set forth herein.

MAIL / DELIVER APPLICATION PACKET TO:

Clallam County Heritage Grant Program
Commissioners Office
223 East 4th St, Suite 4/Room 150
Port Angeles, WA 98362
360-417-2233

HERITAGE GRANT INFORMATION

rachel.weed@clallamcountywa.gov

WEBSITE:

<https://www.clallamcountywa.gov/737/Heritage-Advisory-Board-HAB>