

**Washington State  
Lewis and Clark Trail  
Interpretive Infrastructure  
Grant Program (LCGP)**

**APPLICATION PACKET  
2003-2005 BIENNIUM**

**DEADLINE: November 21, 2003**

**Heritage Resource Center  
Washington State Historical Society  
211 West 21<sup>st</sup> Ave  
Olympia, WA 98501  
(360) 586-0219**

## **Lewis & Clark Trail Interpretive Infrastructure Grant Program - 2003-2005 Biennium**

### **PROGRAM OUTLINE AND DEADLINE**

The State of Washington has made a commitment to the commemoration of the bicentennial of the Lewis and Clark expedition through a variety of means including the establishment of a Lewis and Clark Bicentennial Advisory Committee (LCBAC) and the inclusion of a Lewis and Clark Trail Interpretive Infrastructure Grant Program (LCGP) in the capital budget for the current biennium. The purpose of that \$1 million appropriation is support of local heritage capital needs related to the Lewis and Clark Bicentennial. The Washington State Historical Society administers a related capital grant program, the Heritage Capital Projects Fund (HCPF). Given the timeline for application, review, ranking, award, and contracting, the LCBAC has recommended the adoption of the basic policies and practices of the existing HCPF with a customized overlay to meet the particular requirements of the LCGP appropriation.

The LCGP will support capital needs and facilities of heritage organizations, tribal governments, public development authorities, and local government agencies that interpret and preserve Washington's history and heritage. Projects need to have a minimum total budget of \$25,000 (including up to \$12,500 in state funds) and involve property that will be held a minimum of 13 years. Projects that primarily involve historic renovation need to demonstrate significant Lewis and Clark related interpretive activities will occur as a result of this LCGP project. Projects from tribes or from Lewis and Clark trail communities will be given preference.

The director of the Heritage Resource Center, an office of the Washington State Historical Society, administers the LCGP. The LCBAC will recommend an Advisory Panel to review and rank the applicants. That panel will include some LCBAC members as well as members of the Agency Assistance Team. Applications will be available in late August with LCGP workshops held on October 22 at 1:15 PM in the Red Lion Hotel, 802 George Washington Way, Richland and October 29 at 10 AM in the Water Resources Education Center, 3600 S.E. Columbia Way, Vancouver. The deadline for submission is November 21, 2003. In the months after, the panel will review and rank the applications and assign grant award amounts to them. Upon acceptance of each award, contracts will be negotiated with the various LCGP grantees, and, after funds are actually allotted to the Washington State Historical Society, those contracts may be fully executed (signed) and reimbursement of allowable expenditures made, so long as a 1:1 cost share is met and documented. The expectation is the project will be completed in the biennium of the appropriation.

For additional information, call Garry Schalliol, Director, Heritage Resource Center ([garrys@wshs.wa.gov](mailto:garrys@wshs.wa.gov) or 360/586-0219).

### **APPLICATION DEADLINE**

**To apply for a Lewis and Clark Trail Interpretive Infrastructure Grant Program grant, a complete application must be received by 4 PM on November 21, 2003, at the Heritage Resource Center, 211 W. 21<sup>st</sup> Avenue, Olympia, Washington 98501, or be postmarked by November 21, 2003, and mailed to that same address. Application may not be made by facsimile or e-mail. No supplemental filings will be accepted after the deadline.**

## APPLICANT ELIGIBILITY REQUIREMENTS

Applications will initially be reviewed by Heritage Resource Center (HRC) staff to determine their completeness and compliance with the following key eligibility requirements, and applications that do not meet these threshold requirements will be returned to applicants:

1. Only non-profit heritage organizations (501 c) 3), tribal governments, local government agencies, public facility districts, and public development authorities located and conducting activities within the State of Washington may apply. Applications from non-profit organizations that do not have a mission that is specifically heritage oriented will be considered only if the application is for a project that interprets and preserves Washington State history and heritage. Individuals, state agencies, school districts, and state-supported university museums are not eligible. Eligible organizations can enter into a lease to do a capital project on the property of an ineligible entity. The minimum allowed length of the lease is 13 years.
2. Only applicants proposing a project that provides for the interpretation and preservation of Washington's Lewis and Clark history and heritage will be considered.
3. The grant application must include a complete budget that includes between \$12,500 and \$200,000 in LCGP funds. The remaining half of the project cost must be raised by the applicant and must be from non-state sources. This is the applicant's cost-share.
4. At least half of the applicant's cost-share must be cash. Up to half of the applicant's cost share may be in-kind contributions of material or labor.
5. At the time of application (November 2003), the applicant must have half of its required cost-share and at least half of that needs to be cash match.
6. An applicant needs to own or in some other fashion hold the property or other asset that will be the focus of the project for at least 13 years.
7. For a construction project an applicant must have a schematic (initial) design in hand.
8. Heritage organizations must have an IRS determination letter and a legally constituted board of trustees.
9. If rehabilitating a historic structure on or potentially eligible for listing on the National Register of Historic Places, the applicant should contact the staff of the Washington State Office of Archaeology and Historic Preservation (OAHP) to get a letter indicating whether the initial plans for work appear to meet the *Secretary of the Interior's Standards and Guidelines for Historic Preservation*. If the structure is not listed, but is eligible, the letter should so indicate. A letter from OAHP is also required for projects involving archeological sites. Call: 360-586-3064.
10. Applicants that receive federal support and hold collections of Native American materials should indicate compliance with the Native American Graves Protection and Repatriation Act.

The following table provides an illustration of the cost share needs at each stage of a model \$80,000 project, which involved the maximum proportion of in-kind:

	State Funds (reimbursed cash expenditures)	A. Cash Match	B. In-kind Contribution
At time of application		\$10,000	\$10,000
At signing of contract		\$10,000	
During biennium	\$40,000		By 7/1/04 \$10,000
	\$40,000	\$20,000	\$20,000

## **APPLICATION PROCESS, RANKING, & GRANT AWARD**

Following receipt of applications by the required deadline, staff will review all applications received for completeness and compliance with listed requirements. Attachments will be examined and those not required will be removed from the application packet. All complete and compliant applications will be forwarded to the Advisory Panel for review and ranking.

The Advisory Panel will review, rate (by assigning a point value), and rank all applications. Each narrative question has a numeric score that is noted on the Application Form. In writing the narrative, all suggested subjects and questions on the Form should be addressed and appropriate attachments should be provided (see Checklist in Application Form). Information should be accurate, specific, and complete. Finally, the panel assigns a funding level to each capital project. All applicants will receive notification of their rank and the amount of any grant award by letter. Applicants whose projects are denied will receive copies of the evaluations.

After the conclusion of this award phase, a contract with guidelines and reporting procedures will be sent to the designated project manager. Contracts will then be negotiated and signed as the HRC receives allotments from the Office of Financial Management and the applicant obtains more of the cost share for the project. At the time of contract signing, applicants will need to have an additional half of their cash match (leaving only a final 1/4<sup>th</sup> of the cost share to be raised). By July 1, 2004 applicants will need to have raised the final portion of their cost share.

Two percent of each grant is retained for administration by the HRC.

Grantees who have not demonstrated significant progress (for example, completed their fundraising and entered into major contracts) as of April 1, 2004, may have their funding rescinded.

The State of Washington operates under a two-year (biennial) budget. LCGP grant dollars must, by law, lapse at the close of each state biennium (June 30 of each odd-numbered year). Some capital projects take more than two years to complete. It is possible to request a reappropriation of any unspent funds once. However, it cannot guarantee that unspent funds will be reappropriated by the legislature.

## **ELIGIBLE & INELIGIBLE PROJECTS & COSTS**

Grant funds may be used for the following types of projects and costs:

- Construction, including such items as materials, labor, permits, legal services, HVAC, utility hook-ups, and lighting;
- Purchase, restoration, and/or preservation of fixed assets, including historic buildings and structures, historic ships, locomotives, airplanes, and other transportation conveyances;
- Acquisition of unimproved property for the purpose of construction of a new facility that has a heritage mission;
- Acquisition, protection, stabilization, and/or development of historic or archaeological sites that are culturally or historically significant;
- Improvement of interior spaces for exhibitions, programs, and/or preservation activities;
- Construction-related design, architectural, and engineering expenses;
- Purchase of equipment directly related to and necessary to accomplish the project; and
- Bridge loans or financing, but only if the loan is obtained after the application is approved for funding (June 26, 2003).

The following have also been determined to be eligible for reimbursement or for use as cash match:

- Capitalized furnishings, servers, collections storage equipment;
- Landscaping;
- Permanent exhibits part of a building construction or rehabilitation project;
- Project management staff and consultants doing work directly on the project and not doing fund raising or project publicity and promotion; and
- Travel directly related to the project.

The following costs may only be used as cash match:

- Value of land, if the value is established by a fair market appraisal performed by a licensed professional appraiser or there are qualifying documents pertaining to the purchase of the land.

The following costs may only be used as in-kind match

- Donated and documented labor or materials;
- Feasibility studies;
- Pre-design;
- Fund raising;
- Promotion; and
- Value of a lease for the actual period of the contract.

The following costs may not be used for any Lewis and Clark Trail Interpretive Infrastructure Grant Program project or budget:

- General facility maintenance, repairs, supplies, salaries, or programs;
- Leasing of equipment or automotive vehicles;
- Museum collection work including management, computerization, or conservation;
- Indirect costs for administrative functions (such as a fiscal department's processing of payroll,

vouchers, invoices, purchase requisitions, administrative salaries, building rent and maintenance, depreciation, and other overhead expenses not directly attributable to the project) or any other indirect cost rate;

- Volunteer hours from board or committee meetings;
- Hosting;
- Lobbying;
- Reduction of debts;
- Earnest money, until becomes part of completed property purchase;
- Out-of-state travel, unless approved by WSHS;
- Pre-payments for items or services not received by June 30, 2005; and
- State funds.

State funds may be used in a project, but not included in the budget as cost share.

Other aspects of the financial management of a Lewis and Clark Trail Interpretive Infrastructure Grant Program grant include the following:

- Grantees may have begun work on the Capital Project Fund project prior to executing a contract with WSHS. Such work would be done at their risk.
- The agency cannot reimburse project expenses incurred prior to the date an appropriation is signed into law by the governor (June 26, 2003).
- Grantees are responsible for maintaining clear and accurate project records, and making those records accessible to WSHS and the State Auditor.
- Capital Project Funds are available on a reimbursement basis only and cannot be “advanced” to Grantees.
- As the contract indicates, at the time of each reimbursement request the grantee must demonstrate two dollars of cost share for each dollar of cash expenditure, for which reimbursement is being sought.
- No more than half the cost share can be in the form of in-kind contributions.
- WSHS retains two percent of the amount appropriated for each grantee for program administration costs.

If there are questions regarding eligible and ineligible projects and costs, contact the Heritage Resource Center (360/586-0219).

## FINANCIAL AND MATCHING REQUIREMENTS

Applicants are responsible for providing two-thirds of the project cost. This amount is the applicant's cost-share. The criteria to determine eligible cost-share are as follows:

1. Project cost-share expenses must have been incurred after July 1, 1999.
2. The cash expenditures to be reimbursed by the Lewis and Clark Trail Interpretive Infrastructure Grant Program must be spent after signature by the Governor of the state's capital budget.
3. A treasurer's statement must be submitted with the application substantiating the amount of cost share already in the project as well as the availability and accessibility of additional cost share. Half of the cost share must be cash match.
4. The various elements of the applicant's cost-share is subject to review and approval by the Heritage Resource Center at the time of application, at the time of the signing of any contract to allow receipt of a grant, and as requests for reimbursement are made.
5. Property acquisition will be allowed as cost share (cash match) if it was obtained specifically for the project after July 1, 1999. If the fair market value of the property rather than the purchase price will be used as part of the cost share a certified appraisal is required.
6. All applicants need to demonstrate that they have a fund-raising plan in place that specifies in detail how their cost-share will be raised. All funding sources should be identified.
7. Projects must have at least 1/2 of the cost share in the project or in hand at the time application is submitted, an additional 1/2 of the cash match at the signing of a contract with the state, and all cost share by July 1, 2004.
8. At the time of each request for reimbursement, the applicant must show that there is sufficient cost share to match the state funds being requested.

## DEFINITIONS

**Heritage organizations** are non-profit (501 c) 3) groups whose purpose is to collect, preserve, or interpret history, heritage, and culture, which includes traditional cultures, folklore, archaeology, natural history, and historic preservation.

**Cost share** is those costs that the applicant will incur to complete the capital project.

**Cash match** is money contributed to the project by the applicant and other sources, including foundations, non-state governmental agencies, individuals, corporations and others.

**In-kind contributions** are non-cash contributions to a project that are not part of the cash match. In-kind may include materials or services.

**Schematic designs** consist of drawings and other documents illustrating the general scope, scale, and relationship of project components. Schematic design is conceptual and based on the requirements developed during the pre-design phase and approved by the applicant.

**Total project costs** include the amount sought from the Lewis and Clark Trail Interpretive Infrastructure Grant Program and what the applicant will provide as cost-share (cash match and in-kind contributions). They are all the costs involved to complete the project as described in the grant application.

**Lewis and Clark Trail Interpretive Infrastructure Grant Program (LCGP)  
APPLICATION FORM**

**DEADLINE: POSTMARKED OR RECEIVED AT HRC OFFICE BY 4 PM Nov. 21, 2003**

**QUESTIONS: Heritage Resource Center (360/586-0219)**

Applicant \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Project Director \_\_\_\_\_  
Title \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
State Legislative District \_\_\_\_\_ Count \_\_\_\_\_  
Cosponsor(s) \_\_\_\_\_

Project Name \_\_\_\_\_

Project Abstract \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amt. Requested for state \_\_\_\_\_ Cost-share \_\_\_\_\_ Total Project Cost \_\_\_\_\_  
Project start date \_\_\_\_\_ Project end date \_\_\_\_\_  
Federal Employer Identification Number \_\_\_\_\_  
Washington State Unified Business Identifier Number \_\_\_\_\_  
Are you applying to "Building for the Arts?" \_\_\_\_\_ No \_\_\_\_\_ Yes  
Did you attend a LCGP grant workshop \_\_\_\_\_ No \_\_\_\_\_ Yes  
Application Prepared by \_\_\_\_\_

Signatures in ink. Note: should be three different individuals.

\_\_\_\_\_  
Project Director Date

\_\_\_\_\_  
Fiscal Agent Date

\_\_\_\_\_  
Authorizing Official, Title Date

## APPLICATION FORM INSTRUCTIONS AND CHECKLIST

- Answer all questions in the spaces provided in at least 11 point font
- Do not change spacing, attach additional sheets for longer answers, or use a handwritten application
- Submit the signed, master copy of the Application Form plus seven copies (with the later hole-punched for a standard 3-ring binder.
- Do not staple anything but do put a binder clip on each copy of the application.
- Add attachments applicable to your organization, with single copy items attached to the signed master:
  - Internal Revenue Service 501 c) 3 determination letter from non-profit organizations (1 copy)
  - Last 990 form if applicant is a non-profit organization required to file one (1 copy)
  - State certificate of incorporation, if apply (1 copy)
  - Purchase and sale agreement, a signed copy of the lease agreement, letter of intent to lease agreement, deed, or any other documents that support or clarify the applicant's proposal and applicant's relationship to any real property (1 copy)
  - List of board members and key staff
  - Photographs or drawings (up to 5 images)
  - Architectural plans up to 11 x 17 (up to 5 pages)
  - Site plan
  - Archaeological site consultation letter from Washington State Office of Archaeology and Historic Preservation (OAHP), if apply (1 copy)
  - Determination of eligibility for historic property via letter from OAHP, if apply (1 copy)
  - Compliance with Secretary of Interior's Standards letter from OAHP, if apply (1 copy)
  - Memorandum of Understanding, contract, or letter of support from each collaborator (1 copy)
  - Current budget and financial statements, including indication of cash in hand for project
  - Current operating budget and/or financial statement with income, expense, liabilities, and assets provided
  - Latest review, compilation, or audit from a Certified Public Accountant independent of the applicant organization (1 copy)
  - A promotional brochure, annual report, and/or newsletter (1 copy of each)
  - Completed Budget Form (as provided in last page of this application)
- Items A and B should be under the same name as on the application or an explanation should be provided.
- Do not use binders or covers for your application.
- All signatures should be from persons authorized to sign grant applications on behalf of the applicant. For example, the "authorizing" official for a non-profit will typically be the board president. The project manager and fiscal agent should be two different persons.
- Make certain your budget is attached and complete.

## **PROPERTY OWNERSHIP OR LEASEHOLD INTEREST**

This section is to confirm that the applicant has sufficient property rights to enter into and conduct the project. This section is not scored, but must be fully completed to confirm eligibility.

- If the applicant owns the real property, structure, building, facility, or whatever the object is that is the project focus, indicate below and state the legal name of the owner.
- If any other entity has full or partial title, so indicate and state the exact legal name as it appears on any deed.
- If the applicant anticipates acquiring ownership of the property at some future date, specify the details of the transaction.
- If a lease contract will be or has been entered into, describe the basic provisions of the lease, including the term, which must be a minimum of 13 years in order to be considered, the intended use of the applicant, and fully disclose all other uses anticipated or in place in the facility. It is important to disclose what other organizations will be co-tenants and where they are or will be located. Also the names of the principals of these organizations, the mission of their activity, their lease terms, and the percent of space they occupy relative to the total space in the facility. Finally, note the most dominant activity that will occur in or at the premises.
- If applicable, attach a (1) fully completed copy of any purchase and sale agreement, a signed copy of the lease agreement, letter of intent to lease agreement, deed, or any other documents that support or clarify the applicant's proposal and applicant's relationship to any real property.

### **1. Project Summary Description—10 Points**

Provide a description of your project with emphasis on its general nature, scope, and coherence. Who is providing architectural services? Has pre-design been done and a schematic design developed? Has construction started? Include photographs and/or drawings (up to 5), architectural plans (up to 5) in a format no larger than 11 x 17", and, for real property, a site plan. Explain any historic significance of the property and whether it is listed on the National Register of Historic Places or eligible. If the latter is the case, confirm that the *Secretary of the Interior's Standards and Guidelines for Historic Preservation* have been reviewed and will be followed. Attach letter from OAHP. If the project includes moveable historic property, describe any circumstance that might involve temporarily leaving the state. For acquisition and development of an archaeological site, attach a letter from the State Archaeologist indicating results of consultation with the Washington State Office of Archaeology and Historic Preservation (OAHP).

**2. Heritage Interpretation—10 Points**

Describe the how your project contributes to the interpretation and preservation of Washington State's Lewis and Clark history and heritage. How will you evaluate the quality and results of your interpretive efforts?

### **3. Mission, Goals, and Plans—10 Points**

Provide your organization's mission and describe how your project fits the mission and meets some of its key goals and objectives. Explain how the project is addressed in the applicant's long range plan and when that plan was adopted by the applicant's governing body. In what way are subsequent routine operation and maintenance addressed in that plan. (Public agency applicants may provide the mission of their lead office for this project.)

**4. Public Benefit—10 Points**

Describe the benefit the public will receive from your project. Define the nature, location, and size of the audience for this project. Describe how the project meets identified audience needs. Does any other organization currently provide a similar benefit to the same audience?

### **5. Capacity and Experience—10 Points**

Make the case that you, your personnel, and any collaborators have the capacity to successfully complete this project. Identify key project staff (including part-time and volunteer), advisors, and consultants and provide a very brief narrative, which includes their responsibilities and qualifications. Indicate whether any are former state employees, and, if so, their date of separation. Attach board or other governing body list and confirm that they are legally constituted. Name all major collaborators and provide a memorandum of understandings, contract, or letter of support from each. Indicate any recent or pending legal action related to the applicant or the project. Has your organization declared bankruptcy in the past five years?

**6. Timeliness—10 Points**

Provide a brief timeline for the project from inception to completion, noting important milestones. Discuss any potential permitting, zoning, or environmental land use issues that could affect the timeline.

**7. Americans with Disabilities Act (ADA) & Native American Graves and Repatriation Act (NAGPRA) Compliance—5 points**

Explain how this project will comply with the American with Disabilities Act. Explain the status of your organization's compliance with NAGPRA and any way in which this project relates to that compliance.

**8. Publicity Plan—5 points**

Describe your target audience and plan to reach them to promote and increase public awareness about this project during the grant period and the years after. Who will do this work?

**9. Fund Raising Plan—10 points**

If you have fund raising yet to do, describe your fund-raising plan to meet the cost share (1 to 1) requirements of this grant program. Provide current and expected sources of support, the leaders of the campaign, and the nature and status of requests for support outstanding. Highlight community support for the project. Describe anticipated fund raising needs in the years after the completion of the project and how operations will be financially sustained.

**10. Financial State and Capacity—10 points**

Describe the organization's financial condition and attach current budget and financial statement, detailing income, expenses, assets, and liabilities, especially debts. Explain any way in which this fiscal year is atypical. Highlight any funds designated for the project. Provide your most recent compilation, review, or independent audit of your financial records by a Certified Public Accountant. Explain procedures for fiscal control and grants management. Describe the expected effect of this project on future operational budgets and plans for meeting any increased staff, maintenance, or overhead costs. Indicate person(s) responsible for financial oversight. Confirm that you have at least 1/2 of your cost share (half of which must be cash match).

### **11. Project Budget—10 points**

Explain how the project budget was developed and how its overall size was determined. Describe any aspects of the attached budget form that require written explanation. In particular, if the project that is the subject of this application is a phase of a larger project, just give the total cost of that larger project in the narrative. Provide a complete budget on the Budget Form. Other state funds may be included, but can not be used as cost-share. Note the two percent (2%) deduction for administration by the Washington State Historical Society as you prepare your budget.

*NOTE: The Budget Form on the next page may be placed into a Word "Landscape" Page Setup format or Excell.*

Complete the various elements of the budget in the following ways:

- **Salaries & Wages:** Salary for all staff directly involved in the project. Calculate salaries by the percentage of time on the project over the period of the project.
- **Benefits:** Calculate all benefits for paid project personnel.
- **Professional services:** legal, engineering, and similar services.
- **Travel:** Calculate mileage and per diem for all project personnel at Washington State government rate.
- **Construction/Rehabilitation:** Include materials, labor, permits, utility hook-ups, interiors, small contingency (5%), and related costs.
- **Donated materials and labor:** Must be documented.
- **Value of lease:** The donated value of a discounted lease during the period of the grant contract.
- **Formula:** Provide the formula for computing the figures provided in adjacent columns.
- **In-kind:** Provide cash value of each item that will be used as an in-kind contribution.
- **LCGP Funds:** Give the amount requested.
- **2% Admin:** This is the administration cost (from LCGP funds) retained for administration by the Heritage Resource Center

Note that some of the cells are shaded if that category may only be used as in-kind.

**Lewis and Clark Trail Interpretive Infrastructure Grant Program—BUDGET FORM**

Cost Category	Formula	Total	LCGP Funds	Cash Match	In-kind
Project salaries & wages					
Benefits					
Professional services					
Travel					
Construction/ Rehabilitation					
Property acquisition					
Equipment					
Furnishings					
Landscaping					
Permanent exhibit					
Donated materials					
Donated labor					
Feasibility studies					
Pre-design					
Fund raising					
Promotion					
Value of lease					
Other costs					
2% Admin.					
Totals					