

# Oregon Heritage Grants

## Application Information

**2007-2009 Grant Cycle**  
**Deadline October 5, 2007**



### Contents

Introduction and Purpose	2
General Information and Assistance	2
Definitions	2
Eligible Organizations	2
Eligible Projects	3
Budget Narrative Instructions	3
Final Application Checklist	4
Application Deadline	4
Application Evaluation	4
Funded Applications	5
Oregon Heritage Plan	5

*The Heritage Grant Application Form is a separate document.*

**Oregon Heritage Commission**  
725 Summer St. NE, Suite C  
Salem, OR 97301-1266  
503-986-0673  
[heritage.info@state.or.us](mailto:heritage.info@state.or.us)  
<http://www.oregonheritage.org>

# Oregon Heritage Grants

*To support activity occurring before April 1, 2009*

## Introduction and Purpose

The mission of the Oregon Heritage Commission is to secure, sustain and enhance Oregon's cultural heritage.

The purpose of its Oregon Heritage Grant Program is to support projects for the conservation, development and interpretation of Oregon's heritage that are conducted by non-profit organizations, federally recognized tribal governments, and local governments in Oregon, which conserve, develop, or interpret Oregon's heritage. The program is governed by Oregon Administrative Rules 736-053-0200 through 736-053-0235.

## General Information and Assistance

Application forms are available by contacting the Heritage Commission at locations listed on the cover, and by visiting the Heritage Commission website at [www.oregonheritage.org](http://www.oregonheritage.org)

Organizations may submit only one grant application for each deadline.

Applications must be in a typewritten format using at least an easily readable 12 point or larger size type. Application forms may be reproduced on computers.

Assistance from the Oregon Heritage Commission is available to applicants prior to the application deadline. Call the Commission at 503-986-0673 with questions. Email requests for assistance may be sent to [heritage.info@state.or.us](mailto:heritage.info@state.or.us) We strongly urge to you request assistance well in advance of the application deadline

## Definitions

- Heritage is the array of significant things, thoughts, and activities associated with the human experience in Oregon.
- Oregon's heritage resources include artifacts and other manifestations of material culture, documents, publications, photographs and films, prehistoric and historic sites, historic buildings and other structures, cultural landscapes, heritage celebrations, festivals and fairs, and songs, stories, and recordings associated with the human experience in Oregon.

## Eligible Organizations

Only non-profit organizations incorporated in the State of Oregon, federally recognized tribal governments, and agencies of local governments within the State of Oregon are eligible to apply for Oregon Heritage Grants. Individuals, religious organizations, for-profit organizations such as partnerships, companies, and corporations, state agencies, school districts, state-supported universities, and federal agencies are not eligible to apply.

Non-profit organizations must have a current 501(c) (3) determination from the United States Internal Revenue Service.

## **Eligible Projects**

The Oregon Heritage Commission welcomes during the 2007-2009 cycle all heritage grant proposals that support the conservation, development and interpretation of Oregon's heritage resources. Priority will be given to projects that preserve, develop, or interpret threatened heritage resources and/or heritage resources of statewide significance. A total of \$204,000 will be available for funding of projects. The largest grant in the last cycle was \$20,000.

Heritage Grants are available to assist with statehood sesquicentennial projects, and projects with a sesquicentennial link or incorporating sesquicentennial elements can be considered.

Projects completed before execution of a grant agreement between the Oregon Heritage Commission and the applicant are not eligible for funding.

While acknowledging the great need for financial assistance in preserving Oregon's historic structures, the Commission, because of the availability of other state grant programs for conserving those structures, will not give priority to projects conserving those structures in this grant cycle.

## **Budget Narrative Instructions:**

List anticipated expenditures by the categories shown. Also, show how Heritage Grant funds will be used for the project, and any cash, in-kind or donated funds and labor that will be used to support the project. Please also enter the totals on the Cover Sheet.

*Your Share:* This may be money in the organization's accounts designated for the project. It may include specific portions of staff salaries (including fringe benefits) that represent actual work that will occur on the project. They cannot include general administration, grant administration, or audit costs.

*Contributed Funds, Goods and Services:* Up to 25 percent of a participant's share of project costs may consist of approved donated services and materials. Donated services are provided by volunteers who are not paid by your organization for the work they do on the project. The value of their services should be calculated on the basis of their training and the work they provide for the project. The value of materials donated to a project – for example, lumber, paint, hardware, etc. – should be based on retail value. A signed statement or invoice by the donor stating the value of materials donated should be secured and retained with project records. (Donated materials must be used during the project period.)

When listing contributed funds to be used for this project, say whether these funds have been received or requested. Other funds from the Oregon Heritage Commission or the Oregon Parks and Recreation Department may not be used to match a Heritage Grant funded through this program.

*Heritage Grant Funds:* Show how the Heritage Grant funds will be used for this project. Grants will be made for no more than 50 percent of total project costs.

Expenditures made before execution of a grant agreement will not be reimbursed although they may, with Oregon Heritage Commission approval, be counted toward an applicant's share of project costs.

Documented staff costs associated with project work may, with Oregon Heritage Commission approval, be counted toward an applicant's share of project costs.

## **Final Application Checklist**

Each complete Heritage Grant application must include the following:

- 1. Oregon Heritage Grant Application Forms.** Include the completed Cover Page signed by authorized officials, Narrative Questions, and Budget Narrative.
- 2. The applicant's financial statement,** including a balance sheet and an income-expense statement, for the last completed fiscal year.
- 3. Letters of commitment from your partners** if the project for which you are seeking funds is a partnership with other organizations.
- 4. A minimum of one and a maximum of five photographs** illustrating the need for project work. If photographs are not appropriate, so state in your narrative. As appropriate, also include supporting documents and illustrations such as schematic designs and architectural or engineering drawings.

**Submit one copy of your complete application package** by 4 p.m. October 5, 2007. Schematic designs and other architectural or engineering documents should be submitted in the form of one full-size set and one full-set reduced to 8 ½" by 11" paper.

Application materials should only be stapled together. Attach supporting materials with paper clips or clamps. **Materials not specifically requested in these instructions are not desired.**

Application materials, including supporting documents, become part of the permanent records of the Oregon Heritage Commission and cannot be returned.

## **Application Deadline**

Oregon Heritage Grant applications will be accepted until 4 p.m. October 5, 2007, or if they have a postmark before that time. Mail or deliver the completed, signed application to: Heritage Grant Application, Oregon Heritage Commission, 725 Summer St. NE, Suite C, Salem OR 97301-1266. Electronically submitted applications will not be accepted.

## **Application Evaluation**

A Heritage Grants Review Committee of heritage professionals and Heritage Commission members will be appointed by the Chair of the Oregon Heritage Commission to evaluate applications that meet basic eligibility criteria and are complete. Applications must stand by themselves. There is no opportunity for applicants to make verbal presentations to the Heritage Grants Review Committee or the Heritage Commission.

After evaluation by the Heritage Grants Review Committee, applications will be considered for funding at a public meeting of the Oregon Heritage Commission. Commission decisions on grant applications are final.

Reviewers will rank applications in order based on an evaluation of (1) the applicant's capability for carrying out the project; (2) how well the applicant's response to the narrative questions and budget demonstrate that the proposed project will effectively conserve or develop a significant aspect of Oregon's heritage resources.

### **Funded Applications**

Projects approved for funding will be the subjects of binding agreements between the commission and applicants. Grant funds will be disbursed on a reimbursable basis for up to 50 percent of approved expenditures. All projects approved for funding must be completed by April 1, 2009. Applicants who fail to complete approved projects will be required to return all grant funds to the Oregon Heritage Commission.

### **Oregon Heritage Plan**

A copy of the *Oregon Heritage Plan* may be read or downloaded as an Adobe Acrobat (.pdf) file from the commission's web site at <http://www.oregonheritage.org> or a printed copy of this plan may be requested from the Commission office at 725 Summer St. NE, Suite C, Salem, OR 97301-1266, telephone 503-986-0673, e-mail [heritage.info@state.or.us](mailto:heritage.info@state.or.us).