

## Lane County Historical Society Heritage Outreach Grant

### Lane County Historical Society Purpose:

The Lane County Historical Society endeavors to make Lane County, Oregon, history appreciated and enjoyed by the public for a better understanding of present-day Lane County. The Society pursues these aims through a museum, library and archive, public programs, publications, and support of historical activities. It also encourages organizations, researchers and individuals in historical endeavors.

### Grant Guidelines:

The Lane County Historical Society is requesting proposals for grants addressing the investigation, preservation, recording, or interpretation of Lane County History.

Our aim is to stimulate an understanding and appreciation of our county historical heritage to accomplish specific programs and projects through financial assistance.

Preference will be given to endeavors related to museum collections, public programs, public events, historic preservation and original Lane County historical research. Applicants are preferred to be, but are not limited to, non-profit organizations organized under one of the various 501(c) statutes, private groups and institutions, commercial and historical/cultural entities as well as non-governmental and tribal organizations. Consideration will also be given to the geographical diversity so that all areas of the county might better benefit from the program.

Clear and concisely written proposals have the best chance of being funded. The scope of the proposals should be appropriate for a one-year funding period with the possibility of being renewed for a second year. Additional project support beyond the first year of funding requires a second proposal and explanation for additional funding, to be reviewed in competition with all proposals submitted during that funding cycle. In general, individual grants will range in amount from \$250 to \$2,500 and it is the goal of the Society to approve at least 5 grants for a total dollar value of \$7,500 for an average grant value of \$1,500. Institutional indirect costs such as travel, debt relief and the cost of seminars and conferences will not be considered for this program.

### Application Instructions

Applications should consist of no more than five single-spaced pages of text with 10 point font minimum, exclusive of Budget Attachment and materials related to item #8 below. A brief summary of the proposed project (one page or less) should accompany the application. The project summary must be understandable to non-technical persons with an interest in Lane County history. Applications should be sent to ...

**Lane County Historical Society, Bob Hart, Executive Director, PO Box 5407, Eugene, OR 97405, [director@lanecountyhistoricalsociety.org](mailto:director@lanecountyhistoricalsociety.org) .**

Please complete the following form for Lane County Historical Society grant applications. This form and all attachments below must be combined into one document before submitting either electronically or by mail. Grant submissions will not be accepted otherwise.

Lane County Historical Society  
Heritage Outreach Grant

- 1) Specific aims of the proposal (1 page maximum)
- 2) Rationale of the proposal (1 page maximum)
- 3) Explanation of the relevance of the proposal in regards to the attributes specified earlier.
- 4) Proposed activities and timing to accomplish your project.
- 5) Anticipated results.
- 6) Anticipated project budget (please use attached form).
- 7) Biographical sketch of the organization or individual requesting the grant.
- 8) List of materials which can be reviewed about your organization such as the organization's website, location, copies of newsletters or professional credentials (as appropriate).

Project Title: \_\_\_\_\_  
Sponsoring Institution (if any): \_\_\_\_\_  
Responsible Individual (if any): \_\_\_\_\_  
Address: \_\_\_\_\_  
City and State: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Grant Submission:** Grants must either be submitted by mail or electronically as one document. Grants will be reviewed and submitted to appropriate reviewers, specifically the Outreach Committee of the Lane County Historical Society. Persons making a proposal or related to an organization making a proposal may not serve as a reviewer. The Outreach Committee will then forward its recommendations to the Board of Directors for final approval. Transfer of approved funds for specific grants are handled by the LCHS Executive Director.

**Authority to Award Grants:** All grant applicants acknowledge the Board of Directors of the Lane County Historical Society is the only entity authorized to award grants on behalf of the LCHS. The amounts of and occasions for awarding such grants, if any shall be awarded at all, shall be wholly within the sole and exclusive discretion of said Board based on recommendation by the Outreach Committee. Decisions are final and not subject to review for any reason.

**Grant Reporting:** A formal report on the grant project outcome will be required not less than one month after the project completion date stated in the grant application or at the end of the grant period. Extensions of time require a special written request. Failure to file a final report is automatic disqualification for future grant awards and may require the return of grant funds.

**Authorization:**

The undersigned certifies that they are authorized to represent the organization applying for a grant and that the information contained in this application is accurate. The undersigned agrees that if a grant is awarded to the organization: (1) the grant will be used for the purpose outlined in the grant award letter and may not be expended for any other purpose without prior written approval from the Lane County Historical Society (2) information about the organization and the grant may be used by the Lane County Historical Society in any published materials.

\_\_\_\_\_  
Signature of Individual/Executive Director or Board Chair Date

**Lane Count Historical Society Outreach Grant  
Anticipated Budget Plan**

**Note:** Please provide a budget for the **project only**, not the operation budget of the organization  
If the Outreach Grant is intended to fund only a portion of a larger project, please indicate the budget for the project in the Total Project Column below and the portion to be funded by the Outreach Grant in the column to the right.

**Direct Project Expenses**

	<u>Total Project</u>	<u>Funded by Outreach Grant</u>
Artist/Speaker Fees	_____	_____
Staff/Administration	_____	_____
Marketing (advertising, postage, etc ... )	_____	_____
Printing	_____	_____
Space Rental	_____	_____
Materials and Supplies	_____	_____
Contract Labor	_____	_____
Transportation/Travel (project only)	_____	(not applicable)
Other _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total Project Expenses</b>	_____	_____

**Source of Funding**

If the project will not be funded entirely by the Outreach Grant, please indicate the other funding sources that will be used and the amount to be derived from each source. If a source is another grant, please indicate whether the grant has been awarded or simply applied for.

<u>Funding Source</u>	<u>Amount Derived</u>	<u>Awarded or Applied for</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Budget Narrative**

Recommended - If you would like to explain a line item in more detail or provide pertinent details about the project budget, please attached a typed addendum to this report.

-1/2/14