

**Canyon County Historic Preservation Funding
Application Checklist and Information**

All project applications **must** include the following:

Completed and signed Application Checklist

Completed Application:

- Applicant Organization: must be 501(c)(3) organization or private non-profit
- Organization's Address: the location to mail funding awards to
- Contact Name: who the county can contact regarding application and project questions
- Title: President, Chair, Treasurer, etc....
- Project Name: will be used in legal agreements
- Project Location: project must be in Canyon County as projects must benefit the citizens of Canyon County.
- Match Amount Committed: not required
- Fee Charge: just a survey question, informational purposes only

Proof of ownership of project property when the project involves physical improvements to a building, structure or facility

IRS determination letter for 501(c)(3) status or documentation that your organization is an Idaho Nonprofit Corporation

Completed Budget Request

Other documents **strongly encouraged**: (Please indicate which are included in this application)

Financial estimates/bids

Letter/s of commitment for maintenance and long-term sustainability of project (can include regular maintenance, repairs, warranties, IT support)

Letter/s of commitment for grant matches

Letter/s of support

Drawings / plans

Photos

Submit completed application and attachments online OR:

Via Mail: Canyon County
ATN: BOCC / Jenen Ross
1115 Albany St.
Caldwell, ID 83605

OR

Via Email: jross@canyonco.org

Applicant Signature: _____

Date: _____

Canyon County Historic Preservation Funding Information

The Historic Preservation tax levy funds can go to:

- (1) Support of historical societies which operate primarily within the county; or
- (2) Support of museums operated within the county; or
- (3) Support of historical restoration projects undertaken within the county; or
- (4) Marking and development of historic sites within the county.

Idaho Code § 31-864 grants the boards of county commissioners in their respective counties **authority to levy** not more than twelve one-thousandths percent (.012%) on each dollar of market value for assessment purposes of taxable property within the County for the support of county historic societies and historic preservation projects.

Idaho Code § 31-864 **levy is assessed and collected twice per year**; therefore, the disbursement of the support award is contingent on availability of actual revenue collected. Support disbursements shall occur in accordance with a schedule set by the Canyon County Auditor and delays may result for failure to follow the Auditor's schedule or from the unavailability of funds.

Successful applicants shall biannually provide the County and the County's Historic Preservation Commission with a **project update** and a **project completion report** indicating steps taken toward the completion of the project and final results. These reports shall include documents to support any expenditures made towards the project, if any were made.

Agreements are effective on October 1st and end on September 30th of the following calendar year. Project extension requests must be submitted **before** the September 30th deadline.

CANYON COUNTY HISTORIC PRESERVATION FUNDING APPLICATION



Applicant Information:

Applicant Organization: _____
Organization's Address: _____ City: _____ ID Zip Code: _____
Organization's Website: _____
Organization's Email: _____
Contact Name: _____ Title: _____
Contact Address: _____ City: _____ ID Zip Code: _____
Daytime Phone: _____ Cell Phone: _____ Email: _____

Project Information:

Project Name: _____
Project Location Description: _____
Project Address: _____ City: _____ ID Zip Code: _____

Amount Requested: _____ **Match Amount Committed:** _____

(Match not required)

Describe the overall grant project (In one sentence): (300 character limit)

It is hereby mutually agreed and understood that if awarded the use of these funds will be for the purposes stated in this document only and any award will be subject to the terms of the current Canyon County's Support Award Agreement, which shall be signed by the parties prior to the distribution of any funds.

_____	_____
Signature of Authorized Representative	Title
_____	_____
Typed or Printed Name	Date

COUNTY HISTORIC PRESERVATION FUNDING APPLICATION

Attach additional sheets if necessary. Please also attach (1) letter of commitment for maintenance, (2) letters of commitment for any grant matches, (3) any letters of support, (4) your IRS determination letter for 501(c)(3) status and (5) documentation that your organization is incorporated as an Idaho nonprofit corporation.

Please address all appropriate categories 1 through 10 and complete the proposed budget work sheet.

1. How does this project address a historic preservation issue in Canyon County? (1500 character limit)

2. Describe the urgency of this project due to potential resource damage or other impacts that may cause an opportunity to be lost. (1500 character limit)

FY2021

3. Describe your project. Include any drawings, plans, photos, schedules, proof of ownership of the project property, and compliance with applicable laws (American with Disabilities Act, National Environmental Policy Act and Uniform Building Code, etc.). (2000 character limit)

4. How did you plan this project? (Did you use consultants? Who are the consultants and their qualifications? Did you get financial bids/quotes? Do you have applicable training pertaining to the project?) (1500 character limit)

FY2021

5. Why is this project needed and how does it benefit the citizens of Canyon County? (1500 character limit)

6. If this application is part of a multi-year, phased project please include information about the use of past award funds and include a complete and detailed plan of future phases and financial needs through to project completion with an anticipated time-line of these phases. (Describe the long-term plan and requirements of this project.) (1500 character limit)

FY2021

7. Will a fee be charged to the public to use your project when completed? If yes, explain. (800 character limit)
8. How will the resulting project be available to the citizens of Canyon County? (What is the availability plan? How often will it be available? How will people be made aware that it's available?) (800 character limit)
9. If your project is located within a museum or restricted facility, please answer the following questions:
- Regular Hours of Operation:
 - Total Hours per year the facility is available to the public:
 - Number of visitors per year:
 - How is availability publicized:
10. If this application is one of multiple applications, please indicate the priority for this application below:
- 1st 2nd 3rd 4th

**Canyon County Historic Preservation Funding
Budget Request FY2021**

Project Organization: _____

Project Name: _____

Project Components	(A) Grant Request	(B) Match Amount Committed	(C) Total Cost
Totals			

**Columns A+B=C.*

**Round to the nearest dollar and percentage. Be sure to check your addition.*