Mission: The Thurston County Heritage Grant Program provides resources to assist in the collection, preservation, and interpretation of Thurston County’s heritage.

About the Program: On behalf of the Board of County Commissioners, the Thurston County Historic Commission (TCHC) administers the Thurston County Heritage Grant Program (HGP) to assist projects that promote the public’s access to County history.

The program is funded with a portion of document recording fees collected by the Thurston 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. The revenues accrue to a dedicated fund and may not be used for any purposes other than those stipulated in the statute.

The program is operated in such a way that revenues accruing to the fund in one year are allocated in the following year, ensuring that project awards will be available regardless of prevailing economic conditions.

Eligibility:

1. Who can apply: Non-profit organizations currently registered with the Washington Secretary of State or 501(c)(3), government entities, including tribes, are eligible for consideration as long as they have a clear focus on heritage within Thurston County. Projects sponsored by individuals are not eligible.

2. Project Categories: To qualify for assistance, projects must fall into one of the following categories (See page 2 for additional details):
   - Professional Development
   - Public Education
   - Small Capital Projects
   - Collections Management
   - Heritage Investigations
   - Historic Preservation

3. Project Ranking Criteria: The evaluation of the grant applications will be based on the following criteria (application questions and points in parentheses):
   - Promotes heritage, preservation and history in Thurston County (4, 8B – 25 pts.)
   - Public benefit, shows public need and scope, and will increase public understanding, exposure and experience of Thurston County history (7A, 8A – 20 pts.)
   - Applicant has the capacity to complete the project using professional standards (6A, 7D – 15 pts.)
   - Immediate need or opportunity and relates to applicants mission and/or goals (5 – 20 pts.)
   - Measurable outcomes (7B, 7C – 5 pts.)
   - Well defined budget as well as effectively leveraged funding and support from other sources (total project costs, i.e. grant amount plus hard and soft match; enhancing historic visibility) (6B, 11, 12 – 10 pts.)
   - Economic benefit to Thurston County (3G – 5 pts.)

Note - Ongoing operational costs (staff, utilities, rent, etc.) are not eligible for HGP funding.
Available Funds:
Grant applications requesting up to $5,000 will be accepted through August 30, 2014. Total funding level for the Thurston County Heritage Grant Program will be determined by the number and quality of the applications.

Application Process:
The program operates on a calendar year budget. The application deadline for 2015 is **August 30, 2014, at 12:30 p.m.** Projects approved for 2015 must be completed by December 31, 2015. Grant recipients can request a one time six-month extension. Extension requests must be in writing and be submitted to the Thurston County Permit Assistance Center by 12:30 p.m., December 1, 2015. Applicants are allowed to submit one application per granting year. If a six-month time extension is granted, the grant recipient will not be eligible to request grant funding for 2016. Grant recipients not completing projects by December 31, 2015 and not request a time extension will not be eligible for grant funding for one year.

Only an authorized official for the organization is allowed to sign the application form (i.e. city official, organization president, etc.). The application must also be signed by the organization’s financial officer.

1. **Submital/Review**
   - Complete the grant application and submit **one original signed application, one set of support materials (optional), and five additional copies of all materials** to the County Permit Assistance Center, 2000 Lakeridge Drive SW, Building One, Second Floor, Olympia, WA 98502. The Permit Center is open Monday - Friday 8 a.m. until 12:30 p.m. Applications which are mailed to the above address must be postmarked by **Friday, August 30, 2014**. Hand delivered applications must be received by 12:30 p.m., Friday, August 30, 2014, at the County Permit Assistance Center. Late or incomplete applications will not be accepted.

   - Applications will be reviewed for completeness by staff. After the application deadline closes, staff will forward complete applications to the Historic Commission HGP Subcommittee for review and ranking using the TCHC approved ranking criteria. The Subcommittee will forward a ranking report to the TCHC for endorsement by a majority of the TCHC. A recommendation will then be forwarded to the Board of County Commissioners (BOCC). The BOCC will make all final funding decisions.

2. **Contract/Scope of Work:** Approved grant applicants will sign a contract with Thurston County, and will provide a scope of work. The scope of work will be an attachment to the contract.

3. **Reimbursement:** The HGP is a reimbursement program. The grantee will complete their projects and invoice the County for reimbursement of the approved expenditures. Grantees will allow at least 30 days for reimbursement after the invoice has been received by the County. A progress report and documentation of expenditures will be required for the advance of funds before the completion of a project.

4. **Final Report:** Upon completion of the 2015 granted project, a final report shall be submitted by the grantee to the Thurston County Historic Commission. The final report should briefly describe the outcome of the granted project and shall be submitted to the County Permit Assistance Center by December 31, 2015, unless the grantee has received project extension.
ADDITIONAL INFORMATION:

Project Categories:
The following are examples of activities which are meant to illustrate the types of potentially eligible projects. The examples listed below are not meant to be exclusive. Applicants unsure of a potential project’s eligibility should contact Cami Petersen, staff, at (360) 754-3355 ext. 6348, for a determination. Projects may fall under more than one category.

- **Professional development:** This category provides support for activities, which enhance the capabilities of the board, staff and volunteers of non-profit organizations to collect, preserve and interpret history in Thurston County. Examples:
  - Development or sponsorship of programs for the professional training of non-profit staff and volunteers related to historical preservation
  - Provide capacity-building training for the boards and staff of non-profit heritage organizations

- **Public Education:** This category provides support for activities that incorporate Thurston County history into the educational infrastructure and the general public discourse. Examples:
  - 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., which address some aspect of Thurston County history

- **Small Capital Projects:** This category provides support for historical preservation projects that assist an organization in meeting health, safety and welfare needs that preserve its facility assets and enhance service to the public. If a small capital project is located within a local historic preservation jurisdiction, evidence of review and approval by the local jurisdiction that the project meets the U.S. Secretary of the Interior Standards is required. Examples:
  - Design and installation of modifications to meet ADA requirements
  - Exterior maintenance (roofing, painting, relevant landscaping, etc.) of substantive value/nature, i.e., more than routine and periodic maintenance expected of a prudent owner or tenant if such maintenance is necessary to protect historic archival exhibits
  - Substantial interior projects that preserve the structural and/or signature design integrity of heritage facilities
  - Acquisition of technology hardware with a projected useful life of three or more years that is used in direct support of the applicant’s project

- **Collections Management:** This category provides support for projects that assist non-profit organizations to effectively execute their stewardship obligations for their collections. Examples:
  - Acquisition of significant additions to the collections of non-profit heritage or historical organizations
  - Professional services related to conservation of key items in the collections of non-profit heritage agencies
  - Acquisition of software to computerize collections management (For technology hardware, refer to Small Capital Projects)
• Provision of a portion of the local share of the cost for an operational assessment by a qualified professional or an accredited institutional program (e.g., the Museum Assessment Program)

• **Heritage Investigations:** This category provides support for activities that involve recovery, recording and reporting/presentations of Thurston County heritage materials. Examples:
  - Archaeological surveys, excavations and reporting of heritage sites and artifacts, in consultation with local Indian Tribes, within Thurston County
  - Archival investigations and reporting of documents involving the heritage of Thurston County
  - Recording and reporting ancient and historic artifact collections in public and private ownership from Thurston County. Artifacts in this category can vary in scale, e.g., from barns/buildings down to projectile points and oxen shoes

• **Historic Preservation:** This category provides support for activities that directly result in the identification, evaluation and protection of significant heritage resources. Examples:
  - Survey efforts
  - Historic designation
  - Site condition analysis or evaluation
  - Research/documentation efforts
  - Completion of preservation planning documents
  - Other efforts that result in the protection of County heritage.

**Enabling Legislation for this Program:**

**Professional Standards Guidelines for Applicants:**
*If the core of the grant project is historic preservation, it shall be carried out in compliance with the U.S. Secretary of the Interior Standards for such projects and other applicable codes and regulations at the federal, state and local levels. Please see link below.*


Digital Project Standards Resources: [http://content.lib.washington.edu/cmpweb/project/proj-resources.html](http://content.lib.washington.edu/cmpweb/project/proj-resources.html)