Oregon Heritage Grant 2023-2025 Guidelines

OREGON HERITAGE COMMISSION, OREGON HERITAGE

Oregon Parks and Recreation Department values and serves everyone and is committed to providing safe and equitable access to state parks and agency programs. The department will not tolerate racism, harassment, discrimination, or intimidation in any form.

Oregon Heritage Grant funds are to be used for:

Support of projects that preserve, develop, or interpret of Oregon's cultural heritage. Priority will be given to projects that preserve, develop, or interpret threatened heritage resources and/or heritage resources of statewide significance.

The grant may fund a broad variety of projects including, but not limited to collections preservation and access, exhibits, oral history projects, public education events, organizational archives projects, films theatrical performances, teaching traditional practices, public history interpretation, organizational planning that supports heritage resources, and more. Due to the availability of other state funding for the preservation of historic structures, the Commission will not give priority for funding preservation of historic structures.

Grants must be submitted through the Oregon Parks and Recreation Department Grants Online system.

Definitions:

- Heritage is the array of significant things, thoughts, and activities associated with the human experiences in Oregon.
- Oregon's heritage resources include artifacts and other manifestations of material culture, documents, publications, photographs and films, prehistoric and historic sites, historic buildings and other structures, cultural landscapes, cultural practices, heritage celebrations, festivals and fairs, and songs, stories, and recordings associated with the human experience in Oregon.

Grant Timeline:

- Deadline: October 12, 2023 (11:59 pm)
- Notification: December 1, 2023
- Project Start: December 15, 2023 with agreements fully executed and workplan approved.
- Project Completion and Reporting Deadline: April 30, 2025
- There will be one grant cycle in the 2023-2025 biennium.

Financial Information:

AWARD AMOUNT:

Generally, awards are $3,000-$20,000. $380,000 is available to award. The funding is by reimbursement for work completed.

MATCH:

Grants will be made for no more than 50% of total project costs, but may be less than 50% of the total project costs.

- Up to 50 percent of the participant's share of project costs may consist of approved donated services and materials.
- Volunteer rate is Oregon minimum wage. Volunteers using professional skills, may use professional rates.
- Indirect costs and grant administration costs are limited to 6% of the award amount.
- Other funds from the Oregon Heritage Commission or Oregon Parks and Recreation Department may not be used to match an Oregon Heritage Grant.

BUDGET INFORMATION: Bids and estimates strengthen the grant request when applicable.

GRANT REPORTING AND PAYMENT: Awarded projects will be the subject of binding agreements between the State and the grantee. Grant funds are dispersed on a reimbursable basis. Details of payment arrangements and grant reporting are included in the grant guidelines.

Eligibility, Criteria, and Priorities:

ORGANIZATIONS ELIGIBLE:

- A non-profit organization incorporated in the State of Oregon with a 501(c)(3) determination from the United States Internal Revenue Service and a legally-constituted board of trustees or directors;
- A tribal government of a Native American group recognized by the State of Oregon and the federal government and located in the State of Oregon;
- A university or college located in the State of Oregon; or
- A local government within the State of Oregon.

ORGANIZATIONS NOT ELIGIBLE:

- Individuals;
- Religious organizations;
- For-profit organizations such as partnerships, companies, and corporations;
- State agencies, except for state supported colleges and universities;
- School districts; and
- Federal agencies.

CRITERIA:

The review committee will consider the following in ranking the grant applications:

- The capability of the applicant to carry out the proposed project.
- The effectiveness of the proposed project for conserving or developing heritage resources.
- Level of the threat to the heritage resource and/or statewide significance.
- How well the work plan addresses professional standards.

PRIORITIES:

- Projects that preserve or develop heritage resources that are threatened and/or are of statewide significance
- Projects with a well-prioritized, clearly explained work plan with an appropriate level of detail and realistic cost estimates.
- Projects that document, preserve, or interpret the history of voices previously marginalized or excluded. For example, this may include ethnicities, races, genders, classes, etc.
- Geographic diversity.
- Project readiness, including matching dollar share in-hand.
- Projects eligible for the Oregon Heritage, Preserving Oregon Grant are a lower priority.

ASSISTANCE:

For grant questions, translation assistance, and OPRD: Grants Online support, contact: Kuri Gill, kuri.gill@oprd.oregon.gov, 503-986-0685.

Application Process

GRANT ANNOUCEMENT: The grant application will be announced through various media outlets. Grant application information and online system instructions can be found at https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#seven.

REGISTER ON TO APPLY ONLINE: To access the application, register at oprdgrants.org. Please use the OPRD: Grants Online instructions or video to set up your account and password. If you have used the system before, there is no need to register again. If you already have an account and you do not see the application in your available grant options, then request through Kuri.Gill@oprd.oregon.gov or 503-986-0685 to add this grant option to your account. Log in using your email address and your password. See online OPRD: Grants Online instructions for or watch the *How to Navigate the OPRD Grants Online System* video for detailed directions to use the online grant system. General system information and additional tutorial videos can be found online. https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#one

> **NOTE: Account registration can take up to three days and cannot be completed outside regular business hours.**

APPLICATION SUBMISSION: Once you have a login, you will be able to create, edit, and submit your application. You can enter information, save, log out, log back in, enter more, etc. as many times as you would like before you submit. It will be helpful for you to know what to enter in the system if you use the OPRD: Grants Online instructions.

The application must be complete and submitted online by the grant application deadline. Contact Kuri Gill, kuri.gill@oregon.gov or 503-383-6787, for accessibility or translation support.

APPLICATION PREPARATION RESOURCES: Please contact the grant coordinator to talk through project ideas. Also use Oregon Heritage resources to develop your application. The grant coordinator may also provide comments on the application up to two weeks prior to the deadline, as time allows.
- Heritage and Museum Grant project checklist
- Heritage Bulletins
- Oregon Heritage MentorCorps for project advice. Use our project checklist to provide needed information in your application.
- Collections Care Budget report

APPLICATION QUESTIONS: The following questions will appear on the online application.

- Contact information
    - Applicant – Enter the organization
    - Project Contact – This is the person we contact to discuss details of the project. If you are submitting the application, but you will not be the project contact, the project contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
    - Address
    - Reimbursement Contact – This is the person who we contact to handle the financial side, may organization have a person managing the books who is not the project contact. The reimbursement contact must have an account in the system to be entered. Please request an account or use the online registration to create one.

- Project information
  - Project title – make a clear, short project title (ex. Jones Collection Cataloging)
  - Brief Project Description – please keep this brief and specific. Only state what the project is, not why it is important.
  - Project start date (must be after December 15, 2023)
  - Project end date (must be before April 30, 2025)
  - Site name – if the project location has a name, or enter NA
  - Site city/town/area
  - Site county
  - Site description - provide a short description of the building(s) and the setting of the project.
  - Site acreage – enter '1'
  - Latitude & Longitude – use the 'find lat/long' button to enter information in this field. (If you have trouble with this section, please see the online system instructions and video.)
- Finance – Please see the OPRD: Grants Online instructions and video for directions.
  - Requested amount
  - Match amount
  - Total amount
  - Budget expenses grouped by category
    - Contractor/Consultant
    - Staff time
    - Volunteer time
    - Materials & equipment
    - Printing, publication & design
    - Travel
    - Other (specify)
  - Show source of funding using categories like, volunteer time, in-kind donations, staff time, organizational cash, donations, grants.
  - Budget must include both expenses and income, including other sources of funding.
    - Rates for volunteer services may not exceed Oregon minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate the carpenter or bookkeeper would normally charge.
    - Contingency is not allowed to be funded by grant dollars and cannot be considered part of the required match amount.
    - Grant administration or indirect cost is limited to 6% of the award amount.

- Supplemental
  - Project Type – select the primary project type.
    - Research and documentation – oral history collection, archaeological and historic property documentation, etc.
    - Collections – cataloging, storage, HVAC, finding aids, etc.
    - Digitization – digitization of collections.
    - Interpretation – Exhibits, interpretive panels, performances, films, publications, tours, etc.
    - Education – curricula, educational programming, etc. This is specific to education of students at any level and should have clear learning objects and address state standards.
    - Access – promotion, partnership development, online resources, admissions programs, etc.
    - Organizational projects that address the threatened or significant heritage – partnership development, strategic planning, diversity and equity work, interpretive and collections planning, etc.
    - Other – describe.

- o Oregon Heritage Plan Goals – Select all goals of the <u>Oregon Heritage Plan</u> that this project directly addresses.
  - Include More Voices – including the history documented, preserved and shared and including more voices in doing the work.
  - Increase Access to Heritage – including online access, physical access, removing barriers, etc.
  - Promote the Value of Heritage – including public engagement projects.
  - Pursue Best Practices – including work that increases organizational capacity and follows standards, supports staff and volunteer care and training, planning and partner development, diversity and inclusion efforts, etc.
- o Oregon Preservation Plan Issues – Select all issues from the <u>Oregon Preservation Plan</u> that this project directly addresses.
  - Government Partnerships
  - Advocacy and Heritage Partner Networking
  - Public Outreach and Education
  - Professional Preservation Education
  - Information Sharing and Accessibility
  - Identification and Designation of Cultural Resources
  - Preservation, Rehabilitation, and Protection of Cultural Resources
  - Grants and Funding (not including use of this grant)
  - Economic Development
  - Statutes, Ordinances, Codes, and Processes
- o Project Need – Describe the project need in terms of heritage resources that are threatened and/or of statewide or regional significance.
  - Threats to heritage resources can include:
    - preservation (storage or display damage, physical conditions, disaster risk)
    - Under-documentation (history that has not been collected, documented, researched such as oral history, history of certain populations, cultural practices, etc.)
    - inaccessibility (documented, but not publicly accessible or interpreted)
  - Statewide or regional significance can be related to:
    - Historical events (suffrage, Tribal restoration, labor rights, social changes, etc.)
    - Historical people (individuals or groups of people who have impacted region or the state)
- o Project Value - Describe the project's anticipated impact on the need described above. Describe the project's potential to conserve, develop, document, or increase access to a heritage resource.
- o Project Goals – Describe the project's goals. Explain the measurable products or outcomes of the work for each goal. This may include:
  - number of artifacts cataloged
  - number and type of people served
  - professional standards met
  - new visitors reached
  - learning objectives achieved, etc.
- o Addresses the Untold Stories of Oregon – If the project documents, preserves, or interprets the history of people previously excluded (locally, regionally, statewide), explain what that history is, how it has been exclude, and how the project increases the preservation, documentation, or access to that history.
- o Project Detail – How will the project be executed? Provide details about the components of the work and how it will be performed (how scans will be made and stored, when and where programs will happen, etc.).
- o Ability to Complete the Project

- Project Quality – Describe how the project will be successful. Provide details about the quality of the work (How repairs will be made following preservation standards, how student programs will meet educational standards, etc.).
- Professional Requirements – What standards and ethics will be used in the execution of the project? How will they be achieved? Describe the project director's experience related to this project. List any "experts" - their qualifications and how they will be involved. Describe how the project will be monitored and evaluated.
  - For digitization projects recommended minimum standards are those promoted by the Association for Library Collections & Technical Services. http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations#top
  - For collections projects recommended minimum standards are those of the American Alliance of Museums, https://www.aam-us.org/programs/ethics-standards-and-professional-practices/collections-stewardship-standards/
  - For archives projects recommended minimum standards are those of the Society of American Archivists. https://www2.archivists.org/groups/museum-archives-section/standards-best-practices-resource-guide
  - For archaeology and historic properties, the appropriate Secretary of the Interior Standards may be used. https://www.nps.gov/history/local-law/arch_stnds_7.htm
- Project Timeline - List your major objectives and approximate dates they will be completed.
- Organizational assets - Describe your organization's history and past successes related to this project, any partnerships on this project, volunteer or community support for this project, and any other evidence of your organization's ability to complete the project.
  - o Organizational Impact –
    - Explain how this project fits into organizational plans (strategic, interpretive, collection, outreach, etc.)
    - How will this move the organization forward?
  - o Budget Narrative - Provide information about the appropriateness of the estimate (research, bids, qualified personnel, etc.). Provide information on sources of matching funds: likelihood of funding, whether it is committed or not, etc.
  - o Use of Grant Funds – Specifically explain what parts of the project the grant will fund.
  - o Agreement Signer Information – If your project is selected for funding an agreement will be signed by both parties. Please proved the name, email, phone number and organization address of the organization representative with the authority to sign the grant agreement. This is often a board president or treasurer on an executive director.
- Attachments: Please see the OPRD: Grants Online instructions and video for directions to upload and label attachments. An attachment is required for each attachment category.
  - o Required
    - Budget detail (this can be whatever format you chose, but should show expense and income detail)
    - Vicinity Map (google or other map is OK)
  - o If applicable (See Appendix A for recommended information to include) – Use the attachment category 'Attachments' for these, and provide a descriptive title.
    - Photos (event location, current collections condition, facility, exhibit space, etc.)
    - Resumes of key contractors, staff and volunteers
    - Letters of commitment from Tribes, community members, or key partners
    - Letters of Support that are meaningful
    - Technical information (equipment specifications, exhibit plans, etc.)
    - University of Oregon Digital Newspaper projects require a letter from the program confirming the project is on the work schedule.
    - Any project involving tribal history must include a letter of participation from a Tribe associated with the area. See the Legislative Commission on Indian Services from contact options.

- Submission
  - Double check your application, use the <u>Museum and Heritage Grant Application Checklist</u> (Appendix A) to ensure you provide complete information.
  - Be sure to click submit, you will receive confirmation of the submission.

Grant Review and Award Process

GRANT REVIEW AND SELECTION:

- Technical review: Following the grant deadline the application will be reviewed by staff to make sure it is complete. You will be contacted if the application needs any technical revision.
- Committee review and scoring: Once applications pass the technical review a committee will review and score them using the following criteria and priorities.
- Oregon Heritage Commission Award: The recommendations are considered and the final selection is made by the Oregon Heritage Commission at a public meeting.
- Notification: Applicants will be notified of the committee and commission meeting dates and locations. Applicants may attend these meetings, but may not comment during the review process. Applicants will be notified by email following the Oregon Heritage Commission meeting.

CRITERIA: The review committee will consider the following in ranking the grant applications:
- The capability of the applicant to carry out the proposed project.
- The effectiveness of the proposed project for conserving or developing heritage resources.
- Level of the threat to the heritage resource and/or statewide significance.
- How well the work plan meets professional standards.

PRIORITIES:

- Projects that preserve or develop heritage resources that are threatened and/or are of statewide significance
- Projects with a well-prioritized, clearly explained work plan with an appropriate level of detail and realistic cost estimates.
- Projects that document, preserve, or interpret the history of voices previously marginalized or excluded. For example, this may include ethnicities, races, genders, classes, etc.
- Geographic diversity.
- Project readiness, including matching dollar share in-hand.

GRANT AWARD: The grant award will be made by the Oregon Heritage Commission. Applicants will be notified by email following the award decision.

GRANT AGREEMENT: Shortly after you are notified that you have been awarded a grant, you will receive a Grant Agreement. By signing the Grant Agreement, you attest to acceptance of a state grant for the purposes outlined in your grant application and those outlined in the Agreement. These guidelines are considered to be part of your Grant Agreement. Some of the items in the Agreement include:
- An approved Project Budget with line items specifying project expenses covered by grant funds and specific project expenses covered by the applicant match.
- Grant starting date and grant completion & final report date.
- Special conditions for the project.
- Specific language for the acknowledgement of public funds provided by the State of Oregon.
- Requirements for submitting reports and reimbursement requests.
- Requirements for inspections and audits.

Agreements can be completed electronically or by hard copy, but electronic is preferred.

- For hard copy agreements, wet signature is required. Please sign both copies of the agreement and return both copies. We will sign both and return one fully executed copy to you.
- For e-signature agreements we will need the email and name of the person with authority to sign. These will be sent through Adobe Sign by email for secure e-signature.

AMENDMENTS TO THE AGREEMENT:

You may not, without prior written approval, make changes that would substantively alter the scope of work, timeline, or budget stipulated in the Agreement, or make any changes that authorized the award of the grant. The contract was with the assumption that the work would be completed as agreed. If an issue arises that you think may require an amendment, contact us immediately.

Submit requests for changes as a progress report in OPRD GrantsOnline, staff will be notified there is a report to review. Be sure to submit and not just save the progress report. If the change is approved, an amendment may be required.

Grant Management and Reporting

GRANT MANAGEMENT:

Because the Grant Agreement involves the use of public funds from the State of Oregon, you are expected to follow certain requirements for their use. These requirements will affect consultant or contractor selection, public notices, work plans, progress reports and reimbursement requests, project photographs, final reports and reimbursement requests, and recordkeeping.

Consultants/Contractors

Evidence of competition for direct negotiated professional services of under $10,000 is not mandatory.

Services and materials that cost $10,000 to $75,000 must show evidence of competition, including soliciting proposals from at least three potential contractors. We must approve your selection prior to the consultant or contractor being hired. Please check the references of any contractor you review. To obtain approval please send the following to the Grants Coordinator through the online grants system, as a progress report:

- How contractor was solicited;
- Summary of experience and qualifications; and
- Why contractor was selected (references, quality, previous work, time frame, cost, etc.)

Work Plans

Work plans must be approved by Oregon Heritage before work begins. For approval submit the following to the Grants Coordinator:

If no changes have been made to the plan…
- An email indicating that the plan remains as proposed in the application

If the plan is different than the one proposed in the application…
- Work description including materials, tools and processes to be used
- Timeline

Staff Time

Documentation of staff time for grant funded work and for matching source work is required. Documentation must include the person, the tasks, hours, and rate for each employee.

Volunteer Time

Documentation of volunteer time for matching source work is required.

- Volunteer work may not be reimbursed by the grant.
- The volunteer rate is Oregon minimum wage.
- If a volunteer is using professional skills, the professional rate must be used. A document from that volunteer indicating the rate is required for each submission.
- Documentation must include the person, the tasks, hours, and rate for each employee.

Indirect Costs

Indirect costs are limited to 6% of the grant funds awarded.

Public Notice Requirement

It is in your best interest to spread the news about the grant award and the project progress.

Upon grant award, at key project points and upon completion you should do the following.

- Send a news release to local media
- Inform your members and interested parties
- Post on social media
- Inform your public officials (local, state and federal)
- Have celebratory and/or informational events (construction tour, ribbon cutting, etc.)

During the life of the project, place a sign in a prominent and readable location on your site, stating: "This project has been funded in part by the Oregon Heritage Commission, Oregon Parks and Recreation Department." A simple temporary sign is acceptable; call the grant coordinator for suggestions. The sign may also include other project supporters. Include a photograph of the sign in place with your final report. Exhibits, documents, publications, and publicity about this project must also include this funding credit.

You may be asked to contribute to the Oregon Heritage Exchange blog following project completion.

Photographs

Before, during and after photographs are required for the interim and final report reports that request reimbursement. These should include participants at events, people doing the work, etc. Photos are required in a digital format (300dpi or higher, jpeg or tiff).

GRANT REPORTING:

All reports are submitted as a progress report through OPRD GrantsOnline. See OPRD Grants Online Reporting & Reimbursement Instructions and the video for detailed instructions to complete your report online.

Interim reports: At least two interim grant reports are required during the grant cycle. The deadline to submit an interim report and reimbursement request is July 10, 2024 for work completed before June 30, 2024. You will be sent report reminders to submit them. Interim reports are submitted through OPRD GrantsOnline as a progress report. Reports must include:

- Start and end dates for the reporting period.
- The current status of the project and summary of work completed and work remaining, a timeline for completion, and any issues or challenges.
- Submit supporting attachments like photographs of work in progress and people doing the work, screen shots of digital work or websites, inventory documents, promotional materials, exhibits, programs, participant evaluations, professional review, inspection results, etc. Any appropriate evidence that work was completed.
- Estimated amount of grant funds expected in the next grant period.
- Oregon Heritage staff will review and approve reports. A site visit may be required for approval, but this is rare with strong documentation submitted. You will be notified if a site visit must be scheduled. A report is required to submit a reimbursement request.

Final report: A final report is required within 30 days of completing the project or by the final deadline on your grant agreement, whichever is first. Final reports are submitted as a progress report through OPRD GrantsOnline. Reports must include a summary of work completed and any changes to the original plan. Check the box for 'Final Report'. Submit supporting documentation including:

- Photographs before, during and after the project is complete (300 dpi or higher),
- Contractor specifications and invoice, inspection report, and other evidence of work completed.
- Collections project reports should include summary of items cataloged, rehoused, sample catalog records, photos of people cataloging and rehousing, screen shots of online related projects, etc.
- Interpretation/Education project reports should include summaries of events and participants, evaluations from participants, photos of events, photos of exhibits and interpretive panels, screen shots of websites, summary of events and topics, participant evaluations, number and type of participants, etc.

- Tourism project reports should include results of outreach, marketing, etc., submit marketing materials, etc.
- ***Grant Evaluation and Project Impact Form (Appendix B) required*** – This information is used to measure the value of our grant programs. Complete this using the <u>online survey</u>.

Oregon Heritage staff will review and approve reports. A site visit may be required for approval, but this is rare with strong documentation submitted. You will be notified if a site visit must be scheduled.

Additional resources for reporting:

- <u>Grant reporting and reimbursement checklist</u>
- <u>OPRD Grants Online Reporting and Reimbursement Instructions</u>
- <u>How to submit a progress report</u> – Video Tutorial

GRANT REIMBURSEMENT:

Grant funds are dispersed on a reimbursable basis. A project report and a reimbursement request are required to receive a reimbursement. Both must be submitted through <u>OPRD GrantsOnline</u>. See <u>OPRD Grants Online Reporting & Reimbursement Instructions</u> for detailed instructions or the <u>video</u> to complete your reimbursement request online.

The reimbursement request must include expense information for the period the request covers, including costs covered by match.

Enter project expenses in the project expense section. Include all costs for the project, including match source funded expenses and volunteer time. Only the match amount must be provided, not the matching source. Expenses may be grouped by expense category:

- Contractor/Consultant
- Staff time
- Volunteer time
- Materials & equipment
- Printing, publication & design
- Travel
- Other (specify)

Submit the following required attachments.
- Copies of invoices or receipts for expenses over $500
- Itemized list of expenses under $500
- Volunteer time tracking
- Staff time tracking
- Evidence of in-kind donation value
- See OPRD Grants Online Reporting & Reimbursement Instructions https://www.oregon.gov/oprd/OH/Documents/OPRDOnlineGrantReimbursementReportingInstructions.pdf for a detailed guided to completing your report online.
- See Grant Reporting and Reimbursement Checklist for additional guidance. https://www.oregon.gov/oprd/OH/Documents/ReportingReimbursementChecklist.pdf
- <u>How to submit a reimbursement request</u> – video tutorial
- DO NOT submit canceled checks as proof of payment. This is a privacy protection issue. Only proof of expense is required.

THINGS TO KNOW:

- Interim reimbursements may be requested as work is completed.
- Match requirements should be met with each request.
- Full reimbursement is allowed when work is complete and the match requirements are met. OPRD may withhold up to 10% of the award amount until that time.

PAYMENT: Once complete progress reports and reimbursement requests are submitted, they will be reviewed by OPRD staff – program staff and finance staff. Reimbursements are in the form of a check. State agencies and universities are required to submit an invoice for electronic funds transfer. The process takes 2-4 weeks.

EXTENSIONS: Extensions are extremely rare due to state accounting requirements. Please communicate early in the grant period to discuss scope of work changes to avoid extension or cancellation.

AUDITS: A field or desk audit may be made after completion of the project to verify your expenditures. The auditor will contact you several days in advance to arrange a convenient time if a field audit is necessary. To expedite this audit, all supporting documents should be readily available.

RECORD KEEPING: Keep records of your grant management for five years. For details about accounting procedures see Appendix C.

ASSISTANCE:

Grant questions and OPRD: Grants Online: Kuri Gill, kuri.gill@oregon.gov, 503-986-0685.

APPENDIX A
OREGON MUSEUM AND HERITAGE GRANT CONTENT CHECKLIST

To be as competitive as possible, be sure to include the following information in your grant application. Check out our Heritage Bulletins and MentorCorps for additional technical assistance.

Collections Cataloging
- ✓ Current condition
- ✓ How the objects to be cataloged in the project were selected and prioritized
- ✓ If it is a previously undocumented or researched history, describe how it was excluded and why it should be included now
- ✓ Historical and organizational significance of the collection
- ✓ Cataloging process details
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ Estimated number of objects, boxes, linear feet to be cataloged
- ✓ Photo of collections

Collections Housing and Storage
- ✓ Current condition, including photos
- ✓ How the objects to be rehoused in the project were selected and prioritized
- ✓ Historical and organizational significance of the collection
- ✓ If it is a collection related to a population or theme with limited documentation or research history, describe how it was excluded and why it should be included now
- ✓ The process and materials that will be used
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ Estimated number of objects, boxes, linear feet to be cataloged

Collections Digitization
- ✓ How the objects to be digitized in the project were selected and prioritized
- ✓ Historical and organizational significance of the collection
- ✓ If it is a collection related to a population or theme with limited documentation or research history, describe how it was excluded and why it should be included now
- ✓ The process that will be used (standards of digitization, metadata, size of file, workflow, etc.)
- ✓ The storage method and level of public access (online, at the organization, etc.)
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ Estimated number of objects, boxes, linear feet to be cataloged
- ✓ Materials to be used (equipment specifications)
- ✓ Sample image of collections to be digitized

Education Projects – working with schools and school programs
- ✓ Information that will be included, learning goals, how and why these were selected
- ✓ If it is interpreting a previously untold or limited history of a population or theme, describe how it was excluded and why it should be included now
- ✓ Teaching methods to be used
- ✓ Planning with schools, districts, teachers
- ✓ Expertise that will be used (experts, resumes, training, etc.)

- ✓ How the program meets the targeted state core requirements
- ✓ Evaluation of learning beyond teacher survey

Interpretation – Exhibits
- ✓ Topic and main themes of the exhibit, how and why the theme was selected
- ✓ If it is interpreting a previously untold or limited history of a population or theme, describe how it was excluded and why it should be included now
- ✓ Learning goals and evaluation of the learning
- ✓ Exhibit design (if the application is requesting funding for the design, then this is not needed)
- ✓ Planning partners, subject experts, representatives of the community associated with the topic
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ Goals for numbers and type of audience
- ✓ Marketing and outreach plan

Interpretation – Panels and Online Information
- ✓ Topic and main themes of the interpretation, how and why the theme was selected
- ✓ If it is interpreting a previously untold or limited history of a population or theme, describe how it was excluded and why it should be included now
- ✓ Design (if the application is requesting funding for the design, then this is not needed)
- ✓ Planning partners, subject experts, representatives of the community associated with the topic
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ Marketing and outreach plan

Tourism
- ✓ Topic and main themes of the project
- ✓ If it is interpreting a previously untold or limited history of a population or theme, describe how it was excluded and why it should be included now
- ✓ Why the project is a priority
- ✓ Goals for tourism numbers and target audience – Evaluation methods
- ✓ Design (if the application is requesting funding for the design, then this is not needed)
- ✓ Planning partners, subject experts, representatives of the community associated with the topic
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ Marketing and outreach plan

Oral History
- ✓ Topic and main themes of the project, how and why the themes were selected
- ✓ Who's stories will be recorded, how they will be reached
- ✓ If it is interpreting a previously untold or limited history of a population or theme, describe how it was excluded and why it should be included now
- ✓ Oral history method (equipment, interview type, etc.)
- ✓ How will they be accessible stored
- ✓ Long term goals for the use of the information
- ✓ Planning partners, subject experts, representatives of the community associated with the topic
- ✓ Expertise that will be used (experts, resumes, training, etc.)

Public Education - events
- ✓ Topic and main themes of the event, how and why the theme was selected
- ✓ If it is interpreting a previously untold or limited history of a population or theme, describe how it was excluded and why it should be included now
- ✓ Learning goals and evaluation of the learning
- ✓ Planning partners, subject experts, representatives of the community associated with the topic
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ Goals for numbers and type of audience
- ✓ Marketing and outreach plan

APPENDIX B

Oregon Heritage Grant Evaluation and Impact Form

Thank you for completing this form. This is valuable information we use to improve our programs and document their value. Don't worry if your project did not address some of the questions, we are attempting to track the performance of our grants overall. If you want to include additional detail, please use the comment boxes. Please complete this survey online.

Project Impact Form

In three sentences or less, what was the impact of the grant funds?		
	No	Yes
Did the grant directly affect your ability to complete the project? If yes, how?		
Comments:		
Select the Oregon Heritage Plan Goal that your project most addressed and explain how it did that.	1. Include more voices 2. Increase access to heritage 3. Promote the value of heritage 4. Pursue best practices	
Comments:		
Select the Oregon Historic Preservation Plan Issue that your project most addresses and explain how it did that.	1. Government Partnerships 2. Advocacy and Heritage Partner Networking 3. Public Outreach and Education 4. Professional Preservation Education 5. Information Sharing and Accessibility 6. Identification and Designation of Cultural Resources 7. Preservation, Rehabilitation, and Protection of Cultural Resources 8. Grants & Funding 9. Economic Development 10. Statutes, Ordinances, Codes, and Processes	
Comments:		

APPENDIX C

RECOMMENDED ACCOUNTING PROCEDURES

In any program where reimbursement is requested for a portion of project costs, or matching share is claimed, adequate records are essential. There should be definite supporting evidence for EACH item of cost claimed, estimates are not sufficient. While these may not be required for reporting purposes, they are recommended for your record keeping in case of audit. The procedures below may not apply in every case, so look through them and identify and use those that are relevant to your project.

Contact Kuri Gill at Kuri.Gill@oprd.oregon.gov, or phone 503-986-0685 if you have questions.

In order to promote a better understanding of the records required and to avoid the possibility of having costs disallowed at the time of audit, the following accounting procedures are suggested:
- Establish a separate account for each agreement project.
- Maintain the account so that it includes the project name, and lists payment for salaries and wages, contracts, equipment, materials and supplies, and other items that conform to categories listed on the grant reimbursement request.
- Each entry in the account must be cross-referenced to a voucher, payroll invoice or other supporting document. Each payment must be supported by a cancelled check or warrant, available in the grantee's records in the event of an audit. DO NOT SUBMIT CANCELED CHECKS.

The following paragraphs provide you information about the specific budget categories:

Professional Contractor or Consultant
Proper contractor or consultant selection procedures must be followed and proper documentation maintained for audit, or contract costs are subject to disallowal.

Payments made by the grantee should be supported by a statement or invoice from the consultant. The consultant hours do not need to be broken down if contracted in a lump sum, since the consultant agreement should state a total contracted amount. Payments made include fee for service, salary, per diem, payment for the travel, or other allowable services.

Employees
When a staff member is involved in a grant project, payrolls should be signed by an authorized person and wages paid should be supported by time and task tracking records for each employee.
Records (daily, weekly, or monthly) must show total daily hours for each project and description of work performed. Fringe benefit rates should be developed using actual costs, and individual components should be identified. Documentation should show how rate or cost was derived. This amount must be traceable through the grantee's records.

Travel
State guidelines require that all mileage rates do not exceed the maximum state rate, which is generally the same as the standard Internal Revenue Service rate. The reimbursement request must show the name of the individual, time of departure and return, dates, mileage (odometer readings or locations), meals claimed, and purpose. A copy of lodging receipts for overnight travel must be maintained. Contact Kuri Gill at Kuri.Gill@oregon.gov or (503)986-0685 for current rates.

Materials and Equipment
Value and Use of Owned Equipment
Equipment value (for owned equipment) should be supported by time records and by a schedule of hourly rates developed from actual historical costs, or in the event no previous cost data exists, from reasonable estimates of such factors as useful life, annual hours or use, insurance premiums, etc. These estimated rates must be adjusted each year based on the previous year's actual costs.

Equipment Rental (Outside)
Payments made by the grantee for equipment rented for specific project area are generally allowable under state regulations. Payments made by the grantee must be supported by a statement or invoice from the vendor that indicates the time period the equipment was rented.

Materials and Supplies
Supplies and materials charged to the project must be supported by supplier's invoices or receipts. The original or a photocopy of the cancelled checks must be available for a field audit. DO NOT SUBMIT CANCELLED CHECKS IN YOUR REIMBURSEMENT REQUEST.

Printing, Publication Design, etc.

If you make, design or print a publication as part of your project, include those costs here. The costs can only be paid if a statement recognizing the grant contribution is included.

Value of Contributed Goods and Services
Valuation of In Kind Contributions from Third Parties
The value of labor, materials, equipment usage, etc., donated by sources other than the grantee may be included on the Payment Request Form only if documented. Documentation can be a sheet with work done and hours worked recorded and signed by the project manager and the volunteer.

a. Valuation of volunteer service
> • Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor. Volunteered services may be counted as matching share if they are a necessary part of the project.
> • Rates for volunteer services may not exceed Oregon minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate the carpenter or bookkeeper would normally charge.

In such cases, the donor must sign a brief statement that notes the donor's usual occupation, intent to donate their usual services, and the date. These statements are then submitted with the reimbursement request.

b. Donated Materials Invoices, where applicable, must be marked "donated" and signed, and submitted with the reimbursement request.

c. Donated Equipment Invoices, where applicable, must be marked "donated" and signed, and submitted with the reimbursement request.

APPENDIX D

Oregon Heritage Grants

736-053-0200

Purpose

The purpose of OAR 736-053-0200 to 736-053-0235 is to establish the procedures and criteria that the Oregon Heritage Commission will use when awarding Oregon Heritage Grants as provided in ORS 358.590(3)

Stat. Auth.: ORS 358.585
Stats. Implemented: ORS 358.590
Hist.: PRD 3-2000, f. & cert. ef. 4-5-00; PRD 3-2013, f. & cert. ef. 7-19-13

736-053-0205

Definitions

As used in OAR 736-053-0200 to 736-053-0235, the following terms shall have the following meanings:

(1) "Commission" means the Oregon Heritage Commission.

(2) "Department" means the Oregon Parks and Recreation Department.

(3) "Grant" means an award from the Oregon Heritage Grant Program.

(4) "Heritage" means the array of significant things, thoughts, and activities associated with past human experience in Oregon.

(5) "Heritage Resources" means artifacts and other manifestations of material culture, documents, publications, photographs and film, prehistoric and historic sites, historic buildings and other structures, cultural landscapes, heritage celebrations, heritage festivals and fairs, and heritage recordings, music, and songs.

(6) "Heritage Conservation" means activities that preserve or enhance heritage resources.

(7) "Heritage Development" means activities that fulfill the potential of heritage resources to educate Oregonians and their visitors and enrich their lives.

(8) "Grantee" means an eligible applicant legally capable of executing and which has executed a grant agreement for project awarded an Oregon Heritage Grant.

(9) "Eligible Project Costs" means approved costs incurred after execution of a grant agreement.

Stat. Auth.: ORS 358.585
Stats. Implemented: ORS 358.590
Hist.: PRD 3-2000, f. & cert. ef. 4-5-00; PRD 3-2013, f. & cert. ef. 7-19-13

736-053-0210

Eligible Applicants

(1) In order to be eligible for an Oregon Heritage Grant, applicants must be one of the following:

(a) A non-profit organization incorporated in the State of Oregon with a 501(c)(3) determination from the United States Internal Revenue Service and a legally-constituted board of trustees or directors;

(b) A tribal government of a Native American group recognized by the State of Oregon and the federal government and located in the State or Oregon;

(c) A university or college located in the State of Oregon; or

(d) A local government within the State of Oregon.

(2) The following are not eligible to apply for Oregon Heritage Grants:

(a) Individuals;

(b) Religious organizations;

(c) For-profit organizations such as partnerships, companies, and corporations;

(d) State agencies, except for state supported colleges and universities;

(e) School districts; and

(f) Federal agencies.

Stat. Auth.: ORS 358.585
Stats. Implemented: ORS 358.590
Hist.: PRD 3-2000, f. & cert. ef. 4-5-00; PRD 3-2013, f. & cert. ef. 7-19-13

736-053-0215

Application Procedure

(1) The Commission shall announce the availability of, procedures to apply for, and deadlines for applying for Oregon Heritage Grants, for at least two weeks prior to the application deadline.

(2) To apply for Oregon Heritage Grants, applicants must submit their applications by the specified deadline. In addition, applications must meet the format prescribed by the Commission and demonstrate the following:

(a) The applicant is eligible to apply for an Oregon Heritage Grant;

(b) The proposed project qualifies for an Oregon Heritage Grant;

(c) The applicant is capable of carrying out the proposed project; and

(d) The proposed project to conserves or develops heritage resources.

736-053-0220

Evaluation of Applications

(1) Eligible applications received by announced deadlines shall be evaluated by an Oregon Heritage Grants Review Committee appointed by department staff and approved by the Commission Chair.

(2) The Oregon Heritage Grants Review Committee shall rank applications in order of priority based on an evaluation of:

(a) The applicant's capability of carrying out the proposed project; and

(b) How the proposed project will result in the conservation or development of heritage resources. Priority will be given to projects that preserve or develop heritage resources that are threatened, are of statewide significance, or both.

(3) The Oregon Heritage Grants Review Committee shall follow current statutory conflict-of-interest provisions.

(4) The Commission will, at public meetings, consider and disapprove, approve in part, or approve in full the recommendations of the Oregon Heritage Grant Review Committee.

736-053-0225

Award of Grants

(1) When Oregon Heritage Grant Program funds are appropriated by the Legislative Assembly, the Commission shall award these funds based on priorities recommended by the Oregon Heritage Grants Review Committee.

(2) Grants will be made for no more than fifty percent of total project costs. Up to fifty percent of a grantee's share of project costs may consist of department-approved donated services and materials.

(3) All awards shall be the subject of binding grant agreements between the department and participants.

(4) Grant agreements shall specify total project costs, participants' share, department share, work to be accomplished, products to be delivered, and deadlines for accomplishing work and delivering products.

(5) Indirect costs (grant processing, but not directly associated with the project) are limited to six percent of the awarded grant funds.

736-053-0230

Disbursement of Grant Funds

All Grant funds will be disbursed to participants on a reimbursable basis after submission of billings on approved schedules specified in grant agreements. Participants must supply information substantiating billings when requested by the Commission. Grant funds may be disbursed in advance if participants can demonstrate a compelling need.

Stat. Auth: ORS 358.585
Stats. Implemented: ORS 358.590
Hist.: PRD 3-2000, f. & cert. ef. 4-5-00; PRD 3-2013, f. & cert. ef. 7-19-13

736-053-0235

Recovery of Grant Funds

(1) Participants who fail to complete approved projects to the Commission's satisfaction must return all unexpended Grant funds.

(2) Participants shall maintain records adequate for audit purposes for a period of not less than five years after project completion and must reimburse the Commission for any costs disqualified through audit findings.

Stat. Auth: ORS 358.585
Stats. Implemented: ORS 358.590
Hist.: PRD 3-2000, f. & cert. ef. 4-5-00; PRD 3-2013, f. & cert. ef. 7-19-13