

*MONO COUNTY ECONOMIC DEVELOPMENT, TOURISM & FILM COMMISSION*  
*2019-20 HISTORICAL SOCIETIES GRANT PROGRAM for*  
**MONO COUNTY HISTORICAL NON-PROFIT ORGANIZATIONS & MUSEUMS**

### **DEFINITION AND PURPOSE**

Mono County, through its Economic Development, Tourism & Film Commission (EDTFC), is pleased to announce the availability of a Historical Societies Grant Program (HSGP) for the 2019-20 fiscal year. The HSGP is a reimbursement program designed to assist established non-profit historical societies and museums in Mono County for eligible projects and programs. The purpose of the HSGP is to further the EDTFC's goal to increase year-round visitation and overnight stays in Mono County, which provide economic benefit to the region. Mono County's museums and historical societies play an important role in attracting visitors to the region, and in providing sightseeing and cultural tourism opportunities, as well as honoring the heritage of the county.

### **ELIGIBLE HISTORICAL SOCIETY AND MUSEUM PROJECTS/PROGRAMS:**

All currently established non-profit historical societies or museums in Mono County are eligible to apply for funding support for a wide range of projects/programs and may include museum infrastructure maintenance, repair, and expansion; museum activities and programming; essential office supplies and equipment; website development; marketing, advertising and communication outreach; signage; restoration and documentation of artifact collections; exhibit design and displays, etc.

### **Please note:**

- Promotional marketing initiatives funded by the HSGP must be professionally designed and produced.
- Mono County Economic Development, Tourism & Film Commission logo, website and 800# will be on grant recipient websites and marketing/communication materials as a sponsor affiliation.
- All established non-profit historical organizations or museums in Mono County are encouraged to submit applications for funding, and EDTFC will strive to ensure that funding is dispersed as equitably as possible between communities and applicants. However, this will depend on relevant applications received and other factors, and cannot be guaranteed.
- Grant allocation preference will be given to new or currently unfunded projects. However, the PVAGP will consider applications for relevant projects that may have already received county funding in 2019-20.
- Funding may not be used for salaries, wages or remuneration.
- Funding may not be used for rent, utility bills, or the purchase of real estate.
- Funding may not be used for travel or client/staff/volunteer/board member entertainment.

### **AVAILABLE FUNDING**

Up to \$2,000 in funding on a reimbursement basis is available per organization, determined by the scope of the project and needs. Total funding available for HSGP is \$6,000; these monies are identified in the 2019-20 budget approved by the Board of Supervisors. **Mono County is under no obligation to expend any or all of the funds.** Organizations that have been granted funding from EDTFC or Mono County in the past, as well as organizations which have not, may apply for HSGP. **Expenditures for approved projects/programs must be completed by June 30, 2020.**

### **APPLICATION REQUIREMENTS**

To apply for Historical Society Grant Program reimbursement, organizations must submit:

- Historical Society Grant Fund Program application form (see attached)
- Organizational budget, including details specific to the program or project for which funding is requested.
- Proof of 501(c) non-profit organization status.
- Successful applicants will receive funding as a reimbursement of approved expenses and will be required to submit a grant report at the end of the 2020 calendar year.

## **APPLICATION SUBMISSION & APPROVAL TIMELINE**

All applications will be reviewed and approved by Mono County staff with assistance from the EDTFC.

**APPLICATION SUBMISSION DEADLINE:** 5:00pm on Friday, October 11, 2019

**FUNDING APPROVAL NOTIFICATION:** November 1, 2019 (*subject to change*)

## **APPLICATION SUBMISSION INSTRUCTIONS**

All applications for 2019-20 must be submitted by **5:00pm on Friday, October 11, 2019** in person, by mail or electronically to:

**Liz Grans**

**Economic Development Assistant**

**Mono County**

PO Box 603

Mammoth Lakes, CA 93546

760-924-1738

760-924-1697 FAX

[lgrans@mono.ca.gov](mailto:lgrans@mono.ca.gov)

The Mono County Economic Development office is located in the Sierra Center Mall, 452 Old Mammoth Rd. Suite 306 (3rd floor, in the County Administrative Office).

## FUNDED PROJECT/PROGRAM REQUIREMENTS:

Projects that are approved for HSGP reimbursement program must adhere to the following program requirements:

- 1) Recipients must adhere to the business plan/scope of work as proposed, and sign a contract to do so with the county. Proof of professional liability, general liability, or other insurance coverage may be required.
- 2) Recipients are required to provide monthly progress reports by phone or email leading up to completion of the project, purchase or program.
- 3) All promotional materials and online/website presence must include the following Mono County information; however the primary contact info must clearly be that of the Historical Society/Museum.
  - Mono County Economic Development, Tourism and Film Commission logo (artwork provided)
  - The 800 Tourism number: **800.845.7922**
  - Mono County Tourism website address: [www.MonoCounty.org](http://www.MonoCounty.org).
- 4) Design of all signage, exhibits or displays, marketing/communication materials and/or website must be professionally created and reviewed by County staff before printing, publication or distribution.
- 5) All content and photos, information, logos, etc. must be properly licensed.
- 6) All original invoices and/or original paid receipts must be presented to Mono County staff for reimbursement within 30 days after service or project is complete or the program is launched. **Any reimbursement is limited to eligible expenses incurred before June 30, 2020. Reminder:**
  - Funding may not be used for salaries, wages or remuneration.
  - Funding may not be used for rent, utility bills, or the purchase of real estate.
  - Funding may not be used for travel expenses or client/staff/volunteer/board member entertainment.
- 7) Organizations must provide Mono County staff and the EDTFC with a written **Project Report** on the success of the program, project, purchase, or initiative.
- 8) Organizations that receive funding for their project will be **required to complete the project or program within the fiscal year** in which the funds are awarded. The allocated funds will not be rolled over into another fiscal year.
- 9) If the project or program is not completed within the 2019-20 fiscal year, ending June 30, 2020, the organization may not be eligible for reimbursement pursuant to this 2019-20 HGSP program.

**Mono County Economic Development, Tourism and Film Commission  
Historical Societies Grant Program Request Form (2019-20)**

You are encouraged to provide any additional information you feel is pertinent and which would aid in evaluating your request.

1. **Name of Organization:**
2. **Purpose of Organization:**
3. **Name or Brief Description of Project for which Funding is Requested:**
4. **Project Completion Date (spending must be prior to June 30, 2020):**
5. **Amount of funding requested: \$**
6. **Contact:**
7. **Email Address:**
8. **Telephone/Cell Phone:**
9. **Mailing Address:**
10. **Tax ID # (Please also provide a W-9):**
11. **Has your organization received funding through Mono County in the past? Yes\_\_\_\_\_ No\_\_\_\_\_**  
If yes, provide the year, amount, and use of funds:

**12. Scope of Work/Business Plan:**

Please answer the questions below to describe **how you will use the funding** for your project or program. You may also submit a detailed Scope of Work/Business Plan, if it addresses these questions.

**a. Overview, Goals, and Benefit of the Project/Program:**

b. What specific needs does the Project/Program address:

c. If the funds are for marketing or advertising, please describe how the funding will be used – ie. advertising buy, distribution/target market and reach, website functionality, program/activity details, etc.

e. **Timeline** – Please provide a timeline for the project/program (funds must be used prior to June 30, 2019):

14. Budget

a. Please attach a detailed Budget for the entire project or program (including Revenue & Expenditures)

b. What other sources have been pursued to obtain funding? (e.g. fundraising initiatives, admission fees). Please attach any information that will assist in establishing the funding history of the organization.

c. Are any County-funded resources (community centers, parks) used by the organization? Yes \_\_\_ No \_\_\_  
If yes, indicate the nature and extent.

By signing below, you agree to meet the Historical Society Grant Program requirements, which, if not met, may result in lack of reimbursement of costs for your program or project.

Signature

Print Name

Date