



**Snohomish County**  
**Historic Preservation Commission**

## **2023 Historical Preservation Program**

**Applications due January 16, 2023 by 5 PM**



**PURPOSE:** By providing granted funds on a competitive basis, the Historic Preservation Program supports projects that preserve and enhance Snohomish County history for residents, visitors and future generations.

This program is funded with a portion of document recording fees collected by the Snohomish County Auditor. These funds are to be used for projects that “promote historical preservation or historical programs, which may include preservation of historic documents” authorized under RCW 36.22.170, HB1386 funds.

**To qualify for support, projects must align with one of the four program funding categories:**

### **1. Professional Development:**

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 training of nonprofit staff and volunteers
- Training for the boards and staff of non-profit heritage organizations

### **2. Public Programming:**

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. This includes production and distribution costs for books, articles, videos, oral history tapes, DVDs and other media that address some aspect of county history.

### 3. Capital Improvements and Equipment:

Projects that help heritage organizations better serve their communities. Providing funds that assist in the design, construction, and/or restoration of heritage facilities and equipment. Eligible activities:

- Preservation, restoration or improvements to facilities at least 50 years old that are primarily used for historic purposes. Designated local or National Register landmark projects must comply with the Secretary of Interior Standards and comply with Section 504 of the Federal Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act. **Preference will be given to buildings that are listed on or have applied to be listed on the Snohomish County Register of Historic Places.**
- The purchase of equipment that will be used to support historic activities. Repairs to equipment used as part of a historical display or for education purposes are eligible.

### 4. Collections Management:

Support for projects that assist nonprofit 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.
- Assessments and plans by a qualified professional or an accredited institutional program.

## 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 historical preservation focus that relates to an aspect of Snohomish County history.

Additional eligibility criteria:

- All projects must demonstrate a clearly defined public benefit.
- Proposals must have a clearly defined product and include a strategy for objectively measuring the success of the project at its conclusion for reimbursement.

**The 2023 Grant program** will provide up to \$100,000 in financial aid through individual grants that may not exceed \$25,000. **Grant projects must be completed in the year for which the project was approved. No extensions will be given for any reason.**

**No match is required for these grants.** The historic commission values a grant request that includes cash, in-kind labor or in-kind material but is not required.

**Reimbursement:** All payments are made on a reimbursement basis. Reimbursement requests must be accompanied with documentation of expenditures. Please limit your reimbursement requests to no more than at 50% completion of your project and after 100% completion of your project

**PROCESS:** Once the application period closes, program staff will review each proposal for eligibility. For those projects that meet program requirements staff will prepare a summary and comments which will be forwarded to the County's Historic Preservation Commission (HPC) for evaluation. The HPC will recommend the most highly qualified projects for a grant 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.

For more information, contact Gretchen Kaehler, Snohomish County Archaeologist, and Cultural Resources Coordinator at (425) 388.3432 or [gretchen.kaehler@snoco.org](mailto:gretchen.kaehler@snoco.org)

## 2022 Project Application DUE JANUARY 16, 2023 (5PM)

**QUESTIONS:** Snohomish County Historic Preservation Commission, c/o Gretchen Kaehler, 14405 179<sup>th</sup> Ave SE, Monroe, WA 98272 [gretchen.kaehler@snoco.org](mailto:gretchen.kaehler@snoco.org) (425-388-3432)

**DEADLINE:**  
**January 16,**  
**2023 5 p.m.**

- Please answer all questions and keep to the limit on word count – Do not use smaller than 10 point type.
- Signatures of the applicant and/or authorized representative is required.
- Submit *current* W9 with application.
- Submit 1 signed original of the application,
- Submit information on type of organization (example 501c3, local government)
- Submit 2 sets of support materials (resumes, brochures, references, work samples, etc.) with original application.

**1. PROJECT SPONSOR**

Organization:

Please Check box		501c3		Local Government		Other (Explain public benefit Question 6)
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Primary Contact:

Address:

City:	Phone:
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Zip:	Fax:
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E-mail:	Website:
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Federal Tax ID Number:

Council District Area: (1)      (2)      (3)      (4)      (5)      (All 5)

**2. Project Title**

**3. Type of Project (Check box)**

- |  |                                    |
|--|------------------------------------|
|  | <b>1. Professional development</b> |
|  | <b>2. Public programing</b>        |
|  | <b>3. Small capital</b>            |
|  | <b>4. Collections management.</b>  |

Explain how your project addresses one or more of the four categories (Max 100 words)

**Project Estimated Budget: \$**

**Amount Requested: \$**

<b>4. Project Summary for Publication:</b> (Max. 100 words)	Summary will be used for press release and as part of Council budget approval discussions
<b>5. Project Planning</b>	What planning and preparation have been completed? What are the biggest risks to project completion? What is the schedule? (300 words or less)

<b>6. Project Benefit to Community</b>	What is the intended public benefit impact of this project on the community? What lasting effect on Snohomish County do you expect to generate through this project? (300 words or less)
Empty space for response	
<b>7. Why this project the best use of Historic Preservation Funds:</b>	Will it result in a preserved asset (site/building/information) that is "permanently" preserved, needing little or no further financial county investment? Will it result in revenue to be reinvested in asset maintenance? Will it result in ancillary revenues (food, hotel, admissions, overnight stays, etc.) that benefit historic preservation and/or historic tourism? (300 words or less)
Empty space for response	

<b>8. Past Snohomish County Support:</b>	List any prior County support or grants received during the past 3 years. Please list name of funding program, year, amount, and project title. Please indicate whether past funded projects have been completed; or if still in process, please indicate status. (300 words or less)
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<b>9. How does this project help your organization</b>	Describe the mission and/or goals of your organization. How does the proposed project relate to and enhance them? Why is the proposed project a priority at this time? (300 words or less)
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Estimated Reimbursable Expenses For The Project				
		COLUMN A	COLUMN B	COLUMN C
	Description of project expense (Reimbursable expenses will require documentation)	List of estimated project reimbursable expenses	Estimate of in kind labor, cash or contribution (*Match not required)	Total Column A + Column B
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12	Total Per Column			
13	<b>Grant Request</b>		Please remember funds are allocated by reimbursement <b>AFTER</b> work is completed	
<p><b>SIGNATURE</b> The signatory declares that they are an official of the sponsoring organization and is authorized to sign this application and will assure that any funds received as a result of this application are used only for the purposes described.</p>				
<p>_____</p> <p>Signature <span style="float: right;">Date</span></p>				
<p>_____</p> <p>Spell Name <span style="float: right;">Title</span></p>				