HERITAGE PRESERVATION GRANT APPLICATION

Deadline: May 15, 2007

If hand delivering, deliver to:

Heritage Commission
c/o Amy Bear
City of Plano
1520 K Avenue
Plano, TX 75074

If mailing, mail to:

Heritage Commission
c/o Amy Bear
City of Plano
P. O. Box 860358
Plano, Texas 75086-0358

Important: The application must be submitted on this form. Please type or use the electronic template available at www.historicplano.org.

PART ONE – COVER SHEET (10 Copies)

APPLICANT AGENCY: _____

AGENCY DIRECTOR: _____

PROGRAM ADMINISTRATOR:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ Fax #: _____ email: _____

CONTACT PERSON *(If different from Program Administrator)*:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ Fax #: _____ email: _____

FINANCE OFFICER:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ Fax #: _____ email: _____

VALIDATION OF APPLICATION

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Plano, has successfully fulfilled all prior Grant contract obligations.

_____

Signature of Authorizing Official Date

_____

Typed Name

_____

Title within Organization

_____

Business Telephone Home Telephone

BOARD OF DIRECTORS

Name

PART TWO HERITAGE PRESERVATON PROJECT DESCRIPTION WORKSHEET (10 copies)

Please complete **one Project Description Worksheet** and **one Proposed Project Budget Worksheet** for each project for which you are requesting grant funding. Provide 10 copies of each Project Description Worksheet and each Proposed Project Budget Worksheet. Please look at the criteria in the grant guidelines when you answer the following questions. **Be specific and give examples.** Responses should be brief and concise.

Project/Program Name:

Total Project Budget:

Total Funding Request *(if different from Total Project Budget):*

Project/Program Description:

How does this project or program meet the definition of Heritage Preservation merit, Public Awareness/Heritage Education and Administrative and Fiscal Responsibility as described in the Grant Guidelines? And, does this project address specifically any of the Heritage Commission's 2007-2008 Goals?

How will the organization publicize or promote this project or program?

How will the organization track and quantify the success or this project or program?

What benefits does the implementation of this project bring the City of Plano and its citizens?

PART THREE - BUDGET WORKSHEETS (10 copies)

An Excel Budget Workbook has been provided electronically with this application. Please complete the "EXPENSES SUMMARY" worksheet. Also, complete a "PROPOSED PROJECT DETAIL BUDGET" worksheet for each project/program your organization is asking the Commission to consider funding.

Please use the glossary of terms provided below to assist you in completing the Budget Worksheets.

Advertising/Promotion – includes all costs related to design, production and placement of advertising and promotional materials with a purpose of advancing the overall organization. Do not include materials produced specifically for the promotion of an individual program or project. Those related costs should be included in the project budget.

Capital Outlay – an expenditure which results in the acquisition of or addition to fixed assets, and meets these criteria: has an anticipated useful life of more than one year; can be permanently identified as an individual unit of property; belongs to one of the following categories; Land, Buildings, Structures & Improvements, equipment; constitutes a tangible, permanent addition to the value of an asset,; cost generally exceeds at least $1,500; does not constitute repair or maintenance; and, is not readily susceptible to loss.

Certificate from a CPA – A letter stating a general review of the organization's records and/or financial accounts to confirm their accuracy has been completed. An examination of an organization's records/accounts is not as in-depth as an audit. However, the certificate should be issued by an independent and impartial Certified Professional Accountant, and not an individual with any decision-making powers with the organization.

Concessions – income from sale of food, drink, apparel or other sundry item by your organization.

Contracted Labor/Services – Contracts, professional service, consultants, lawyers, accountants, contractual labor, temporary clerical services, and other professional services contracts.

Fiscal Year – A twelve-month period designated as the operating year for accounting and budgeting purposes in the organization.

Independent Audit – A complete examination of the organization's records and/or financial accounts to confirm their accuracy. This should be completed by an independent and impartial Certified Professional Accountant. The audit should not be undertaken by an individual with any decision-making powers with the organization.

In-Kind Contributions – income received by donation of service or supply. The value of the service or supply should be based on a current market value for the service or supply.

Insurance – Includes premiums on all kinds of property and casualty insurance and service fees. Also includes liability insurance fees.

Maintenance – includes materials, supplies, parts, and installation for repair or upkeep of facilities (land, buildings or other improvements). Also includes contractual maintenance agreements with outside vendors and contractual repairs performed by outside vendors.

Memberships – income generated from individuals, corporations or foundations by organization member fees. Typically, the fee is paid on an annual basis.

Office Supplies – Includes consumable supplies necessary for use in the office such as paper, pads, pens, pencils, paper clips, staples, etc. Also includes film and film processing and postage.

Operating Budget – Plans of current expenditures and the proposed means for financing them.

Personnel – includes full-time and part-time staff salaries, overtime benefits, group health insurance costs, group life insurance costs, FICA, Medicare, Worker's Compensation costs, Hospital GAP benefits, Short Term and Long Term Disability, Social Security, and Vehicle Allowances. This does not include the value of in-kind volunteer hours.

Program Fees – income received from general admission to your property; program/project related tuitions, application and vendors fees. For example: Your organization coordinates a festival and charges food and craft vendors application and vendor fees for their participation at the festival. Or, your organization hosts an educational program and charges a fee for participation in the program.

Rental Expenses –includes copiers, faxes, printers, computers, or other equipment rented or leased for the regular operation of the organization.

Sponsorships – income received by donation of cash for support of a particular program/project or event. Does not include membership fees paid to join your organization or donation of services or supplies.

Subscriptions – income generated from sales of publications, newsletters, etc.; if separate from your organization's membership fees.

Travel/Professional Development/Training – all costs associated with attending professional meetings, seminars, and conferences where the primary goal is to share general information and provide a forum for communication; or to obtain instruction of techniques, and methods in a specific area of expertise intended to immediately increase the skill and knowledge of the employee in the performance of his or her job. Also, includes local mileage reimbursements.

Utilities – includes electricity, gas, water, drainage, waste management, telephone, cell phone services, and internet access.

Volunteer Hours – includes total number of hours donated by volunteers in the service of a project sponsored by your organization. The budget workbook automatically calculates the current value of a volunteer hour at $18.04 based on current national estimates. If possible, please break down the total volunteer hours donated to your organization by individual project/program.

PART FOUR - REQUIRED DOCUMENTATION (1 Copy Of Each Document)

For Office Use

☐ A. Balance Sheet and Statement of Income and Expenses or Form 990 as filed with the U.S. Internal Revenue Services for the two most recently ended fiscal years.

☐ B. If your budget exceeds $50,000 (exclusive of in-kind), attach a copy of your most recent independent audit or a certificate from a CPA that your I.R.S. documents have been factually checked. An audit is preferable, but not necessary.

☐ C. Provide schedule of Board of Directors meetings for the period of October 1 through September 30 of the previous City fiscal year. Board of Directors meetings must occur at least once per quarter.

☐ D. Provide proof of the occurrence of the previous year's meetings.

☐ E. Supply resumes of principal staff and existing or potential job descriptions.

☐ F. Organization's Long Range Plan.

☐ G. IRS Letter of Determination certifying federal tax-exempt status under section 501(c)(3) of the Internal Revenue Code;

☐ H. Certificate of Account Status from the State Comptroller's Office proving current status to be "in good standing." A certificate may be obtained online at http://ecpa.cpa.state.tx.us/coa/coaStart.html.

☐ I. Articles of Incorporation, if applicable.

☐ J. Constitution and/or By-Laws;

☐ K. Certificate of Insurance for liability coverage as outlined in the attached Exhibit A. The City of Plano requires each grantee to have liability insurance to protect the public for acts by the grantee. This mandated coverage does not cover the grantee or any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant. Joey Page, Risk Manager, City of Plano, is available at (972) 941-7129 if you or your insurance agent has questions on the required coverage.

OPTIONAL SUPPORTING DOCUMENTATION (1 copy)

This should be additional *relevant* material that you wish to append that further explains the activities of your organization such as:

- Photographs, CDs and/or one labeled videotape of program(s), exhibits, workshops, capital project and/or other activity for which City of Plano grant funds will be utilized.

- Printed programs, publicity, articles, reviews, etc.

EXHIBIT A

Agency shall procure and maintain for the duration of the grant agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the services performed or to be performed hereunder by the agency, its agents, representatives, employees, volunteers, officers, directors or sub-contractors.

The Agency shall maintain insurance with limits not less than $500,000 per occurrence, $1,000,000 aggregate and will be as broad as ISO Form Number GL 0002 (Ed 1/72) covering Comprehensive General Liability and ISO Form Number GL 0404 covering Broad Form Comprehensive General Liability, or ISO Commercial General Liability coverage ("occurrence" form CG 0001). Coverage will include: A) Premises - Operations, B) Broad Form Contractual Liability, C) Broad Form Property Damage and D) Personal Injury.

The policy will be endorsed to contain the following provisions: The City, its officials, employees, volunteers, Boards and Commissions are to be added as "Additional Insureds" as respects to liability arising out of any activities performed by or on behalf of the Agency. The policy shall contain no special limitations to the scope of coverage afforded to the City. The Agency's insurance coverage shall be primary and any insurance or self-insurance shall be in excess of the Agency's insurance and shall not contribute with it.

Insurance shall be placed with insurers with an A.M. Best rating of no less than A:VI or a *Standard & Poors* rating of A or better.

The Agency shall furnish the city with a certificate of insurance which shows the coverage provided. The insurance policy will be endorsed to state that coverage shall not be suspended, voided, canceled, non-renewed, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the city.