

INA COOPER BEQUEST FUNDS GUIDELINES

SCORING CRITERIA

With the generous donation of funds for historic preservation the Burnet County Historic Commission received from Ina Cooper's estate, it is imperative for the BCHC to assign priorities as part of the review of proposed grant funded projects. Applications will be rated by an interdisciplinary committee of the BCHC executive committee using the following criteria:

- 1) **PERFORMANCE, ADMINISTRATION AND GEOGRAPHIC DISTRIBUTION (15 points).** Each grant will be reviewed for overall performance in adequately fulfilling its stated purpose and objectives. The grant should clearly state the scope and sequence of the project and a definite timeline for completion.
- 2) **PROJECT SCOPE (70 points).** Summarize in the application a detailed description of the proposed project clearly and concisely. Indicate the relationship of the proposed project to defined preservation needs or issues in the local community and its relevance to the BCHC preservation program. Be sure to answer each of the following sections outlined below within the Project Scope narrative:
 - i. **PROJECT NEED (15 points):** Does the application demonstrate a clear understanding of the identified preservation need? Is the need relevant to the BCHC preservation program? How necessary are grant funds in order to accomplish the proposed project? How does the project benefit the community? Is the stated need verifiable with documented factual information?
 - ii. **PROJECT OBJECTIVES (20 points).** What activities will be necessary to complete the proposed project? How effective does the proposed project address the identified needs of the BCHC as listed below:

Markers, as in state or listing on the national register	20 points
Supplies for marker repair/replacement/cleaning	20 points
Educational programs/workshops	20 points
Fundraisers as in supplies, advertisement, etc.	10 points
Cataloging/inventory of historical properties	10 points
Historical surveys, as in city historical districts or properties	10 points
Structural improvements of historical buildings	10 points

Are the project objectives quantifiable? Who will be responsible for doing the work and were resumes provided? Is the proposed timeline or schedule reasonable.
 - iii. **SIGNIFICANCE AND IMPACT (15 points).** Does the project involve a threatened or potentially threatened resource? Will the project result in a State or National Register nomination? Does the project directly address a deficiency in the local preservation program? Does the project address or benefit an underrepresented group within the community? How well will the project develop historic contexts or educate and inform the public?
 - iv. **BUDGET AND COST EFFECTIVENESS (10 points).** Guidelines have been established that no more than \$10,000 will be spent per 2-year term and that a \$1,500 limit per application and per organization/project with a 50-50 matching of funds. If approved, payment will be made upon receipt of invoices or proof of purchase of materials relating to the project. With that in mind, is the proposed budget consistent with the planned objectives? Are the costs reasonable and sufficient to successfully accomplish the project? What is the applicant source and commitment of matching funds? Does the application clearly indicate how all of these figures were calculated? Is the proposed project the most cost effective way of addressing those needs? Is the proposed budget/financial statement completely filled out and submitted with the application?
 - v. **PUBLIC INVOLVEMENT AND DELIVERABLES (10 points).** How will the public be involved in the proposed project? How will this project enhance the local preservation program? What is the impact of the project to the Burnet County community?

BURNET COUNTY HISTORICAL COMMISSION

LOCAL GRANT APPLICATION FORM

Deadline for submission is October 1

Please fill out this section completely and use only the space provided below.
Handwritten applications will not be accepted.

NAME OF PROPOSED PROJECT: _____

CONTACT INFORMATION	PROJECT MANAGER
CONTACT PERSON	
EMAIL	
TELEPHONE NUMBER	

FUNDING REQUEST:

Grant Funds Requested	\$	Matching Funds	\$	Total Project Cost	\$

PROPOSED PROJECT TYPE (check one that applies)

- ☐ Emphasize Cultural Landscapes
- ☐ Learn and Experience History Through Place
- ☐ Connect Preservation to Related Fields
- ☐ Survey and Online Inventory
- ☐ Implement Policies and Incentives

Is the proposed project the most cost effective way of addressing those needs?

e) **PUBLIC INVOLVEMENT AND DELIVERABLES (10 points)**

Will the public be involved in the proposed project? How?

Does the project address or benefit an underrepresented group within the community?

Explain how the project will impact the current and future residents of the community.

How will this project enhance public and private support for local preservation?

3) **CONSISTENT WITH GOALS AND OBJECTIVES OF THE BCHC PRESERVATION PLANNING PROCESS (15 points)**

- a) **EMPHASIZE CULTURAL LANDSCAPES:** Preservation practices are enhanced by emphasizing cultural landscapes
- b) **LEARN AND EXPERIENCE HISTORY THROUGH PLACE:** Burnet County residents and guests learn and experience our diverse history through formal education, recreation and everyday interactions with historic places
- c) **CONNECT PRESERVATION TO RELATED FIELDS:** Preservation is connected and integrated into related fields and activities, building a broader, stronger, and more diverse community.
- d) **SURVEY AND ONLINE INVENTORY:** Citizens undertake a comprehensive survey to document the county's diverse historic and cultural resources resulting in a publicly accessible online inventory.
- e) **IMPLEMENT POLICIES AND INCENTIVES:** Cities, counties and the state implement preservation policies and incentives to effectively manage historic assets.

Please summarize how your project addresses the goal(s) selected above.

ACKNOWLEDGEMENTS – By checking below the applicant acknowledges:

- ☐ One electronic copy of this request must be received via email by the BCHC President or her/his designee no later than 5 pm on October 1, 2019 to be considered.
- ☐ One signed hard copy of this request must be received via US Mail or hand delivered by the BCHC President or her/his designee no later than 5 pm on October 1, 2019 to be considered.
- ☐ Consideration for funding is based on the demonstrated need, a compelling explanation of how the expended project scope of work will benefit the BCHC, and the applicant's ability to match the funds being requested.

BCHC GRANT BUDGET WORKSHEET

NAME OF PROPOSED PROJECT:

PROJECT MANAGER:

BUDGET ITEM	GRANT FUNDS	LOCAL CASH (source)	TOTAL COSTS
TOTALS			

Please complete the attached budget form and provide any supplemental information necessary to confirm or support the issues described above.

Proposed projects can use a local cash match for grant monies budgeted on a one-to-one (dollar for dollar) match equal to a 50-50 ratio for the total cost of the project. The BCHC reserves the right to fund grant requests in part or in full based on the review criteria outlined in the application form, and the amount of funding available.