



San Juan County

2014

HISTORICAL PRESERVATION GRANTS PROGRAM

REQUEST FOR PROPOSALS

RCW 36.22.170(1)(a) ... 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 deposited in the county general fund to be used at the discretion of the county commissioners to promote historical preservation or historical programs, which may include preservation of historic documents.

I. Purpose

The purpose of this grant program is to request proposals from qualified entities to use San Juan County Council's Historical Preservation Funds, as established by RCW 36.22.170(1)(a). The fund currently has approximately \$6136 available to award in 2014.

II. History

In 2005, the State Legislature created a new \$1 surcharge per recorded document. The purpose of the funds collected is to "promote historical preservation or historical programs, which may include preservation of historic documents." Unlike the auditor document preservation funds also collected on recorded documents, usage of these funds is not restricted to county departments. Nor is their use restricted to document preservation; rather, the funds can be used for historical preservation or programs, which may, but do not have to, include preservation of historic documents. These funds are to be used "at the discretion of the county commissioners," aka the county legislative authority.

III. Requirements

Applications for Council Historical Preservation funds will be considered as follows:

Minimum Requirements:

1. Only non-profit and governmental entities are eligible.
2. Applicant entities must perform educational, interpretive, or preservative activities within the boundaries of San Juan County which promote or preserve the County's local history.
3. Funds are available for specific projects only. Projects may be to acquire or preserve locally historic buildings, artifacts, or documents; to develop and present locally historical programs or events; or to perform research into local history.

Additional desirable criteria:

1. A geographic distribution of projects throughout the county.
2. Projects which encourage inter-agency cooperation.
3. Projects with long-term benefits.
4. Projects which leverage funds from other sources.
5. Applicants with a history of historical preservation activities.
6. Projects which bring economic benefit to the San Juan County community.

Questions about applications, requirements, criteria, or the application process should be directed to the Clerk to the County Council at 370-7472, or ingridg@sanjuanco.com. Answers will be shared with all known applicants.

IV. Terms of Submission

An application form is attached to this Request for Proposal. The due date for applications is **May 30, 2014**. Mailed submissions should be sent to:

San Juan County Council
Historical Preservation Grants Program
350 Court St #1
Friday Harbor, WA 98250

Hand-delivered submissions should be delivered to:

San Juan County Council
Historical Preservation Grants Program

55 Second Street
Friday Harbor, WA 98250

Submissions must be received in Council offices by 5:00 pm on Friday, May 30, 2014.

V. Selection Process

Proposals will be evaluated by an ad hoc subcommittee of the County Council. Proposals which do not meet minimum requirements will not be considered. Among proposals that do meet minimum requirements, Council reserves the right to contact applicants for additional information. Final selection will be the decision of the full Council.

VI. Contracts

Successful applicants will be required to enter into a contract with the County. The contract will include appropriate sections regarding indemnification, liability, and insurance. A final report will be required of all contractors, detailing the project and evaluating its success. Payments on grants will be made only upon submission of receipts.



San Juan County

2014

HISTORICAL PRESERVATION GRANTS PROGRAM APPLICATION

San Juan County has established the Council Historical Preservation Grants Program to help to fund historical preservation projects within the County. Applicants must be non-profit or governmental entities which perform educational, interpretive, or preservative activities which promote or preserve the County's local history.

Projects may be to acquire or preserve locally historic buildings and artifacts, to develop and present locally historical programs or events, or to perform research into local history.

Applications must be completed in full and mailed or delivered to San Juan County Council offices by 5:00 pm on Friday, **May 30, 2014**.

Organization: _____

Organization type: _____

Mailing Address: _____

Contact Person: _____ Title: _____

Email: _____ Phone: _____

Organization Web Site Address (if applicable): _____

Total Project Cost: \$ _____ Amount Requested: \$ _____

Is this request for multiple-year funding? Yes No

Project/program timeframe: From: _____ To: _____

Signature of Authorized Representative (required):	Date:
--	-------

San Juan County
HISTORICAL PRESERVATION GRANTS PROGRAM
APPLICATION – ORGANIZATION INFORMATION

Brief Mission Statement: _____

Concise History of Organization: _____

No. Full-Time Staff: _____ No. Part-Time Staff: _____

No. Volunteers: _____ No. Volunteer Hours: _____

No. on Board of Directors: _____

Overview of Current Historical Preservation/Promotion Activities: _____

Overview of Other Services or Programs Provided: _____

San Juan County
HISTORICAL PRESERVATION GRANTS PROGRAM
APPLICATION – PROJECT INFORMATION

Name of Project/Program: _____

Describe Project/Program: _____

Partners in Project/Program, and their roles: _____

Primary Benefits of Project/Program: _____

Primary Beneficiaries of Project/Program: _____

Total Project Cost: \$ _____ Amount Requested: \$ _____

(Attach a full project budget with supplemental information.)

Other Expected Funding Sources:

Source	Amt of Expected Funding	Already Applied?	Already Awarded?
--------	-------------------------	------------------	------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

San Juan County
HISTORICAL PRESERVATION GRANTS PROGRAM
APPLICATION – SUPPLEMENTAL INFORMATION

Please submit with the application the following supplemental information:

- * If applicant is a nonprofit, copy of applicant’s IRC Section 501(c) letter of determination.
- * If applicant is a nonprofit, copy of applicant’s most recent IRS Form 990.
- * Copy of applicant organization’s budget for the year
- * Detailed project budget

PLEASE NOTE: In completing your application, please recall that the legislative purpose of this program is to “promote historical preservation or historical programs, which may include preservation of historic documents.”

Mail four copies of completed application materials to:

San Juan County Council
Historical Preservation Grants Program
350 Court St #1
Friday Harbor, WA 98250,

or hand-deliver to:

San Juan County Council
Historical Preservation Grants Program
55 Second Street
Friday Harbor, WA 98250,

by application deadline of 5:00 pm on Friday, May 30, 2014.