#### FY 2025

## Preserving Missoula County’s History Grant Application

INTRODUCTION

 The Preserving Missoula County’s History Grant is made possible because of the 2-mill levy approved by Missoula County voters on June 4, 2002, for the Historical Museum at Fort Missoula. The applicant organization must be non-profit, within Missoula County, and its mission must coincide with the mission of the Historical Museum at Fort Missoula:

 The Historical Museum at Fort Missoula is dedicated to keeping Missoula County's history alive by increasing the knowledge and understanding of the history of the county and city of Missoula, the history of Fort Missoula and the military presence in the area, and the history of forest management and the wood products industry in western Montana. Through an aggressive program of collections, exhibits, educational opportunities and special events, the Museum seeks to stimulate creative thought and enhance the self-esteem of residents of and visitors to Missoula, providing a sense of place, time and space for all.

 Money from this fund that is not awarded because of lack of applicants or lack of acceptable projects becomes available to the Historical Museum at Fort Missoula.

GRANT AMOUNTS AVAILABLE

 The total amount of funds available in Fiscal Year 2025 for Preserving Missoula County’s History Grants is $10,000, with no one grant exceeding $5,000. Grants will be awarded by the Missoula Board of Trustees for the Historical Museum at their July 2024 meeting.

PRIORITIES

 Proposed projects that substantially comply with the following will have the highest priority:

* Projects that involve extensive community or neighborhood participation and support;
* Projects that increase the number of people benefiting from the exposure to local history;
* Projects that preserve or interpret significant historical resources in the rural areas of Missoula County;
* Projects where applicants are supported by additional funding from other agencies or organizations;
* Projects that increase disabled access;
* Projects that reduce or eliminate liability;
* Projects that reduce the overall maintenance of a facility or historical site.

CONDITIONS FOR USE AND PAYMENT OF HISTORY GRANT FUNDS

1. The Recipient shall receive all grant funds from the Board of Trustees of the Historical Museum at Fort Missoula after the Board announces its decision at its July meeting.
2. The Trustees reserve the right to make on-site visits and/or require the Recipient to provide additional documentation.
3. It is the Recipient’s sole responsibility to pay its vendors.
4. The Recipient will make sure that all applicable codes, regulations, and laws, including ADA compliance, are followed.
5. The Recipient will make sure that contractors and other service providers who operate equipment or perform work must provide a copy of their insurance certificate and all applicable licenses, and may be required to obtain regulatory permits before commencing work. Evidence of workers’ compensation insurance or proof of exemption is also required. Recipients may not solicit the services, paid or donated, of vendors who are unable to meet these requirements.
6. The Trustees reserve the right to audit the Recipient’s use of match funds. The Recipient may appeal any adverse Trustee ruling to the Missoula County Commissioners.
7. After two years any unexpended award money shall be returned to the Historical Museum at Fort Missoula.
8. The Recipient will credit the Historical Museum at Fort Missoula in all publicity and in a proper manner at the site.
9. At the conclusion of the project the Recipient will notify the Historical Museum at Fort Missoula and an inspection of the completed project may be scheduled.
10. A progress report every six months is to be completed with the following information. At the conclusion of the project the Recipient will complete a final report that will also include:
	* complete, detailed budget of all expenses, cash and in-kind
	* receipts of all cash purchases
	* photographs of completed project
	* copies of any press announcements or publicity

GRADING

20% - completeness of application

30% - track record of demonstrated ability to complete a product/project on time and

within budget

50% - the long-term benefit of the product/project to the community

FUTURE GRANTS

An organization which receives a Preserving Missoula County’s History grant will not be eligible for another grant for one year after the completion of the project.

AWARDS SCHEDULE

Grants will be reviewed and prioritized by an advisory committee to the Board of Trustees for the Historical Museum at Fort Missoula. The Trustees reserve the right to grant funds less than the amount requested if the competition for funding warrants them to do so. Grants will be awarded at their July meeting, on the second Monday. Representatives from the organizations may be requested to attend.

**Applications must be received by the Historical Museum at Fort Missoula**

**no later than June 15, 2024.**

***Earlier submission is recommended.***

**FY 2025**

## Preserving Missoula County’s History Grant Application

Historical Museum at Fort Missoula, 3400 Captain Rawn Way

Missoula, MT, 59804; 258-3471 voice

mlautzenheiser@missoulacounty.us

Funds are available for one-time use for projects with demonstrable long-term impact for local history. Capital Improvement funds are available for projects such as: structural improvement, structure and site restoration, physical access (ADA), interpretive facilities and collections, and adaptation to meet health and safety requirements. Interpretation funds are available for demonstrated, long-term contributions to local history in the areas of site investigation and interpretation, long-term exhibits, and publications. The primary emphasis must be on the demonstrable long-term impact of the project on the preservation, interpretation, dissemination and/or enhancement of local history. These grants may not be used for routine maintenance, programs, publicity, general operations, personnel, or personal research.

Name of Project:

Name of applying organization:

Organization representative:

Address:

Telephone: Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

E-mail: Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe the proposed project:

Has this organization previously received Missoula County funds? If so, how much, and when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide the amount of money requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The grantee is expected to provide a 20% match (half cash/half in-kind).

From where are you seeking alternative sources of funding or in-kind support (secured or pending)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Estimate the time needed to complete this project.

See required attachments on next page.

##### Application Deadline: June 15, 2024

***Earlier submission is recommended.***

**REQUIRED ATTACHMENTS:**

Prepare a request for funds addressing the following:

1. A brief cover letter outlining the link between your proposal and the funder’s interests.
2. Description of organization – including organizational history, mission, goals, current programs, names of officers and staff, number of members, length of existence, previous community service, previous grants and public funding (with dates and amounts), long range plans, and annual budget.
3. Proposed project – description of project, previous grants and public funding (with dates and amounts), why it is needed, and who it will serve.
4. Present condition of project – including approximate size, description of present facilities, adjacent property owners and usage, and accessibility to general public; photographs are suggested. If this is a construction proposal, a map, site plan, and project sketch are required.
5. Itemized budget – including a 20% match (may be up to half in-kind).
6. Implementation and evaluation schedule.
7. Maintenance plan – including frequency and type of maintenance of the project, hours of operation, number of employees or volunteers, annual maintenance budget and funding source.
8. Proof of organization’s non-profit status.

*Send applications to: Matt Lautzenheiser, Executive Director, Historical Museum at Fort Missoula, 3400 Captain Rawn Way, Missoula, MT 59804. If you have any questions, call Matt at 258-3471.*

##### Application Deadline: June 15, 2024

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