

# Snohomish County Historic Preservation Commission 2024 Community Heritage Program Guidelines

**“Preserving the past, building the future”**

**PURPOSE:** The Historic Preservation Commission continues to work on improving the effectiveness of the Community Heritage Grant program, intended to assist the collection, preservation and interpretation of Snohomish County’s heritage.

The program is funded with a portion of document recording fees collected by the Snohomish 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 (referred to in the application as HB1386 funds).

By providing granted funds on a competitive basis, the Historic Preservation Commission’s Historic Preservation Grant program supports projects that preserve and enhance Snohomish County history for residents, visitors and future generations. To qualify for support, projects must align with one of the four program funding categories:

- Professional Development
- Public Programming
- Capital Improvements & Equipment
- Collections Management

**ALL FUNDS GRANTED ARE PROVIDED ON A REIMBURSEMENT BASIS:**

**Eligibility:** Snohomish County-based nonprofit cultural organizations and public agencies that provide heritage services to the public are eligible to apply.

All proposed projects must have a clear heritage focus that relates to an aspect of Snohomish County history.

Additional eligibility criteria:

- All projects must demonstrate a clearly defined public benefit.
- Priority may be given to projects that do not already receive funding from the Historic Preservation surcharge.
- Proposals must have a clearly defined product and include a strategy for objectively measuring the success of the project at its conclusion.
- Project budgets must establish how any grant, plus cash or in-kind match, will suffice for project completion.
- Operating costs (staff, utilities, rent, etc.) are not eligible for funding.

*While not a requirement, it will be considered favorably when sponsors recognize the economic development potential of local history and include active coordination with the county's tourism industry in their project work plans.*

**The 2024 Grant program** will provide up to \$75,000 in financial aid through individual grants up to \$15,000. Grant projects must be completed in the year for which the project was approved. For example, a grant approved in 2024, the work/project must be completed by December 31, 2024.

**Match:** While no financial match is required, matching a grant with cash, in-kind labor, and/or in-kind material, will enhance any project proposal and improve chances of grant approval.

Information-oriented projects (improving the preservation and enhancing the availability of significant historical information and data) are not expected to offer a financial match. Such projects include the digitization of newspapers and documents, the creation of historical texts, the creation of online accessibility to such documents, the purchase of software and/or hardware to accomplish such information-oriented tasks, the creation and conduct of public programming, etc. Any match offered will, as with any project, enhance the grant request.

**Reimbursement:** All awards are made on a reimbursement basis. Only upon completion of specific project elements defined in the proposal, may awardees invoice Snohomish County for reimbursement of approved expenditures. Reimbursement requests may be made no more than once in any calendar quarter and must be accompanied with documented linkage to approved expenditures, but awardees are encouraged to minimize the number of requests in any year.

**PROCESS:** Once the application period closes, program staff will review each proposal for eligibility. For those that meet program requirements, staff will prepare summaries and comments which will be forwarded to the County's Historic Preservation Commission (HPC) for evaluation. The HPC will select, prioritize, and recommend the most highly qualified projects for grants based on funding categories, eligibility criteria, and available funds. Those recommendations will then be forwarded to the Executive and County Council, who approve final funding decisions.

All projects will be governed by contracts executed between Snohomish County and the applicant. Contracts will detail the total award amount, scope of work that defines the final project products and expenses eligible for reimbursement, and any additional obligations on behalf of the awardee.

## **FUNDING CATEGORIES**

### **Professional Development:**

This category provides support for activities that enhance the capabilities of the board, staff and volunteers of non-profit organizations to collect preserve and interpret history in Snohomish County. Eligible activities:

- Development or sponsorship of programs for the professional training of nonprofit staff and volunteers
- Provision of capacity-building training for the boards and staff of non-profit heritage organizations

### **Public Programming:**

This category provides support for activities that incorporate county history into educational programming for the general public. Eligible activities:

- 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 a publication, exhibit, public event or some other product that places the outcome of the research before the public. (Production and distribution costs for books, articles, videos, oral history tapes, DVDs, etc. that address some aspect of county history.)

### **Capital Improvements & Equipment:**

This category provides support for projects that help heritage organizations improve their functional capacity and better serve their communities, by providing funds that assist in the design, construction, and/or restoration of heritage facilities and equipment. Eligible activities:

- Preservation and restoration, and/or improvements to cultural facilities that are primarily used for Heritage Interpretive purposes. (Designated local or National Register landmark projects must comply with the Secretary of Interior Standards. All work must comply with Section 504 of the Federal Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act.) Regular facility maintenance expected of a prudent owner or tenant is not eligible for funding.) Routine and periodic maintenance is expected of a prudent owner or tenant, if such maintenance is necessary to protect historic or archival exhibits.
- The purchase of equipment that the organization plans to use to support heritage activities for 3-5 years. Fixed assets (casework, etc.) intended for use in permanent interpretive exhibits are eligible; items intended as collections items or for display in permanent exhibits are not eligible as purchases for this program. Repairs to equipment are not eligible for funding.

### **Collections Management:**

This category provides support for projects that assist nonprofit heritage organizations to effectively execute their stewardship obligations of their collections. Eligible Activities:

- Acquisition of significant additions to the collections of non-profit organizations.
- Professional services related to conservation of key items in heritage collections.
- Acquisition of software/hardware to assist in collections management.

- Collections assessments and plans by a qualified professional or an accredited institutional program (e.g. MAP, CAP or StEPS programs).

For more information, contact Gretchen Kaehler, Snohomish County Archaeologist at (425) 388-3432 or [Gretchen.Kaehler@snoco.org](mailto:Gretchen.Kaehler@snoco.org)

### **GRANT SUBMITTAL RULES**

- You must complete all sections (1 through 10) of the application, or your proposal will not be considered for funding.
- We consider the definition of an historic “asset” to include ***artifacts, sites, structures, buildings, or sets of information*** whose preservation will benefit the historical insight, interpretation, or education of our citizens and/or county visitors.
- Any organization submitting more than one proposal should prioritize their own choice(s), to help guide our final recommendation.
- While no financial or in-kind “match” is required, any commitment to a “match” will improve the competitiveness of that grant proposal.

