

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 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:

- Application deadline - Nov 1, 2017
- Public announcement of recipients, presentation of checks - Feb 10, 2018
- Funds available for projects starting before June 30, 2018
- Formal reports for these projects are due NLT June 30, 2019

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 \$10,000.

NOTE 1: Institutional indirect costs such as travel, debt relief and the cost of seminars and conferences are not eligible for program support.

NOTE 2: Heritage Outreach Grant funds may not be used retroactively to pay for expenses incurred before the project head or recipients are formally notified of selection.

Lane County Historical Society Heritage Outreach Grant

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 or hand-delivered before close of business (5:00 PM) on November 1, 2017 to ...

Lane County Historical Society, Bob Hart, Executive Director, PO Box 5407, Eugene, OR 97405, director@lchm.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 in person, electronically or by mail. Grant submissions will not be accepted otherwise.

- 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: Grant applications may be submitted in person, by mail or electronically. Applications 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. The transfer of approved funds for specific grants is handled by the LCHS Executive Director.

Lane County Historical Society

Heritage Outreach Grant

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 cycle. Extensions of time require a special written request. Failure to file the formal 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
