Museum Grant Program

FUNDED BY

California Clean Water, Clean Air,
Safe Neighborhood Parks, and Coastal Protection
Act of 2002
Proposition 40

DRAFT
GUIDELINES
2014-15

Application Deadline: September 1, 2015

California Cultural and Historical Endowment
c/o CALIFORNIA NATURAL RESOURCES AGENCY
1416 Ninth Street, Suite 1311
Sacramento, CA 95814

NOTICE OF PUBLIC COMMENT PERIOD AND PUBLIC MEETINGS

The California Cultural and Historical Endowment
Museum Grant Program

In 2013, Governor Jerry Brown signed AB 482 (Atkins), which transferred the California Cultural and Historical Endowment to the California Natural Resources Agency and authorized the endowment to create a specified competitive grant program to support small capital projects in museums. These funds may be used for the acquisition of real property or construction projects at museum facilities or venues.

The State is pleased to present the Museum Grant Program Draft Guidelines, Application and Forms for public comment.

The 30-day Public Comment Period begins March 15, 2015 and ends on April 15, 2015.

To obtain a copy of the Draft Guidelines, Application and Forms, visit the website at http://resources.ca.gov/cche/MuseumGrantProgram.html

Written comments may be submitted by email to mgpcoordinator@resources.ca.gov or by US mail to:

Museum Grant Program Coordinator
California Cultural and Historical Endowment
c/o California Natural Resources Agency
1416 Ninth Street, Suite 1311
Sacramento, CA 95814

In addition, two public hearings will be held to provide an opportunity to comment in person.

DATE	LOCATION	TIME	WEBCAST
Monday March 23, 2015	Cal EPA Sierra Room 10th & I Streets Sacramento, CA	1-4 pm	To access the webcast go to http://www.calepa.ca.gov/Broadcast Parking for CalEPA at 1001 I Street: map at http://www.waterplan.water.ca.gov/docs/meeting_materials/ac/03.30.11/calepa-map-parking.pdf
Monday April 6, 2015	CA African American Museum 600 State Drive Exposition Park Los Angeles, CA	1-4 pm	Parking for the African American Museum: 600 State Drive Los Angeles, CA 90037 Parking is $10; enter at 39th Street and Figueroa.

Comments and final recommendations will be considered for adoption at the California Cultural and Historical Endowment board meeting in **May 2015.**

For questions, contact the Museum Grant Program Coordinator at (916) 653-2812 or by email at mgpcoordinator@resources.ca.gov

CALIFORNIA natural resources AGENCY

EDMUND G. BROWN JR., *Governor*
JOHN LAIRD, *Secretary for Natural Resources*

Dear Prospective Applicant:

The California Cultural and Historical Endowment (CCHE) is pleased to announce the release of the Guidelines, Application and Forms for the 2014-15 grant cycle of the *new* Museum Grant Program, as authorized by Assembly Bill 482.

CCHE grants help preserve the tangible aspects of California's history: the artifacts, collections, archives, historic structures and properties that cultivate understanding of our collective past, and preserve the many historic treasures that are California's cultural legacy.

The Museum Grant Program was established in statute to assist and enhance the services provided by California's museums, and other groups and institutions that undertake cultural projects that are deeply rooted in and reflective of previously underserved communities.

There are nearly 3,000 museums in the State of California, according to recent projections by the Institute of Museum and Library Services, in disciplines ranging from art and history to science and technology. In 2013, the California Association of Museums and partner organizations identified ten critical issues for California's museums. Issues include:

1. The future of funding for California museums.
2. Perception of museums as "special occasion places" rather than "essential places."
3. The need to sustain human resources.
4. Lack of infrastructure and know-how to participate fully in a digital world.
5. Absence of practices to help museums adapt to change.
6. Few opportunities to collaborate on marketable, high quality exhibits and programs.
7. Expanding engagement and public access in response to changing demographics.
9. Questions about the future of volunteerism in California museums.
10. Restraints on education affecting museum and school learning programs.

The grant program furthers the vision of Governor Edmund G. Brown Jr. and the California Legislature to "enhance opportunities for superior museum and cultural programs." It is designed to address many of the concerns above, from encouraging school and public programs, to helping museums diversify and expand audiences, and in general, to become 'essential places' within their communities.

The CCHE seeks sustainable opportunities for California museums so that they can continue to make art, science, history and culture available to California residents, provide an economic benefit within their localities, and preserve our diverse cultural identities which form the legacy of our great state.

John Laird,
Secretary for Natural Resources

1416 Ninth Street, Suite 1311, Sacramento, CA 95814 Ph. 916.653.5656 Fax 916.653.8102 http://resources.ca.gov

Baldwin Hills Conservancy • California Coastal Commission • California Coastal Conservancy • California Conservation Corps • California Tahoe Conservancy
Coachella Valley Mountains Conservancy • Colorado River Board of California • Delta Protection Commission • Delta Stewardship Council • Department of Boating & Waterways • Department of Conservation
Department of Fish & Game • Department of Forestry & Fire Protection • Department of Parks & Recreation • Department of Resources Recycling and Recovery • Department of Water Resources
Energy Resources, Conservation & Development Commission • Native American Heritage Commission • Sacramento-San Joaquin Delta Conservancy • San Diego River Conservancy
San Francisco Bay Conservation & Development Commission • San Gabriel & Lower Los Angeles Rivers & Mountains Conservancy • San Joaquin River Conservancy
Santa Monica Mountains Conservancy • Sierra Nevada Conservancy • State Lands Commission • Wildlife Conservation Board

Date TBD

To: Applicants for the Museum Grant Program (Program)
From: California Cultural and Historical Endowment
Re: Important Information for Applicants

These booklets contain the Guidelines, Application and Forms for the **2014-15 MUSEUM GRANT PROGRAM** grant cycle. You may also access the Guidelines, Applications and Forms at http://www.resources.ca.gov/mgp.

The Guidelines include information to assist you in preparing an application for funding. Please be sure to read these Guidelines, Application and Forms in their entirety for important information on project eligibility, evaluation criteria and submission requirements.

The Program will be implemented in two phases:

> **Phase 1** - Grant funding totaling approximately $3.4 million for small capital projects. This funding from Proposition 40 appropriations will be distributed in two grant cycles of approximately $1.7 million each, for the acquisition of real property or construction projects at museum facilities or venues.
>
> **Phase 2** – Grant funding, when available, from revenue generated by the special interest *Snoopy* license plate. This funding has been made possible by a generous donation from Jean Schultz and Peanuts Worldwide, through the assistance of the California Association of Museums.

The following Technical Assistance Workshops are planned to provide help in preparing grant applications. Applicants are strongly encouraged to attend.

Los Angeles Workshop	**Sacramento Workshop (Webcast)**	**Santa Cruz Workshop**
Redding Workshop	**Riverside Workshop**	**Fresno Workshop**

Key timeframes for the program are anticipated as follows:

> Applications Due – September 1, 2015
> Site visits by Review Team to selected projects – February / March 2016
> Funding Recommendations & Awards – May 2016

For questions contact the Program Coordinator at (916) 653-2812 or by email the mgpcoordinator@resources.ca.gov.

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SECTION 1: INTRODUCTION

Crocker Art Museum, Sacramento

PURPOSE AND AUTHORITY

California Cultural and Historical Endowment

The California Cultural and Historical Endowment (CCHE) is a state entity tasked with preserving and protecting California's cultural resources. CCHE was established in 2002 by Assembly Bill 716 (Firebaugh) within the California State Library.[1] In 2013, Governor Jerry Brown signed Assembly Bill 482 (Atkins), which transferred CCHE to the California Natural Resources Agency (Agency), and authorized creation of a specified competitive grant program to support small capital projects in museums. A ten-member Board governs the activities of CCHE.

CCHE's funding came from voter-approved Proposition 40, the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002, which included $267.5 million in bond funds for Historical and Cultural Resource Preservation. CCHE's share ($122 million) was distributed competitively to government entities, non-profit organizations, and Federally Recognized Indian Tribes for the acquisition, restoration, preservation, and interpretation of historical and cultural resources.

These property acquisition and construction grants helped preserve the tangible aspects of California's history: the artifacts, collections, archives, historic structures and properties that cultivate understanding of our collective past, and preserve the many treasures that are California's cultural legacy.

CCHE PRIORITIES

CCHE programs seek to preserve, interpret, and enhance understanding and appreciation of the significant elements that add to the State's cultural, social, and economic evolution,[2] such as,

- significant events occurring in the 20th century
- unique identifiable ethnic and other communities
- culturally significant changes
- illustrations of California's economic strength
- factors contributing to the national defense
- California's living cultural heritage and folk life
- geologic and oceanographic history, including paleontology
- Native American archeology, history and culture
- natural history resources
- California history, archeology and culture

Other priorities include preserving, documenting, interpreting or enhancing the understanding of California's story and communities that are absent or underrepresented in existing historical parks, monuments, museums and other facilities.

In addition, through this program, CCHE seeks to achieve a balance geographically, among communities and organizations large and small size, among different types of museums, and among diverse ethnic groups.

MUSEUM GRANT PROGRAM (Program)

The purpose of the Program is to assist and enhance the services of California's museums, and other groups and institutions, which undertake cultural projects deeply rooted in and reflective of previously underserved communities.[3]

In 2012, CCHE sponsored a new Special Interest License Plate featuring the image of Snoopy, licensed by Jean Schulz and Peanuts Worldwide through the assistance of the California Association of Museums. Proceeds from sales of the plates will be made available in future years to fund the program.

[1] Codified as Education Code, Section 20070 et seq.

[2] Cal. Educ. Code §20070

[3] Cal. Educ. Code §20091

SECTION 1: INTRODUCTION

The program will be implemented in two phases.

Phase 1 - Funding of approximately $3.4 million for small capital projects. This funding from Proposition 40 appropriations will be distributed in two grant cycles of approximately $1.7 million each, for the acquisition of real property, or construction projects at museum facilities or venues.

Phase 2 – Funding will be available annually for projects once revenues generated by the special interest Snoopy license plate become available.

LEGISLATIVE OBJECTIVES[4]

AB 482 directed CCHE to establish a program to assist and enhance the services of California's museums.[5] The legislation also prioritized the program's objectives.

Therefore, the museum acquisition or construction project should be in support of **one** of the following Legislative Objectives.

1. **Superior Programs**
2. **Services to School Pupils**
3. **Services to the Public**
4. **Increased Accessibility to Programs**

For more information on Legislative Objectives, see Sections 2 and 10.

ELIGIBLE APPLICANTS

Museums located in the State of California may apply for and receive grants if they are either a

1. Public agency (federal, state, city, county, district, association of governments, joint powers or Federally Recognized Indian Tribe[6]);[7] or
2. Nonprofit organization[8] that has, among its principal charitable purposes, the preservation of historic or cultural resources for cultural, scientific, historic, educational, recreational, agricultural, or scenic opportunities.[9]

The applicant must be able to demonstrate adequate charter or enabling authority to carry out the type of project proposed.

Partnerships are encouraged; however, applicants may not apply for funding jointly with other organizations. Only one organization may serve as the entity responsible for the overall project, including the financial, administrative and managerial needs.

The applicant must be free of any legal challenges that could undermine progress on the project and must certify on the Application Form that there are no potentially delaying legal challenges to the project.

The applicant must be in compliance and good standing on all active CCHE grants.

Applicants may submit only one application per funding cycle.

Definition of Museum

For purposes of this program, "museum" means a public or private nonprofit institution that is organized on a permanent basis for essentially educational or aesthetic purposes and that owns or uses tangible objects, cares for those objects, and exhibits them to the general public on a regular basis. [10]

Museum applicants should be incorporated as a:

1. Museum[11]; or
2. Group or institution undertaking cultural projects which are deeply rooted in and reflective of previously underserved

[4] AB 482 added Section 20092 to the CA Education Code, which states "The grant program shall give priority to the objectives listed in Section 20091."
[5] California Education Code Section §20091
[6] For enforcement purposes, the governing entity of the Indian Tribe that has the authority to expressly waive immunity will be asked to approve a Waiver of Sovereign Immunity acceptable to the State before entering into a grant agreement.
[7] Cal. Educ. Code §20052(f)
[8] Nonprofit public benefit corporation formed pursuant to the Nonprofit Corporation Law commencing with Section 500 of the Corporations Code, qualified to do business in California, and qualified under Section 501(c)(3) of the Internal Revenue Code.
[9] Cal. Educ. Code §20052(d)
[10] Section 20052 (c) of the California Education Code
[11] Non-collecting museums will be considered case by case

communities[12] **and** which meets the definition for museum.

In general, museums fall within the following categories: [13]

- Art museums;
- History and heritage museums (including historical societies, historic preservation organizations, and history museums);
- Children's museums;
- Science and technology museums (including planetariums; discovery centers; natural history and natural science museums);
- General museums;
- Living collections (such as arboretums, botanical gardens, nature centers, zoos, aquariums, and wildlife conservation centers).

Non-profit museums of any size and discipline are eligible to participate, but should have been **open to the public for at least two years**, and have the institutional and financial capacity to complete the project and create the outputs described in their proposal.

ELIGIBLE PROJECTS

The program is a competitive grant program to support small capital asset projects in museums.[14] For purposes of this program "capital asset" means tangible physical property with an expected useful life of 15 years or more. A capital asset project may be either an[15]

1. **Acquisition** of real property, that is, tangible physical property, including easements; **or**

2. **Development** of real (tangible physical) property. "Development" includes but is not limited to, improvement, rehabilitation, restoration, enhancement, preservation and protection.[16]

Restrictions: State funded expenditures are subject to certain limitations. Proceeds from the sale of bond funds may be used only for the costs of construction or acquisition of capital assets.[17] The State also restricts the use of public monies for religious or sectarian purposes, including projects involving structures used for religious purposes and/or owned by a religious institution.[18]

Applicants may **not** apply for acquisition **and** development within the same funding cycle.

For information on Eligible Costs see Appendix H.

GRANT AMOUNTS

Grant requests for individual projects must be between **$50,000** and **$ 250,000.**

For information on Eligible Costs see Section 2.

MATCHING REQUIREMENT

Matching funds are required as evidence of community commitment to the project. The match requirement applies to all categories of applicants, including non-profit organizations and public agencies. The match may include resources obtained from other funding agencies, and may include in-kind resources. [19]

The match shall be equal to amount of the grant. That is, for every one dollar provided by the grant, the grantee must provide one dollar in matching funds. For example:

Project	Grant	Grantee
$100,000 =	$50,000 +	$50,000

Of the grantee's match obtained from other sources, **up to one half may** be from in-kind contributions (donations of goods and services) but **at least one half must** be in cash contributions. For example:

Match	Cash	In-Kind
$25,000 =	$12,500 +	$12,500

[12] California Education Code Section §20091
[13] The Institute of Museum and Library Services and the California Association of Museums.
[14] CA the Education Code Section 20092
[15] California Government Code Section 16727
[16] CA The Education Code Section 20052: The California Cultural And Historical Endowment Act
[17] California Government Code Section 16727
[18] Article XVI, Section 5 Of The California Constitution
[19] AB 716 §20071

SECTION 1: INTRODUCTION

Match resources should be **available** at the time the applicant submits the grant application.

To qualify as a match, in kind elements must be considered an allowable cost under the Guidelines.

Applicants may not use a loan or line of credit to fulfill their matching requirement.

For more information on Match Requirements see Section 8, Appendix K.

ENVIRONMENTAL COMPLIANCE

In order for Applicants to be recommended for funding, environmental review (CEQA & NEPA) for the proposed project must be complete. Stamped and filed copies of final environmental review documents must be submitted with the application package.

For more information on Environmental Compliance see Appendix P.

LAND TENURE/LONG TERM SITE CONTROL

The State recognizes that specific activities may change over time; however, the property must remain available for compatible Program activities, as follows:

Acquisition Projects – The Grantee or the Grantee's successor in interest will hold in perpetuity the real property only for the purpose for which the grant was made and make no other use or sale or other disposition of the property without the written permission of the State.

Development Projects – The Grantee will maintain and operate the project developed pursuant to this grant for at least 15 years.

Encumbrances – Properties developed or acquired with these funds are to be free and clear from encumbrances – e.g., mortgages.

For more information on Land Tenure see Section 6 and Appendix N.

SELECTION PROCESS

The California Natural Resources Agency (Agency) prescribes procedures and criteria to evaluate grant proposals, and submits a list of proposals recommended for funding to CCHE Board, which awards grants to projects from Agency's list.

All application packages are reviewed by staff; eligible and complete applications are evaluated by a peer review committee, using the criteria identified in the program guidelines. The committee is composed of professionals in the field with relevant knowledge and expertise in the types of project activities identified in the applications.

In order to select a combination of projects which serve the overall interest and objectives of the State and the Museum Program, the range of project applications as a whole are considered when making final awards.

Museums do important work that helps the state meet its obligations to residents in the field of education. Museums contribute to formal and informal learning at every stage of life, from the education of children in preschool to the continuing education of adults. (California Cultural And Historical Endowment Act, CAL. EDC. CODE § 20090)

SECTION 2: PROJECT REQUIREMENTS

La Plaza De Cultura Y Artes,
Vickrey-Brunswig Building & Plaza House

ELIGIBLE PROJECTS

The program funds small capital asset projects in museums.[20] For purposes of this program "capital asset" mean tangible physical property with an expected useful life of 15 years or more. A capital asset project may be either a development project or an acquisition project.[21]

All Projects

Environmental Compliance: CEQA and NEPA (if applicable) for the proposed project must be complete and final compliance documents submitted with the application, in order for project to be recommended for funding. (Appendix P)

Deed Restriction: The State requires an agreement sufficient to protect the public interest in improvements or development constructed under a grant, which shall be recorded in the county in which the real property is located.[22] (Appendix S)

Do Not Harm: Projects must follow the Secretary of the Interior's Standards for the Treatment of Historic Properties, where applicable, to ensure the historical integrity of the Project. In addition, any state and local ordinances must be followed to ensure the historical integrity of the project. CCHE funds may NOT be used for demolition or non-historic treatment of historic structures or resources that are determined eligible for listing on the National Register of Historic Places or the California Register of Historical Resources.

Laws and Regulations: All projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances must comply with all current laws and regulations which apply to the project, including, but not limited to, labor codes related to prevailing wage, legal requirements for construction contracts, building codes, environmental laws, health and safety codes, disabled access and historic preservation laws. Grantee will be required to certify that, prior to commencement of construction, all applicable permits and licenses (e.g., state contractor's license) will have been obtained. Applicants should familiarize themselves with the laws in order to conform to the requirements in plans and specifications. Grantees will be required to provide documentation needed as grant funds cannot be released until all applicable legal requirements are met.

Religious institutions or structures: The California Constitution places limits on the State's authority to provide assistance to religious organizations, particularly for projects involving structures used for religious purposes and/or owned by a religious institution. The Attorney General's Office has provided CCHE with a detailed analysis to determine whether an applicant is considered eligible if it is affiliated with a religious institution or structure. The Opinion Letter is available on the CCHE website and can be downloaded at http://resources.ca.gov/cche/

Development Projects

Development of real (tangible physical) property includes, but is not limited to, improvement, rehabilitation, restoration, enhancement, preservation and protection and interpretation.[23] It includes

a) Construction of a building or permanent structure.
b) Permanently installed exhibits or exhibit space.
c) Reconstruction or preservation of a building.
d) Permanent landscape/ hardscape.
e) Any combination of these activities.

[20] CA the Education Code Section 20092
[21] California Government Code Section 16727
[22] Cal. Educ. Code §20073

[23] The California Cultural And Historical Endowment Act: CA Educ. Code Section 20052

SECTION 2: PROJECT REQUIREMENTS

Capital asset projects are generally of four kinds:[24]

1. **Structural Integrity Improvements to an existing facility**. Examples would include a new roof, repair of water or termite damage, foundation work to repair damage or wear, faulty or dangerous wiring, replacing windows.

2. **Expansions**. This includes construction of completely new buildings and the expansion of existing buildings.

3. **Interior or operational enhancements needed at an existing facility**. Examples would be new walls/physical dividers, wiring light, HVAC or similar changes to support new layout, the addition of photovoltaic power or other energy efficient enhancements, changes to safety or to improve access. Also eligible are permanent exhibits, which meet or will be in use for the required lifespan.

4. **Preservation** - This may include activities such as construction or major repairs to a building that is used for physical protection and preservation of a collection of archives.

Non-Construction Costs allowable under this section include costs incidentally but directly related to construction or acquisition, such as planning, engineering, construction management, permitting, architectural, and other design work, environmental impact reports and assessments, required mitigation expenses, appraisals, legal expenses, site acquisitions, and necessary easements.[25]

Acquisition Projects

Acquisition of real property may be awarded for acquisition of facilities and permanent exhibits. Priority consideration will be given to benefits of a one-time or limited opportunity, acquisition of a considerable size, substantial leveraging, and/or projects with statewide significance.

Applicants **must** adhere to all of the following:[26]

1. The purchase price of any interest in real property acquired may not exceed the fair market value as established by an appraisal approved by the Department of General Services. Applicant should budget for the appraisal and/or transaction review, which is an eligible project cost.

2. Property must be acquired from a willing seller and in compliance with current laws governing relocation and acquisition of real property by public agencies.[27] A Willing Seller Letter is required from each landowner indicating they are a willing participant in the proposed real estate transaction. (Appendix Q)

3. Interest in land acquired may not be used as security for any debt to be incurred by the organization.

4. Transfer of land acquired shall be sufficient to protect the interest of the people of California. The State requires a **Deed Restriction**, sufficient to protect the public interest in any acquisition funded by this program, to be recorded in the county in which the real property is located.[28] (Appendix S)

5. If any essential term or condition is violated, title to all interest in real property acquired with state funds shall immediately vest in the State.

6. Once funds are awarded and an agreement is signed with Agency, another property cannot be substituted for the property specified in the application. Therefore it is imperative the Applicant demonstrate the seller is negotiating in good faith, and that discussions have proceeded to a point of confidence.

LEGISLATIVE OBJECTIVES[29]

Each capital asset project must serve **one** of the following objectives set by the legislature. The application narrative should clearly identify which statutory requirement the capital asset project will meet, and how this will be accomplished.

1. **Superior Programs**: Enhancing opportunities for superior museum and cultural program services.

2. **Services to School Pupils:** Encouraging museums and cultural programs to provide

[24] A Capacity Survey of California Cultural Heritage Organizations and Financing recommendations, 2011
[25] California Government Code Section 16727
[26] Cal. Educ. Code §20073
[27] Cal. Educ. Code §20073
[28] Cal. Educ. Code §20073
[29] Cal. Educ. Code §20091

services to school pupils, including any of the following:
   a. Curriculum development.
   b. Schoolsite presentations or workshops.
   c. Teacher training.
   d. Reduced price or free admission of pupils to museums.

3. **Services to the Public:** Collaborative projects and technical assistance to coordinate the work of eligible museums and cultural programs and to enhance the ability of museums and cultural programs to serve the public. Priority shall be given to any project that does any of the following:
   a. Assists an eligible museum or cultural program in serving an historically underserved population.
   b. Aids a museum or cultural program in diversifying or expanding its audience.
   c. Aids a museum or cultural program in raising its professional standards in order to better serve the public.

4. **Increased Access:** Projects that increase accessibility to museums' and cultural programs' collections and services.

EXAMPLES

The program does not fund cultural or educational programs, museum services, training, institutional development or capacity building, community outreach, website development or artist residencies, among other things.

However, the capital project may support the above activities in order to meet one of the objectives set by the legislature. For example,

- An improved HVAC system for collection storage and exhibition may raise programming standards by making the museum eligible to contract for traveling exhibits.
- An outdoor amphitheater with drought tolerant landscaping may improve services to school pupils by providing space for student workshops or teacher trainings.
- Safety improvements to an historic venue may increase access to services for people with disabilities.
- Expanding interior or exterior space may allow a museum to increase its audience through special events and programs.

Eligible projects may include:

- Construction or acquisition of new buildings
- Renovation or restoration of venues to expand space for exhibition, educational activities or cultural program services
- Expansion or improvements to exhibition space i.e., interpretive and educational enhancements
- Environmental improvements to facilities for collections storage and exhibition, such as installation of climate control, security, lighting or fire protection systems
- Construction and installation of permanent exhibits
- Facility upgrades for environmental conservation and energy and water efficiency, e.g., converting to photovoltaic power, new HVAC, sustainable landscaping
- Replacement or repairs to roof, foundation, water or termite damage, windows, walls/physical dividers etc.
- Safety retrofits such as replacing faulty or dangerous wiring or asbestos abatement

Ineligible projects include:

- Cultural or educational programs or museum services
- Planning activities, Internships or residencies
- Program research, development, and delivery
- Publication research, design, and printing
- Website and social media development or delivery
- Institutional development or capacity building such as training for staff, volunteers, interns or educators
- Community outreach or events or forums
- Programs outside the museum facility
- Sub-granting or regranting
- Conservation surveys and research
- Acquisition of a long-term lease or equipment, such as computers or computer programs, TVs or furniture
- Operation and maintenance costs
- Digitization of collections or production of film or audio-visual products
- Non-historic treatment of historic structures
- Lobbying or Lawsuits
- Payment of a debt or mortgage
- Out of state travel or activities
- Hospitality or food costs
- Projects with religious or sectarian purposes
- Cash reserves, endowments or fundraising activities
- General operating expense (salaries, overhead or other expenditures not directly related to the project)

Preserving our cultural heritage, like preserving our literary heritage, is vital to a democratic and civil multicultural society. (Gerry Macinnity, State Librarian of California & CCHE Board Member).

SECTION 3: APPLICATION PACKAGE

Visitor's Center, Locke

PREPARING YOUR APPLICATION PACKAGE

Read the entire Guidelines, Application and Forms carefully before preparing your application package. Attend a workshop (see page 4).

The grant application package contains FIVE (5) parts:

1. **APPLICATION FORM** Appendix B: Provides general Information, location etc. plus certifications and assurances signed by the appropriate authority.
2. **EXECUTIVE SUMMARY FORM** Appendix C: In no more than **one** page, provide a brief overview of the museum, summarize the scope of the proposed capital asset project, describe the target audience, and indicate how the completed project will serve one of the Legislative Objectives.
3. **PROPOSAL NARRATIVE** Section 4: Responses to these questions and topics provide details on the proposed project, demonstrate the organization's ability to carry out the grant, and explain how effectively it will meet the goals of the program. Applicants must answer both Part A (Organizational Description) and Part B (Project Description).
4. **ATTACHMENTS** Appendices D-Q: These forms detail the tasks required for success, including responsible parties, cost estimates and match documentation.
5. **SUPPORTING DOCUMENTS** Section 6: Provides evidence and documentation to support the narrative, cost estimate, etc.

The application package must be submitted in paper form. **Number the pages consecutively, at the bottom of each page. Be sure your organization's name appears at the top of each page. Print single-sided on 8 ½" x 11" paper with at least 0.5-inch margins on all sides in 12-point easy-to-read font.**

The Application and forms are included in these **Addenda**. You may download digital copies at http://resources.ca.gov/cche/MuseumGrantProgram.html. If you have difficulties or cannot access the forms online, contact us at 916-653-2812 or via email at mgpcoordinator@resources.ca.gov .

TIMELINE

The complete application must be **received** at the California Natural Resources Agency by 4 pm on **September 1, 2015**. Postmarks will not be considered.

- Applications are due **September 1, 2015**.
- Applications are reviewed for completeness and evaluated by a peer review committee.
- Applicants will be notified if they are selected to receive a site visit.
- Site visits are conducted at selected projects.
- Recommendations for funding will be presented to the CCHE Board in May 2016.
- Agency executes a Grant Agreement with the Grantee and administers the grant.

Projects funded in this cycle must be **started by June 30, 2017** and **completed** prior to **May 1, 2019**. If awarded funding, grant recipients should **not** initiate their project until a signed grant agreement is in place.

CHANGES TO APPLICATION

Applicant may not modify or amend applications once submitted to the State, and projects undergoing a material change from the original application will be asked to withdraw.

A material change includes but is not limited to:

- A significant change or alteration in the budget or matching fund structure;
- A change of geographical location;
- A change of circumstances affecting the applicant's ability to implement the project;
- Change of key personnel that would no longer make it feasible to carry out the project;
- Change in focus so that project no longer reflects the Legislative Objective as submitted.

California's museums are among the most important and cherished repositories of the state's cultural and historical heritage.

(California Cultural And Historical Endowment Act, CAL. EDC. CODE § 20090)

SECTION 4: PROPOSAL NARRATIVE

Tulare County Museum

PROPOSAL NARRATIVE

The Proposal Narrative is the primary basis for the peer reviewers' evaluation of your application. It demonstrates your organizations ability to carry out the grant, provides details on the proposed project, and demonstrates how effectively your project will meet the goals of the Program. The project should be well thought out, and the project narrative should be clear, concise, and well organized, with a minimum of technical jargon.[30]

Be sure the narrative corresponds with the cost estimate and documentation provided as attachments and appendices.

Applicants should address all questions and topics in the order listed and clearly label each question and answer. Limit the Narrative to **7 (seven)** single-spaced pages.

The Narrative includes Parts A (Organizational Description) and Part B (Project Description). Applicants must answer both parts. Applications will be evaluated on both criteria by assigning values based on a point system, according to the criteria and scoring allocation described in **Section 5.** A maximum of 100 points may be obtained.

See Section 5 for information on Review Criteria.

Legislative Objectives

The project narrative must clearly describe the capital asset project while establishing how it will accomplish **one** of the Legislative Objectives described in Section 2. Choose the Objective that **best** corresponds to your capital asset project, and can be supported by your documentation.
If the capital asset was previously improved with funding from CCHE, applicant should explain how these new funds will significantly **enhance** the previously funded project.

PART A – ORGANIZATION DESCRIPTION QUESTIONS (40 Points, 10 each)

Address all questions and topics in narrative form. Respond to questions in the order listed and clearly label each question and answer. Provide quantitative explanations whenever possible.

1. **Mission and Purpose.** Briefly summarize the mission and purpose of the applicant organization. Provide an overview of the institution and clarify what the museum does, for whom, and why. Provide a brief history, including year established and date opened to the public. (If longer than one page, excerpt or summarize to convey the essential points.) Summarize the key elements of the museum's strategic plan, highlighting the institutional goals and objectives to be furthered by the capital asset project. When and by whom was the plan approved? (Do not submit a copy of the entire strategic plan! Summary must not exceed one page.)

2. **Programs and Audiences**. Describe the regularly sponsored programs, activities, services and exhibits at the museum, and the audience(s) served by each. Which are ongoing vs. special programs? Describe the service area, communities and/or target groups, population, demographics and geographic area (city, county and neighborhoods) of participants in museum programs, activities and services.

3. **Public Access**. How do the museum's audiences have access to the facility, collections and public programs? Explain how the museum engages individuals and communities that have been traditionally marginalized from such services (i.e., limited English speakers, persons with disabilities, disadvantaged individuals, youth at risk, veterans, the elderly, people living in institutions, etc.)

4. **Organizational Capacity.** Describe the museum's governance structure, including the decision making and planning process. What are the roles of the board of directors, executive and professional staff, project managers, etc.? Describe the fiscal position of the museum,

[30] From IMLS MFA

including income sources, endowments, community support, etc. Describe the applicant's capacity to oversee a project comparable to the one proposed. Describe the applicant's capacity to manage a state grant, including its fiscal system and expertise of staff dedicated to financial operations. Address cash flow and how the museum will handle the process of reimbursement grants. If applicable, describe progress and successful completion of a CCHE-funded project or a similar capital improvement project.

PART B. PROJECT DESCRIPTION QUESTIONS (60 Points, 10 each)

Answer all questions in narrative form. Respond to questions in the order listed and clearly label each question and answer. Provide quantitative explanations whenever possible. Remember to explain how one of the Legislative Objectives will be served by the capital asset project.

1. **Statement of Need**. Why is the capital assets project necessary? What need or challenge prompted the applicant to submit a proposal? Why was this project chosen over other possible solutions? (Indicate if a resource is at risk of loss due to destruction, neglect or other jeopardy.) Summarize the planning process for the capital asset project. What needs assessments and other planning documents have been relied on for decision making? What further planning needs to take place in order to implement the expansion or improvement?

2. **Project Description & Goals.** Provide a concise description of the proposed capital asset or acquisition project. What is the scope and nature of the capital improvements? Using specific details, describe how the project will be executed from beginning to end. Provide sufficient detail to show thoughtful planning, consideration of how the project will be executed, and the intended results. Clearly identify which project elements will be completed with grant funds, and which will be accomplished with other funding sources. How will the project be completed within the grant performance period?

3. **Impact of Project**. How will the project impact the museum, the community or beyond? In what ways will it advance the museum's goals? In what way will it improve services to the public, such as access to collections and/or programs? Describe the target audience(s) which will benefit from the project. Have they participated in the planning process? Will current audiences change as a result of this project? Will the project help the museum to engage new or underserved populations, such as those whose opportunities to experience the museum are limited by geography, ethnicity, economics, or disability?

   Explain how one of the Legislative Objectives will be fulfilled by the capital asset project, and how it relates to the mission or goals of the organization? If appropriate, how will the project serve the overall purpose of the CCHE to preserve and protect California's cultural and historical resources?

4. **Project Team.** Describe the required roles (project manager, architect, engineer, general contractor, etc.) and responsibilities (fiscal oversight, construction management, grants administration, etc.). Which units will be directly involved and who will be responsible for implementing each activity. Describe the project team's background, experience and expertise, and establish its ability to complete the project successfully. What expertise is missing and how will the museum secure it? What is the process for recruiting and selecting new staff, vendors, consultants and contractors?

5. **Budget Justification.** Describe the diversity of funding sources for the capital asset project. Include public and private funding sources for planning, implementation and sustainability. What fundraising activities has the museum utilized? Which commitments have been obtained and which still need to be secured? Provide an explanation of the cost estimate. How does the proposed budget meet the project objectives? Clearly identify funds to be expended during the project performance (grant) period. Describe any efficiencies and identify where the budget is cost effective. Summarize how the estimate was determined to be sufficient to complete the project (such as third-party service providers, bids etc.)

SECTION 4: PROPOSAL NARRATIVE

6. **Operations & Maintenance.** How will the applicant fund ongoing operations and maintenance of the capital project for the 15 year period required by the grant? (Examples include diversifying the funding base, increasing roles for volunteers, identifying cost efficiencies, securing additional investments, etc.) Identify realistic means to ensure long-term sustainability. Include existing internal resources and/or identify new outside funding. How will staff and funding for the Legislative Objective be sustained in the years to come?

For required attachments to support the narrative see What to Submit, Section 6 and Checklist, Appendix A.

Museums hold more than 1 billion objects, and together these constitute our shared heritages – cultural, historic, scientific, and natural. As the keepers, protectors, interpreters and exhibitors of these heritages, museums play an essential role. In recent years, museums are playing perhaps an even more essential role, but one that is less tangible. In an increasingly virtual world, museums are among the last bastions of authenticity. All of us – particularly the young – are awash in all things virtual. But studies show that all of us – again, especially the young – crave the authentic. That is priceless.
(Ford W. Bell, President, American Alliance of Museums)

SECTION 5: REVIEW CRITERIA

California Academy of Science, San Francisco

REVIEW CRITERIA[31]

Projects will be evaluated using the following criteria and scoring allocation:

PART A – <u>ORGANIZATIONAL CRITERIA (40 POINTS)</u>

1. **Mission, History and Purpose.** Does the applicant provide a coherent reason for existence that reflects the value/purpose of the organization? How well does the applicant articulate the mission, goals and objectives? Does the application show reasonable stability and appropriate governance within the organization?

2. **Audience and Programming.** Do the regularly sponsored and special programs, activities and services reflect the goals of the organization and the audience(s) they serve? Are they well executed? Can the applicant readily identify and track its audience? Are descriptive factors employed (age, affiliations, geographic residence)? Does the museum foster cultural, economic and geographic diversity through its collections, programs, activities and services?

3. **Public Access.** Are fees/admissions reasonable for the region/audience? How well can the general public access the facility/venue? Are there any restrictions or limitations now or in the future? Does it seek to engage people who are disabled, economically disadvantaged, and elderly, etc.? How well does the museum serve as a community resource? Does it serve as a link between individuals, business, government and/or community groups?

4. **Organizational Capacity and Track Record.** Is the managerial and fiscal competence of the museum staff evident? Does the museum demonstrate diverse income from both public and private sources? Does it have an adequate staff of professionals with appropriate compensation? Is the board of directors representative of the community and diverse in its professional skills? Is there an established and effective decision making process, and ongoing strategic planning? Is there evidence of community support and overall fiscal health? Is the application well organized and does it address all the required components?

PART B – <u>PROJECT CRITERIA (60 POINTS)</u>

1. **Need and Impact.** Is there a clear vision of the project? Does the applicant clearly articulate the key need or challenge that faces the museum? Does the applicant make clear why this project was chosen over other possible solutions? Is it supported by relevant evidence in the strategic plan, or other planning documents relied on for decision making? Are the project's intended results clearly articulated, achievable and measurable? Are they tied to the need or challenge it was designed to address? Is the project relevant and beneficial to the target population? Will the tangible product be useful for the general community and/or visitors? Does the applicant explain how completion of the project will enhance/increase audiences? Will there be an economic impact to the museum or community? Does the project help create a sense of place? Does it help the museum adapt to change?

2. **Planning and Project Readiness.** Are the planning documents clearly identified? Does the applicant provide concrete measures for success, with well-defined time frames for attaining goals? Does the work plan consist of logical, interrelated activities addressing the key components of a capital asset project? Has the applicant considered the schedule and the order in which tasks are to be completed? Is the

[31] Questions and criteria gathered from CCHE Round 3 Guidelines, CAC State Local Partnerships Program and Creative California Communities Program, IMLS Museums for America and Heritage programs, and the Irvine Foundation "Engage Californians in the Arts"

schedule of work realistic and achievable? Are the proposed activities, technologies and methodologies informed by appropriate theory and practice? Are technical details provided? Is clear methodology described for tracking progress and adjusting course when necessary? Is it likely the project will be successfully completed with the required timeframe?

3. **Project Team.** Has the applicant clearly identified key members of the team performing each task? Are they appropriate to implement the project? Does the museum have qualified staff to carry out the project activities? Do they have previous experience with capital asset projects? Have they been involved in the planning process? Do they know how to work with a technical team and manage construction or acquisition? Does the applicant identify additional partners, consultants or service providers with needed expertise? Have they or the applicant completed similar projects successfully? Does the applicant have a governing body with institutional history, and do they demonstrate commitment to see the project to completion?

4. **Fiscal Management.** Are costs in the estimate reasonable and justifiable? Are they based on quotes or bids from qualified technical individuals? Does the museum have the necessary financial resources to complete the project? Is there sufficient cash flow to await reimbursement? Are they appropriate for the scope and scale of the project? Are they currently available to the applicant? Does the applicant demonstrate the capacity to meet the match requirement? Does the applicant document a well-conceived fundraising plan, based on sound, quantitative approaches? Will the project adversely impact the general operating budget, or is the cash match committed from new or separate sources? Are cash and in-kind contributions balanced and confirmed? Are they balanced and confirmed? Are the ratio of the annual operating budget and the cost of the capital asset project reasonable and proportionate, given the financial history and track record? Do the financial statements show reasonable stability or growth?

5. **Operations, Maintenance and Sustainability**. Does the application show sound management practices and long term management expertise of key staff? Does the applicant demonstrate the ability to maintain and operate the facility for the required term? Are scientifically sound and sustainable conservation measures planned to preserve their holdings? Is there a reasonable practical plan for sustaining the **benefits** of the project? Has the applicant planned sufficient staff to manage the venue when the project is complete? Has the applicant identified a plan to retain a constant source of funding to maintain the project? Has the museum identified ongoing sources of funds to operate both the facility AND support programs related to the legislative objectives?

6. **Legislative Objectives.** Does the project advance the purpose of the Program? Will it effectively meet the selected Legislative Objective? Will the project result in increased opportunities for diverse groups to experience the museum's programs? Will the project expand and/or deepen the museum experience for its participants? Will the project help the museum to engage audiences in new and more meaningful ways? Does the applicant understand current practices in the museum field? Do they have sufficient knowledge about the subject matter of the selected Legislative Objective? Are the people who will benefit from the project clearly identified? Have they been involved in planning the project?

SECTION 5: REVIEW CRITERIA

Superior Programs	Services to School Pupils	Services to the Public	Increased Access
Will the completed project enhance opportunities for superior museum and cultural program services?	Will the completed project foster museum and cultural programs for school pupils, such as curriculum development, school site presentations or workshops, teacher training or reduced/free admissions for students?	Will the completed project encourage the museum to collaborate, or provide technical assistance, in order to serve a historically underserved population, diversify or expand its audience, or raise its professional standards?	Will the completed project increase accessibility to the museum, cultural programs, collections and services?

CCHE STATEWIDE GOALS

CCHE will also consider the following statewide goals[32] when making final awards.

- **Demonstrated Record of Success**. Applicant shows strength in programming, their field in general, service to a particular sector, and progress or successful completion of a similar capital project.
- **Saving Historic and Cultural Resources**. Applicant demonstrates a commitment to preserving historic and cultural resources that are particularly vulnerable to deterioration and loss, or are in imminent danger because of destruction, neglect or other jeopardy.
- **Diversity**. Applicant advances the State's goal to ensure that funding reaches as many California communities as possible.
- **Environmental Sensitivity**.[33] Applicant incorporates sustainable design and building techniques, eco-friendly facility management and green business practices, where appropriate.

CHARACTERISTICS OF 'SUPERIOR' MUSEUMS

The 38 characteristics listed in Appendix T are core standards for U.S. museums, according to the American Alliance of Museums. Broken into categories, these broad, outcome oriented statements are adaptable for museums of all types and sizes, with each museum fulfilling them in different ways depending on their unique circumstances. Use them as reference when preparing your application, to address either the capital asset project or the selected legislative objective.

The 21st century has changed how, when and where we all learn. Scholars in the emerging field of learning science stress that learning develops across multiple timeframes and settings. They emphasize the importance of "supporting deep links between formal schooling and the many other learning institutions available to students – libraries, science center and history museums, after-school clubs, and online activities that can be accessed from home." (Museums and Libraries in the 21st Century: New Contexts, Institute of Museum and Library Services, 2009)

[32] From CCHE Guidelines Round 3
[33] U. S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Green Building Rating System http://www.usgbc.org/certification

SECTION 6: WHAT TO SUBMIT

Bok Kai Temple, Marysville

FORMS, ATTACHMENTS & SUPPORTING DOCUMENTS

The following identifies the required forms, documents and support material which are part of your application package. Compile your application package in the order specified on the "CHECKLIST FOR WHAT TO SUBMIT." (Appendix A).

When templates or forms are provided, the Appendix is indicated in parentheses.

1. **APPLICATION FORM** (Appendix B)
   Fill in the Application form completely. Be sure the certifications and assurances are signed by the person authorized in the Resolution or Letter of Certification. The applicant is the organization that takes formal responsibility and assumes liability for the capital asset project. Only one organization can serve as the responsible entity for the overall project, which includes the financial, administrative and managerial needs. All correspondence regarding the application process will be sent to the contact person listed on the application.

2. **EXECUTIVE SUMMARY** (Appendix C)
   Using the form provided, **summarize** the applicant museum, the proposed capital asset project, the project budget & timeline. Be sure to address the need for the project, and the Legislative Objective it serves, the expected impact on the community, and how the project relates to the mission of the organization.

3. **PROJECT PROPOSAL NARRATIVE** (Section 4)
   The Proposal Narrative is the primary basis for reviewers' evaluation of your application. It demonstrates your organization's ability to carry out the grant, provides details on the proposed project, and demonstrates how effectively your project will meet the goals of the Program. See Section 5.

4. **SIGNED AUTHORIZING RESOLUTION OR CERTIFICATION FORM** (Appendix D or E)
   Provide a signed authorizing resolution from the museum governing board or Certification Letter for agencies without a governing board.

   Resolutions may be submitted later than the application filing deadline *only* if the board meeting schedule prohibits the applicant from obtaining a signed resolution at application filing. (In this case, submit a draft resolution and indicate the meeting date when the resolution will be adopted. Provide the adopted Resolution as soon as it becomes available.)

5. **ELIGIBILITY FOR NONPROFIT APPLICANTS**
   Attach the following to establish the nonprofit is in good standing:
   A. IRS Letter indicating Section 501(c)(3) of the Internal Revenue Service Code
   B. Active status with the Secretary of State

6. **WORK PLAN** (Appendix F)
   This chart details the steps and tasks required to actualize the capital assets project. It specifies who will plan, implement and manage the project; when and in what sequence the activities will occur, and which personnel and resources will be need to carry out the project.

7. **PROJECT TEAM** (Appendix G)
   This chart lists key staff, management and types of consultants or service providers whose expertise is essential to the completion of the project.

8. **COST ESTIMATE** (Appendix I or J)
   All cost elements described in the project narrative should be clearly identified in the cost estimate. Costs should be based on estimates received for proposed construction or acquisition tasks. Use only whole dollars; do not include fractional amounts (cents).

   The cost estimate should show only the project tasks funded with the grant and required match. The applicant may describe broader project efforts and funding in the Narrative sections of the application.

   The cost estimate establishes the project budget, request amount and grantee match. Identify all funding sources necessary to

complete the project including those required for the grantee match.

For development projects, identify all costs associated with the project. Show line item costs by type, unit, quantity and total dollar amount. Projects using in-house services must also detail the labor, materials and equipment costs as separate line items. Include grant acknowledgement signage as an individual line item. (Appendix I)

For acquisition projects, submit a separate Cost Estimate & Timeline for Land Acquisitions for each escrow. Detail all costs associated with the project. Include grant acknowledgement signage as an individual line item. (Appendix J)

9. **MATCHING FUNDS** (Appendix K)
Applicants must list all sources of match and the amount of match being provided by each source. Include cash contributions, in-kind services, volunteer hours, donated labor and materials, technical expertise, etc. Cite specific dollar amounts and the percentages of the total project funding provided from all sources. Be sure the match adds up to the required 50% of the project cost.
Support Documentation. Attach award letters, commitment lists, staff reports, resolutions etc. as evidence that each source of matching funds are committed and available to the applicant.

10. **IN-KIND CONTRIBUTIONS FORM** (Appendix L)
As support documentation for donated services and supplies, include a signed and completed Contribution Form for EACH donor as evidence of commitment. List goods, services and estimated value. Use only whole dollars. Be sure the donations are aligned with elements in the cost estimate and those described in the Narrative sections of the application.

11. **FINANCIAL MANAGEMENT & CAPACITY CHART** (Appendix M)
Complete the chart as indicated and attach the following documents:
   A. Last two (2) Audited Financial Statements (or Statement of Profit and Loss including assets);
   B. Operating budgets for past two years (actual), plus current year budget;
   C. IRS Form 990 or 990 EZ (nonprofits only).

12. **LOCATION MAP**
Directional map, with enough detail to allow a person unfamiliar with the area to locate the facility site. Include a Thomas Brothers Guide map if project is in an urban area; include other maps or aerial photographs. Streets and other notable landmarks should be clearly marked to allow for easy identification. Maps or images must fit into an 8½" x 11" format.

13. **ASSESSOR'S PARCEL MAP**
Photocopy from Assessor's Office, with project parcels **highlighted** and full parcel number(s) **clearly labeled**.

14. **SITE PLAN, FLOORPLAN, ENGINEERING OR DESIGN SPECIFICATIONS**
Project site plans should contain details of the property to be developed or acquired. Blueprints and other images must fit into an 8½" x 11" format.

   A. Include floor plans for implementation projects to expand facilities, rehouse and improve storage of collections, etc.
   B. Include technical specifications for building envelope improvements, equipment, or systems. Attach sample product data and specifications for proposed materials, equipment, and systems.
   C. Include design specifications plans for exterior landscaping or hardscape.

15. **PHOTOGRAPHS**
Provide five (5) labeled color photographs of different views of the project site (interior and exterior) reflecting current conditions. Identify and label locations of planned construction or acquisition. Pictures should be no larger than 8 ½ by 11 inches.

16. **ENVIRONMENTAL REVIEW COMPLIANCE DOCUMENTS** (Appendix P)
Applicants must demonstrate CEQA / NEPA compliance by providing either

   A. **Notice of Determination**, filed and stamped, with the Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report (Findings and Statement of Overriding Considerations); or

SECTION 6: WHAT TO SUBMIT

B. **Notice of Exemption**, filed and stamped, showing the project is exempt from CEQA / NEPA.

IMPORTANT: Evidence of environmental review compliance is required in order for the project to be recommended for funding.

17. **LETTERS FROM ENTITIES WITH JURISDICTION**
Applicants that are not a city or county must provide evidence of collaboration and support from the local jurisdiction, if applicable.

18. **LETTERS OF ENDORSEMENT**
Provide support letters **only** from key organizations, community groups or funding partners whose substantive contribution is essential to the project implementation.

FOR DEVELOPMENT PROJECTS ONLY

19. **PROPERTY DATA SHEET** (Appendix N)
For development projects only, complete the property data sheet for **all** parcels to be developed in the capital asset project and attach assessor parcel maps.

20. LAND OWNERSHIP
Provide copies of documents identifying current ownership information associated with every parcel involved in the project. Documents may include recorded deeds, tax records, and owner data sheets from county records, title reports or other documents that verify ownership. All documents verifying ownership must have the parcel numbers clearly indicated on the document (handwritten acceptable).

If applicant does not own all of the parcels, provide a copy of an agreement that gives the applicant legal access, permission to construct and maintain the project, and public access to the resultant project for the required number of years. **For the purposes of the application**, it will be sufficient to submit a letter from each landowner identifying the parcel(s), and indicating that, if awarded funding, the owner is willing to enter into a long-term agreement with the applicant to allow long-term access for construction, maintenance and public use of project on the affected parcel(s).

21. **OPERATIONS AND MAINTENANCE**
If operations and maintenance will be performed by an entity other than the applicant, explain and provide evidence of concurrence from that entity, e.g., memoranda of understanding, operational agreement, letters of intent, etc., signed by all parties. If an agreement has not yet been executed, a signed letter by the other party indicating their intent to enter into such an agreement is acceptable.

22. **PROJECT PERMIT/APPROVAL STATUS** (Appendix O)
For development projects, indicate the types of permits necessary to complete the project, permitting submittal and acquisition status, and potential project delays due to permitting.

FOR ACQUISITION PROJECTS ONLY:

23. **EVIDENCE OF WILLING SELLER** (Appendix Q)
For acquisitions, provide a letter, signed by each landowner, indicating they are a willing participant in the proposed real property transaction. The letter should clearly identify the parcels owned by each willing seller, and state that if grant funds are awarded, the seller is willing to enter into negotiations for the sale of the property at a purchase price not to exceed fair market value.

If the grantee has plans to immediately transfer title to the property, a letter of agreement between the grantee and the eventual title holder must also be included with the application. All transfers must be approved by the State.

24. OTHER
If available, submit the following:
1. Purchase Agreement
2. Appraisal
3. Preliminary Title Report

Museums often help define the public identity of a community, and serve as a foundation of its cultural identity. A museum has the legacy of its community as the heart of its mission. (California Cultural and Historical Endowment Act, CAL. EDC. CODE § 20090)

SECTION 7: ADMINISTRATION

Maidu Museum, Roseville

GRANT PROCESS IF AWARDED FUNDING

The following is an overview of the grants administration process once awarded funding.

1. The State sends grant agreement and materials for project grant administration to grantee.

2. Grantee signs and returns all required copies to the State (one fully executed original will be returned to the grantee). [34]

3. Grantee does not expend any funds until the grant agreement is in place.

4. Acquisition Projects:
   a. Grantee submits appraisal, purchase documents, preliminary title report, etc., for Department of General Services (DGS) review.
   b. DGS review fees are an eligible cost and may be reimbursed. (For estimating purposes, applicant should use $10,000 per escrow as an estimate in their Cost Estimate to cover these fees).

5. Development Projects:
   a. Grantee submits final site control documents for State approval before **any** reimbursements will be made.
   b. Grantee commences preliminary work (planning, design, permitting, etc.) on the project and submits requests for reimbursements, as applicable.
   c. Grantee submits final site plan, timeline and budget for State review prior to commencing construction.
   d. Grantee posts a Funding Acknowledgement Sign at the project site (see Appendix P-R).

6. Grantee begins site preparation, construction, fabrication or escrow.

7. Grantee submits payment requests for reimbursement of eligible expenditures.

8. Grantee submits Quarterly Progress Reports electronically.

9. At its discretion, the State schedules periodic progress visits to the project site.

10. Grantee completes project and submits completion documentation to the State.

11. State makes final project inspection and approves final payment and release of retained funds.

All funds must be encumbered by June 30, 2017 and disbursed by June 30, 2019.

Project must be complete and final invoice submitted to the State by May 1, 2019.

REIMBURSEMENT PAYMENT PROCESS

All payments are made on a reimbursement basis (i.e., the grantee pays for the services, products or supplies and is reimbursed by the State) with the exception of advances to escrow.

1. Direct project related costs incurred during the project performance period and specified in the grant agreement budget will be eligible for reimbursement.

2. Funds cannot be reimbursed until a fully executed grant agreement is in place.

3. No costs incurred outside of the project performance period, specified in the grant agreement, will be reimbursed.

4. All requests for reimbursement must be supported by appropriate documentation including vendor invoices, canceled warrants, etc.

5. Each request for reimbursement must be supported by the required match. Grantee should retain all invoices and receipts to document match expenditures so they are available for

[34] Grantee have one (1) year from the date their project receives a reservation of funding to execute the grant agreement.

State Audit. Grantee will complete a Certification of Match Requirement (Appendix K-1) with each Payment Request to certify the matching requirement has been met.

6. Grantee must have sufficient funds to start the project and pay for expenditures in advance, AND grantee must have sufficient cash flow to await reimbursement from the State.

7. Periodic progress payments may be contingent upon satisfactory documentation of stated objectives in the grant agreement, and administrative benchmarks (e.g., collaboration efforts, outreach, funding acknowledgement signs, final design, etc.).

8. Once an executed grant agreement is in place, grantee may invoice for expenses on a regular basis, but not more frequently than once a quarter.

9. At the sole discretion of the State, ten percent (10%) of the amounts submitted for reimbursement will be retained and released as a final payment upon satisfactory project completion.

Acquisition Projects Only[35]

1. Payments are contingent on the Department of General Services (DGS) approving the appraised fair market value of the property.

2. State-approved purchase price (not to exceed fair market value) may be advanced into an escrow account within 60 days of the anticipated close of escrow.

3. At the sole discretion of the State, all disbursements are subject to a ten percent (10%) retention.

4. The remainder of the Grant, if any, shall be available on a reimbursable basis for other eligible costs as approved by State.

SITE CONTROL/LAND TENURE

The State recognizes that specific activities may change over time; however, the property should remain available for compatible Program use in accordance with the following requirements:

Acquisition Projects: The grantee or the grantee's successor in interest shall hold **in perpetuity** the real property only for the purpose for which the grant was made and make no other use or sale or other disposition of the property without the written permission of the State.

Development Projects: The grantee shall maintain and operate the project developed pursuant to this grant for a minimum of **15 years**,[36] per the definition of 'capital asset project'.

All Projects

1. Grantee shall not use or allow the use of any portion of the real property for mitigation (i.e., to compensate for adverse changes to the environment elsewhere) without the written permission of the State.

2. Grantee shall not use or allow the use of any portion of the real property as security for any debt.

3. With the approval of the State, the grantee or the grantee's successor in interest in the property may enter into an agreement with another party to maintain and operate the property in accordance with this program. At a minimum, the agreement must

    a. Clearly spell out the roles and responsibilities of each party in detail,
    b. Be signed by all parties signifying their acceptance,
    c. Not terminate prior to the length of site control/land tenure required by the grant agreement, and
    d. Include language that the grantee would resume responsibility for ongoing operations and maintenance in the event of termination of said agreement.

4. Grantee may be excused from its obligations for operation and maintenance only upon the written approval of the State for good cause. "Good cause" includes, but is not limited to, natural disasters that destroy the project

[35] Cal. Educ. Code §20073

[36] Previously 20 year: reduced due to size of grants.

improvements and render the Project obsolete or impracticable to rebuild.

5. Grantee will be required to accept, sign, and record against the subject property, whether the grantee owns the property or not, Deed Restrictions to define the State's interest in the property. (Appendix S)

6. Exceptions to the above may be granted as appropriate at the sole discretion of the State.

REPORTING AND TECHNOLOGY

Grantees will be required to submit quarterly progress reports that detail accomplishments to date, using the form provided in grant agreement. Grantee is expected to secure and/or maintain reliable access to electronic mail and the Internet, as the majority of reporting requirements and communications with grantee is completed through the Internet and electronic mail.

Grantee should have a website that lists its hours of operation, free or reduced admission day(s), if applicable, and their address, directions, and public transportation options. It should also, where possible, describe the capital project being funded by CCHE, and its importance to the community.

ACCOUNTING

To ensure appropriate stewardship of State funds entrusted to it, the grantee should maintain a financial management system that provides accurate, current, and complete disclosure of the project. To meet this requirement, grantee should have adequate accounting practices and procedures, internal controls, audit trails, and cost allocation procedures. The accounting system should

1. Accurately reflect fiscal transactions, with the necessary controls and safeguards.

2. Provide a good audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, time cards, evidence of payment, etc.

3. Provide accounting data so the total cost of each individual project can be readily determined.

RECORD KEEPING

Grantee is required to keep source documents for all expenditures related to each grant for at least three (3) years following project completion and one year following an audit. A project is considered complete upon receipt of final grant payment from the State.

SITE VISITS

The State may make periodic visits to the project site, including a final inspection of the project. The State will determine if the work is consistent with the approved project scope and ensure compliance with the signage requirements.

CHANGES TO APPROVED PROJECT

A grantee seeking changes or amendments to an approved project must **first** obtain approval from the State. Changes in the project scope should continue to meet the Legislative Objective cited in the original application. The grantee jeopardizes funding should changes be made without approval. Substitution of parcels to be acquired is **not** permitted.

STATE AUDIT

Projects are subject to audit by the State of California annually and for three (3) years following the final payment of grant funds.

1. If the project is selected for audit, advance notice will be given. The audit shall include all books, papers, accounts, documents, or other records of the grantee, as they relate to the project for which the funds were granted.

2. Grantee must have the project records, including the source documents and evidence of payment, readily available, and provide an employee with knowledge of the project to assist the auditor. The grantee must provide a copy of any document, paper, record, or the like, requested by the auditor.

LOSS OF FUNDING

Prior to the completion of project construction, either party may terminate the grant agreement by providing the other party with thirty (30) days written notice of such termination.

SECTION 7: ADMINISTRATION

The State may also terminate the grant agreement for any reason at any time if it learns of or otherwise discovers that there are allegations supported by some reasonable evidence that a violation of any state or federal law or policy by the grantee which affects performance of this or any other grant agreement or contract entered into with the State.

The following are some examples of actions that may result in a grantee's loss of funding:

1. Applicant fails to execute a grant agreement.
2. Grantee withdraws from the grant program.
3. Grantee loses willing seller(s).
4. Grantee fails to complete the funded project.
5. Grantee fails to submit all documentation within the time period specified in the grant agreement.
6. Property cannot be acquired at or below approved fair market value (pursuant to appraisal review by DGS).
7. Grantee fails to demonstrate project sustainability to meet minimum required useful life.
8. Grantee is unable to secure adequate land tenure/site control.
9. Grantee changes project scope without approval of the State, or, the modified project doesn't meet intent of award.
10. Grantee loses matching funding from one or more sources.
11. Grantee cannot provide ongoing assurance that the project will be completed prior to **May 1, 2019**. Assurance includes but is not limited to: bid advertisement schedule, escrow schedule for acquisitions, or award letter from other funding sources, etc.
12. If the project cannot completed before **May 1, 2019**, the grant may be retracted.

As a whole, museum collections and exhibition materials represent the world's natural and cultural common wealth. As stewards of that wealth, museums are compelled to advance an understanding of all natural forms and of the human experience. It is incumbent on museums to be resources for humankind and in all their activities to foster an informed appreciation of the rich and diverse world we have inherited. (Code of Ethics for Museums, American Association of Museums, 2000)