



# Clallam County Heritage Advisory Board Accepting applications for grants notice

## CLALLAM COUNTY HERITAGE ADVISORY BOARD

The Clallam County Heritage Advisory Board is accepting applications for historic preservation grants.

The grants are for public programming, capital improvements and equipment, collections management and training that support projects' preservation and enhancing county history for residents, visitors and future generations.

In compliance with the Americans with Disabilities Act, reasonable accommodations are available upon request.

Applications may be submitted by a public entity or a nonprofit tax-exempt organization that either operates or owns a museum or similar historical institution promoting local history within the boundaries of Clallam County; entities performing educational, interpretive or similar activities that promote local history within county boundaries; or individuals or entities that own property within Clallam County that is listed on local, state or national registers.

According to state law, these funds are to be used for projects which "promote historical preservation or historical programs, which may include preservation of historic documents."

**Grant application will be received at 223 East 4<sup>th</sup> Street, Room 150, Port Angeles, Washington until 12 p.m. (noon), Wednesday, February 22, 2023.**

The sealed applications must be clearly marked on outside of the envelope, "**Heritage Advisory Board Grant Application.**" Address proposal to: Clallam County Heritage Advisory Board – Commissioners Office, 223 East 4th Street, Suite 4, Port Angeles, Washington 98362 or hand-deliver to 223 East 4th Street, Room 150, Port Angeles, Washington. Documents delivered to other offices and received late by the Commissioners' Office will not be considered nor will ones received by facsimile or e-mail. Submittals made in an incorrect format will not be considered.

A complete informational packet on preparing a proposal may be obtained from:

Clallam County Board of Commissioners  
223 East Fourth Street, Suite 4  
Port Angeles, WA 98362  
Phone: 360-417-2233  
Email: [rachel.weed@clallamcountywa.gov](mailto:rachel.weed@clallamcountywa.gov)

### Applications are available at Web:

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

Clallam County hereby notifies all that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in Title VI of the Civil Rights Act of 1964 at 49 CFR Part 23 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

PASSED THIS 9 day of Jan 2023

Heritage Advisory Board  
  
Loni Gores, CMC, Clerk of the Board



Publish: January 13 and 20, 2023 – Peninsula Daily News, January 19, 2023 – Forks Forum, January 18, 2023 Sequim Gazette

Bill: Board of Commissioners – Heritage Advisory Board



## 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 4<sup>th</sup> 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.

G. List other sources made available for the project (i.e., other grants, budgeted funds, gifts, materials, equipment, in-kind volunteer labor). List any partnerships with other organizations.

#### 4. Budget Request: Expenditures and Income

The budget request needs to make clear the use of the funds requested. The budget request may be subdivided into steps that would allow funding a portion of the proposed project. Itemize and describe each step (if there is more than one step), include cost of each item, number of each, and total amount. For each step of the project describe the step, including cost per each item, number of each, total amount.

- a. Step description – What is to be accomplished.
- b. Requested Heritage Grant Funds - Break down expenditure steps by category to include rate of pay, cost of materials, etc.
- c. Cash Match Income - for proposed project only e.g., budgeted sources, fund raising, etc.
- d. In-kind Contributions - include cash value of donated materials, equipment, and services. e.g., Labor @ \$37/hr., equipment, etc.
- e. Total Step Expenditure - The total expenditures must equal total income including in-kind contributions and other cash income

a. Step Description	b. Requested Grant Funds	c. Cash Match Income	d. In-kind Contributions	e. Total Project Expenditures

Use additional paper if needed.

Sum Total \_\_\_\_\_

\_\_\_\_\_  
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 4<sup>th</sup> 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>