

6/3/2019

Lane County Historical Society
Heritage Outreach Grants

Lane County Historical Society Mission

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.

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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 by helping to accomplish specific programs and projects through financial assistance. In general, individual grants will range in amount from \$250 to \$2,500.

- Preference will be given to endeavors related to:
 - museum collections
 - public programs
 - public events
 - historic preservation
 - 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
 - non-governmental and tribal organizations

- In order that all areas of the county might better benefit from the program, consideration will also be given to geographic spread of the grants.

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. 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, 2019
- Public announcement of recipients, presentation of checks- Feb 16, 2020
- Funds available for projects starting before June 30, 2020
- Formal reports for these projects are due no later than June 30, 2021

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 project recipients are formally notified of selection.

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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. 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.

Note: Persons making a proposal or related to an organization making a proposal may not serve as a reviewer.

Final Report

A written final 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.

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Application Instructions

Applications should consist of:

1. A brief one page summary of the proposed project with the following header information:
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Project Title: _____

Sponsoring Institution (if any): _____

Responsible Individual: _____

Address: _____

City and State: _____

Email address: _____

Phone: _____ Fax: _____

Note: The project summary must be understandable to non-technical persons with an interest in Lane County history

2. Please address the following items with no more than five single-spaced pages of descriptive text (10 point font minimum):
 - Specific aims of the proposal (1 page maximum)
 - Rationale of the proposal (1 page maximum)
 - Explanation of the relevance of the proposal in regards to the LCHS mission statement
 - Proposed activities and timing to accomplish your project
 - Anticipated results
3. Anticipated budget (use our form)
4. Authorization signature page
5. Miscellaneous materials related to items 7 and 8 below

Deadline

Applications should be submitted before close of business (5:00 PM) on November 1, 2019 to:

**Lane County Historical Society
Bob Hart, Executive Director
PO Box 5407, Eugene, OR 97405**

Email: director@lchm.org

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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.

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 Applicant

Date