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**California Cultural and Historical Endowment
(CCHE)
Round Three Grant Application and Criteria
for Planning Grants**

Deadline Date: March 1, 2007

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For more information, please contact:

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CCHE
900 N Street, #380
Sacramento, CA 95814
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Email: endowment@library.ca.gov
Website: <http://www.library.ca.gov/CCHE>

I. Introduction

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Thank you for your interest in the California Cultural and Historical Endowment (CCHE).

The Round Three Grant Application Cycle will mark CCHE's last scheduled round of funding worth \$43 million. We plan to continue soliciting grant applications for both Planning and Project grants in this cycle, and request that you visit our website, www.library.ca.gov/cche, to download a copy of the specific grant application you are interested in pursuing.

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During the last round of funding, CCHE introduced a Planning Grant Division to provide applicants an opportunity to pursue the creation of important planning documents for a successful capital assets project. Since the foundation of good planning provides an essential and necessary step for a successful capital project, CCHE will also continue to support a Planning Grant Division for this Round.

Throughout the grant application process, CCHE will continue to update its Frequently Asked Questions (FAQ) section of the website to hopefully answer all of the inquiries you may have. You may also wish to attend one of the Informational Meetings sponsored in your region. The dates and locations of these meetings will also be posted on our website.

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We look forward to receiving your application and appreciate your support of CCHE.

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II. Authorizing Legislation and Proposition 40

The California Cultural and Historical Endowment (CCHE), also known as AB716, was created by legislation in 2002. The late Assembly member Marco Firebaugh authored AB 716, and it is codified as Education Code, Section 20070 et seq. This legislation creates a new state agency that would fund projects through a competitive grant process to tell the stories of California as a unified society and of the many groups of people that together comprise historic and modern California.¹

The authorizing legislation lists broad and unique ways in which to recognize and appreciate California's culture and history, as it is believed that an understanding of the past is strengthened and deepened through contact with buildings, physical places and artifacts of earlier times. Through learning this past, our younger and future generations come to better understand the society in which they live and to better understand themselves.

The California Cultural and Historical Endowment (CCHE) is currently working with a funding source of voter-approved bonds from the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Projection Act of 2002, more commonly known as Proposition 40, to carry out the mandate of AB716.² Since these funds are general obligation bond monies, it limits the type of projects we can presently support.

During this last scheduled round of funding, \$43 million will be available to eligible applicants for capital assets projects and Planning Grants that illustrate the diverse and outstanding stories of California.

The following pages provide further, detailed information as to what applicants will need to provide for a consideration of funding.

¹ If you are interested in reading AB716 in its entirety, you can download the legislation from our website at www.library.ca.gov/cche.

² If you are interested in reading about Proposition 40 in its entirety, you can read the text at our website at <http://www.library.ca.gov/cche>.

**III. Important Dates for the Round Three Cycle of
the CCHE Grant Application Program**

Date

Activity

October 26, 2006

CCHE Board meets to review and comment on the Round Three Grant Application and sets dates for final approval and distribution of the grant application.

December 2006-
January 2007

Informational Meetings are held around the State.

Please see CCHE website for specific dates, locations and times.

December 2006-
February 2007

Frequently Asked Questions (FAQ) will be updated on the CCHE Website on a regular basis to answer inquiries about the grant application.

March 1, 2007

**DEADLINE DATE TO
SUBMIT CCHE GRANT
APPLICATION**

March 2007

CCHE Board informed of the status of the application process

Date

Activity

April-June 2007

Review, evaluation and recommendation of grant applications

June 2007

Recommendations forwarded to CCHE Board for consideration

Grant applicants notified of application scores

July 2007

CCHE Board meets to review grant applications and approve funding for Planning Grants

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IV. General Administrative Information

A. CCHE Grant Application Deadline Date

1. **The deadline for this grant application is MARCH 1, 2007.**
2. Grant Applications **MUST** be postmarked by this date.
3. Late applications will not be accepted. In addition, you will not be allowed to substitute, replace or add to any substantive areas of your application form once it is submitted.

B. How and Where to Submit your CCHE Grant Application

1. The **ONLY** methods of delivery accepted by CCHE are:
 - The U.S. Postal Service mail clearly postmarked on or before March 1, 2007,
or
 - Commercial express delivery services such as FedEx, UPS or DHL with a date indicating it was sent to CCHE on or before March 1, 2007.

Applicants are responsible for determining the most appropriate method of delivery.

2. Faxed, hand-delivered, emailed or applications submitted by a method that does not comply with the accepted methods of delivery stated above **WILL NOT BE ACCEPTED.**
3. ALL CCHE Grant Applications **MUST** be postmarked or delivered by commercial express delivery service to the CCHE office by March 1, 2007. The address is:

CCHE
900 N Street, #380
Sacramento, CA 95814
Tel: (916) 651-8223

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C. What Information Needs be Submitted to CCHE (Format and Content)

1. Use the information contained in this application package. Please make sure that you are applying under the correct Division. Do NOT alter, revise or replicate the application. You can download this grant application from our website at <http://www.library.ca.gov/cche>.
2. Please use a computer or typewriter to complete the CCHE Grant Application. Handwritten applications will NOT be considered and the information submitted in that format will not be reviewed.
3. Use at least a 12-point font size. Any clearly readable font, such as Arial or Times New Roman, is acceptable.
4. Submit only the information requested in this grant application. Information not requested will be removed and will be discarded.
5. The applicant, not CCHE, is responsible for making sure that these steps are followed.
6. It is important to read the entire grant application, all of the appendices and the Frequently Asked Questions (FAQ) before you begin writing.

D. Divisions of Funding

There will be four (4) Divisions of Funding available.

Divisions One - Three are available for nonprofit public benefit corporations with the following annual operating budget:

Division One Annual Operating Budget under \$500,000.

Division Two Annual Operating Budget between \$500,000-\$2 million.

Division Three Annual Operating Budget over \$2 million.

Division Four Public Agencies and Tribal Organizations
(All federal, state, local, joint powers agencies can apply)

E. Level of Grants Available for Planning Grant Applicants in All Divisions

Minimum Amount for all Divisions: \$10,000.

Maximum Amount for all Divisions: \$300,000.

V. CCHE Checklist

Submit the following information in the order that appears on this Checklist:

<u>Subject</u>	<u>Initials</u>
(All Applicants)	
1. 15 sets of the CCHE Grant Application Form. This includes: Section One (Parts A - E) Section Two (Parts A - F) Section Three (Parts A - E) Section Four (Parts A - C)	_____
2. Copy of this Checklist with your initials next to each relevant section.	_____
3. Resolution from your governing body. (You are able to submit a draft of the resolution indicating when the governing body is scheduled to approve it. Signed copies must be received by May 15, 2007 for the grant application to be considered. A sample is included in Appendix Three of this Grant Application.)	_____
4. Certification Signed by the Appropriate Representative	_____
5. Applicants Submitting Multiple Applications must provide a letter signed by the Manager/Director of the entity indicating the order of priority of the applications submitted.	_____
(Nonprofit Corporations only)	
6. One Copy of your current By-Laws	_____
7. One Copy of your current Articles of Incorporation	_____
8. Letter of Determination from the Internal Revenue Service verifying your status as a tax-exempt nonprofit public benefit corporation	_____
9. Letter from Landowner, if applicable (pursuant to Section One, Part C)	_____

(Indian Tribes Only)

10. Please provide a copy of the governance procedure of your tribal organization, (i.e., a copy of your Constitution or governance laws.) _____

11. Indian Tribes will also be asked to sign an express waiver of sovereign immunity for purposes of the CCHE grant if they are selected for a reservation of funds. _____

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VI. Certification

I certify the following:

1. That the information contained in this Grant Application has been carefully reviewed for its content and accuracy and I believe it to be true and correct to the best of my ability.
2. That I understand that I waive all rights to privacy and confidentiality of the material submitted and subsequent material requested regarding this Grant Application.
3. That I understand that I may be asked to provide further information at the time of grant review and CCHE staff may ask additional questions regarding the information submitted.
4. That if any part of this information is incorrect, inaccurate or there has been a change of information about any part of the material submitted, that it be made known to CCHE as soon as possible.

Signature: _____

Print Name: _____

Title: _____

Organization: _____

Date: _____

Planning Grants

VII. Grant Application Form

Deadline: 3/01/07

Section One – ADMINISTRATIVE INFORMATION (Parts A - E)

Section One, Part A – General Information

Applicant Name: _____

Project Name: _____

Address: _____

Street

City

County

State

Zip Code

Telephone: _____

Fax: _____

Email Address: _____

Website: _____

Employer Identification
Number (EIN), if applicable: _____

Name and Title of Project _____

Contact Person _____

Name

Title

Address: _____

Street

City

County

State

Zip Code

Telephone: _____

Fax: _____

Email Address: _____

The specific address of the proposed Project is: (Please indicate exact street address, city, county and zip code)

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Street _____

City _____

County _____

Zip Code _____

(Please indicate district number):

State Assembly District: _____

State Senate District: _____

Congressional District: _____

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Project Site Location Latitude and Longitude (Please use decimal system): _____

Section One, Part B – CCHE Funds

Division you are applying for: _____

Requested Amount from CCHE	\$ _____
(List of Components of Matching Fund Contributions)	
i. Funds already raised or committed for this Project:	\$ _____
ii. Additional funds to be raised for this Project.:	\$ _____
iii. In-Kind donations for this Project.:	\$ _____

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Section One, Part C – Property Arrangement

Do you own the property where the proposed capital assets project will take place?

Yes: No:

If you do not own the property in fee simple, who owns the property and what type of property arrangement do you have with the property owner?

Name of Property Owner: _____

Type of Arrangement (MOU/Lease/Easement):
(There is no line limitation.)

Note: Planning grant applicants must provide documentation indicating that the owner of the property has given them permission to conduct all necessary inspections, site visits, and tests and the occupy the premises for the purpose of implementing the CCHE Grant. See “Legal Permission form the Property Owner” in Appendix One under CCHE Requirements.

Section One, Part D – Historic Resource

Does your proposed planning project involve real property that is listed or eligible as a historic resource / historic landmark / historic area-neighborhood/historic significance?

Yes: No:

If so, describe the status of your property:

Section One, Part E-Multiple Applications

Will you be submitting multiple applications?

Yes: No:

Please note: If you are submitting more than one grant application, you must adhere to the information under “Multiple Applications” in Appendix One under Requirements.

Section Two –PROJECT THREAD (Parts A – F)

Section Two, Part A – Mission, Goals and Objectives of Organization

Briefly provide the mission, goals and objectives of your organization. (Your response is limited to 15 lines for all three-subject areas.)

NOTE: Indian Tribes are not required to complete Part A

Mission:

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Goals:

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Objectives:

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Section Two, Part B – Significance of Thread

Please use the space below to briefly describe the thread you wish to pursue using CCHE funds. (Your response is limited to 20 lines.)

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Section Two, Part C: Current Programs Illustrating Thread

Please use the space below to briefly describe the regular programs/activities/exhibits you currently sponsor to promote the thread you wish to pursue using CCHE funds. (Your response is limited to 20 lines.)

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Section Two, Part D: Overall Contribution to California Culture and History

Please use the space below to describe how your Project thread will provide an overall contribution to California culture and history. (Your response is limited to 20 lines.)

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Section Two, Part E: Audience

Please describe your current audience. (Your response is limited to 15 lines.)

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Section Two, Part F: Public Access

Please describe the way in which your audience has access to your facility. (Your response is limited to 15 lines.)

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Section Three – Planning Documents: Description of Plan(s) (Parts A – E)

Section Three, Part A: Type of Plan(s) to be Pursued

Please describe the type of plan(s) you wish to pursue utilizing CCHE funds and how it will contribute to you overall capital assets project. (Your response is limited to 30 lines.)

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Section Three, Part B: Work Completed to Date

Please provide a brief summary of the plans you have already undertaken for your capital assets project. (Your response is limited to 30 lines.)

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Section Three, Part C: Information Regarding the Facility and Staff Operating Facility

- i. *Date Organization was established:
(When you received your EIN from the Internal Revenue Service) _____
- ii. If a facility current exists, what is the square footage? _____
- iii. If a new facility is proposed, what is the square footage? _____
- iv. If you are planning to acquire property, what is the square footage? _____
- v. If you are planning to create permanent exhibits, what is the square footage? _____
- vi. If the current facility is to be remodeled or expanded, what is the square footage of the remodeled area? _____
- vii. *Date that your organization occupied the current square footage of the facility: _____
- viii. What is the proposed square foot increase as a result of this Project? _____

NOTE: Division Four Applicants do not need to complete “i” and “vii”.

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Section Three, Part D: Technical Team Members

Please list the core team members who are involved in the planning aspect of your proposed capital assets project, including but not limited to: (There are no line limitations.)

Title	Name	Previous Experience in Participating in Planning Grant Documents	Duties Regarding Planning Grant
Project Manager			
Architect			
General Contractor			
Engineer			
Other (Specify Title)			

Section Three, Part E: Work Plan

Please use the chart below to provide the following: (There are no line limitations.)

Type of Plan	Deliverables	Who will perform plans to be conducted	Cost	Source of funds to pay for Cost	Start Date	Completion Date

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Section Four-CAPACITY (Parts A – F)

Section Four, Part A: Organizational Leadership of Staff

List individuals of your staff who will be directly responsible for working on this Project.
(There are no line limitations.)

Name	Title	Years with Organization	Previous Experience with Planning Projects	Specific Role in this Project
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Section Four, Part B: Matching Funds

Please fill in the chart below to indicate how you will fulfill your 1:1 matching fund requirement:

(Cash / Pledges/In-Kind)

Source of Funding	Amount	When Pledge was/will be received	Restrictions	% of Total Match
Cash				
Pledges				
Loans				
Lines of Credit				

List In-Kind Contributions Below*

Labor				
Supplies and Materials				
Equipment				
Permanent Fixtures				
Planning				
Appraisal of lease				
Appraisal of donated real property				

Total: \$ _____
 (total should be one half of the total cost of your planning documents)

*Please make sure that you have read the CCHE Board policies for in-kind contributions for matching funds in Appendix One – CCHE Requirements of this grant application and include all of the necessary information needed to determine if the type of in-kind contribution can fulfill the matching fund policy.

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(Division One and Two Only):

Request for a Reduction of the Matching Fund Requirement

Division One applicants may request up to a 75% reduction of their matching fund requirement.

Division Two applicants may request up to 30% reduction of their matching fund requirement.

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Request for a reduction in the 1:1 matching fund requirement?

Yes: No:

If yes, please use the space below to document your request for a match reduction. (Your response is limited to 25 lines.)

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Section Four, Part C: Financial Management

Financial Management

Annual Operating Budget: \$ _____
 Cost of Plans Proposed: \$ _____

Source of Funds for Planning Documents (specify in chart below):

Contributed Income

Type of Donor (indicate whether it is an individual, government, foundation)	Amount Given	Year Received	Restricted to Planning Documents only?
	\$ _____		

Funds to Date: \$ _____

Earned Income

Earned Income (Specify the type of income, i.e., rental, store)	Amount Received	Year Received
	\$ _____	

Funds to Date: \$ _____

Total Funds to Date:
(Combine two
sources above) \$ _____

VIII. Grant Review Process for Project Grants (All Divisions)

(Summary of Review Process)

Eligible Grant Submitted to CCHE



All Sections of the Grant Application. Form are scored using criteria stated in the grant application.



Grant Applications that have scored an overall percentage of 70% or above will be forwarded to the CCHE Board for further consideration.



Grant Applicants are notified of the results of the review process.



The CCHE Board will meet to further consider applications that have ranked an overall percentage of 70% or above and decide and approve Planning grants.



CCHE Board delegates to the Executive Officer the authority to finalize grant agreements.

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VIII. Grant Review Process for Planning Grants

The Round Three Grant Application for Planning Grants requires applicants to fill out a grant application form, which consists of four (4) Sections, and enclose a number of attachments, depending on the Division of the applicant.

The application form will be the primary source of information that CCHE staff reviewing the application will use to base their narrative findings and numerical scores.

Each Section of the application form is assigned a specific amount of points for a cumulative total of 50 points. The points available for each Section are as follows:

Section	Points Available
Section One	5
Section Two	20
Section Three	15
Section Four	10

CCHE Staff will be responsible for conducting the review process for all sections of the grant application.

CCHE staff will review the four sections of the grant application form based on the following:

Section One- Administrative Review

The staff will make sure that all of the information provided in the application form for Sections 1 through 4 is filled out and that the information has been submitted in the order that is listed on the Checklist.

If it is determined that an application is not considered an eligible applicant, that application will not proceed to the next step of the review process and the applicant will be informed accordingly.

Section Two-Project Thread

Section Two examines an applicant's mission, goals and objectives and reviews how these areas are carried out in current and future programs, particularly as it relates to the Project thread.

This Section also provides an opportunity for the applicant to share vital information regarding the quality and impact their Project has and will continue to have upon completion of the Project.

Section Three-Planning Document Information

Section Three examines information relating to the cost and timeline of the proposed planning documents to be developed. It also requires the applicant to identify the particular technical team who is/will be working on the Project to assure their desired results.

Section Four-Capacity

Section Four reviews the financial and operational capacity of the applicant as it currently exists.

Upon Completion of Section 1-4 Review

After all of the written summaries and numerical points have been assigned for each Section, CCHE staff will log in the numerical scores and incorporate the written commentary into a central database.

Applications scoring an overall percentage of 70% or above will be forwarded to the Board for further consideration.

CCHE Board Consideration

The CCHE Board will only review the Planning grants that receive an overall score of 70% or above.

IX. Grant Criteria and Allocation of Points

There will be a total of 50 points available for all Planning Grant applications for the Round Three Cycle of funding.

The points available will be divided into the following areas:

Section One	Up to 5 points
Section Two	Up to 20 points
Section Three	Up to 15 points
Section Four	Up to 10 points
TOTAL: 50 points	

Section One (up to 5 points) ADMINISTRATIVE REVIEW

Numerical points will be assigned based on whether the applicant has:

- Filled out all appropriate Sections of the Grant Application Form.
- Provided all of the information according to the order specified in the Checklist and has initialed and enclosed a copy of the Checklist.
- Refrained from submitting superfluous information and material that has not been requested.
- Submitted numerical information that corresponds to information provided in other Sections of the application form regarding requested amount from CCHE and matching fund resources.

CCHE staff will provide written comments to justify their review of an application if points are deducted for any of the above items. CCHE staff may also make a determination regarding the eligibility of an applicant.

Section Two (up to 20 points) PROJECT THREAD

Part A: Mission/Goals/Objective of the Organization (up to 1 point)

Mission: Applicant provides a coherent reason for existence that reflects the value/purpose of the organization.

Goals: Applicant indicates what the organization aspires to become/achieve by direct actions and set priorities.

Objectives: Applicant has concrete measures for success. They have provided well-defined time frames for attaining goals.

NOTE: Indian Tribes are not required to complete Section Two, Part A. CCHE staff will have the ability to add an additional point (1 point) in other parts of Section Two at time of review.

Part B: Significance of Thread (up to 10 points)

Applicant provides specific data on the subject matter of their Project thread. Examples of specific data can include but are not limited to:

- a specific term of years
- a specific era
- significant event
- a specific geographic area
- a specific ethnic community
- a particular individual who has made a contribution to the State

A reading of this Part should prepare the reader with a specific reference point to determine how the Project thread links to the programs that are/will be promoted.

Part C: Current Programs Promoting Thread (up to 2 points)

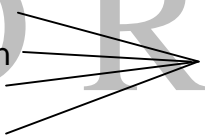
The Applicant lists and provides narrative to illustrate the regular programs they sponsor and how it links to the thread of the Project.

It should be very clear that the building is either the subject of the Project thread itself OR the building houses the programs that illustrate the Project thread.

Note: If the applicant is a new entity, a list of proposed programs should be the focus of discussion.

Part D: Overall Contribution to California Culture and History (up to 3 points)

Applicant provides data documenting how the thread:

- originates in
 - predominates in
 - resides in
 - represents
- California
- 

The manner applicant uses to tell the thread is creative and communicates the story effectively.

Applicant describes an “untold story” or a different aspect of a well-known thread.

The overall contribution of this Project allows for a better understanding/enhancement of California culture and history.

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Part E: Audience (up to 2 points)

Applicant provides documentation that can readily identify and track its audience.

Applicant provides information that does not solely rely on numbers of individuals who use/visit the Project. Rather, the audience is identified by descriptive factors such as:

- historic affiliation with place of Project
- age
- geographic residence/location
- ethnic affiliation.

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Part F: Public Access (up to 2 points)

Applicant can show that there is general public access to all parts of the facility by:

- the hours of operation
- free or reduced admission day(s)
- geographic location
- access to public transportation
- signage in and around facility.

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The fees charged/admission schedule is reasonable given the audience/area served.

There are no restrictions placed on the facility that would cause limited access by the public (i.e., sub-lessees or owners leasing other parts of the facility causing restricted or limited access).

Section Three (up to 15 points)
PLANNING DOCUMENT INFORMATION

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Part A: Type of Plans (up to 5 points)

Applicant has described the type of plan(s) that directly relate to the capital assets Project.

It is clear from a reading of the information submitted that the applicants proposed planning documents are considered necessary and logical documents to be pursued for the capital assets project anticipated.

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Part B: Work Completed to Date (up to 2 points)

Applicant lists the work performed to date that will benefit and directly contribute to the capital assets project.

Part C: Information Regarding the Facility and Staff Operating Facility (up to 2 points)

Applicant has provided clear data to demonstrate that it is clearly intending to pursue a capital assets project and has demonstrated this based on the following:

- the number of years the entity has been in existence
- current to proposed square footage
- percentage of increase, if any
- type of change made to the facility if the subject of the Project is the design of new permanent exhibits

Part D: Technical Team Members (up to 3 points)

Applicant has identified key members of the technical team, who will directly participate in the planning process.

Technical team members have previous experience in directly participating in the type of Project proposed. The duties listed for the technical team is relevant to their area of experience.

Part E: Work Plan (up to 8 points)

Applicant has carefully thought about the schedule and order in which the plans will be conducted and has used estimates based on quotes or bids obtained by technical team members.

Applicant has readily identified the individual(s) performing the tasks and the identified individual appears appropriate to handle tasks.

The costs in the chart are reasonable and justifiable costs.

The start and implementation dates appear reasonable, given the task that will occur.

Section Four (up to 10 points)

CAPACITY

Part A: Organizational Leadership of Staff (up to 3 points)

Applicant has listed qualified staff within the entity to ensure sound management and successful completion of the planning documents. This can be inferred by:

- The number of years the identified staff has served with the organization to illustrate their institutional history of why the organization and this Project is important.
- The identified staff has previous experience with capital assets projects so that they will be able to work with the technical team members.

Part B: Matching Fund Requirement (up to 5 points)

The operation and maintenance of the project will not be affected by undertaking the planning document process since the applicant has listed committed resources that are considered separate and independent sources of funding from their normal course of costs for operation and maintenance.

The balance between cash/cash pledges and in-kind contributions will allow this project to proceed as documented in the applicant's work plan.

If the applicant is relying heavily on in-kind resources, there must be documentation to show that they will have the financial ability to cover the costs of the tasks needed to fulfill the Project that is not solely based on a line of credit or a loan. (note CCHE requirements in Appendix One – CCHE Requirements on “In-Kind Donations for a loan or a line of credit only allow up to 30% of the total CCHE project).

If the applicant is relying on restricted income to pay for the Project, the restricted income should address the costs of the tasks and be readily available to pay for those tasks.

Applicant has demonstrated knowledge and implementation of CCHE policies for in-kind contributions for matching funds.

Applicants in Divisions One and Two who are requesting a Reduction of the Matching Fund Requirement:

Applicant has identified the specific percentage of the reduction of the match

Applicant's resources for fulfilling the percentage of the match they believe they can fulfill is based on confirmed sources of funding.

Applicant has provided documentation why it is important to consider a reduction of a

match that is based on specific facts related to their Project.

Note: The information provided in this Part should be weighed against the total cost of their proposed Project and applicant's plans to sustain the operation and maintenance of the facility in the future.

Part C: Financial Management (up to 2 points)

The applicant has listed a number of resources that appear immediately available to be utilized to conduct the planning documents proposed. The budgetary information provided in the chart correspond to the information submitted in Section Three, Part E – Work Plan.

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Appendix One - CCHE Requirements for Planning Grant Applications

Requirement	Terms of Requirement
<p>CCHE Priorities</p>	<p>CCHE shall give priority to: preserve, interpret, and enhance understanding and appreciation of the significant elements that add to the State’s cultural, social, and economic evolution such as, but not limited to:</p> <ul style="list-style-type: none"> • 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 activities • 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 <p>CCHE’s priorities also include preserving, documenting, interpreting or enhancing the understanding of threads of California’s story and communities that are absent or underrepresented in existing historical parks, monuments, museums and other facilities.</p> <p>Also, priorities will seek to achieve a careful balance geographically, among communities and organizations large and small size, and among diverse ethnic groups.</p>
<p>CEQA Compliance</p>	<p>All Projects that receive CCHE funding are subject to CEQA compliance since activities undertaken by a person which is supported in whole or in part through public agency contracts, grants, subsidies, loans or other forms of assistance from one or more public agencies are subject to the provisions of CEQA.</p> <p>Please note that your Project must be in compliance with CEQA before an approval of funding can be recommended for your Project.</p>
<p>Eligible Applications</p>	<p>Applicants are not able to collectively, or jointly, apply for CCHE funding with another organization.</p> <p>Only one organization can serve as the entity responsible for the overall project, including the financial, administrative and managerial needs.</p>
<p>In-Kind Contributions</p>	<p>Labor</p> <p>Applicants who are able to demonstrate that donated labor costs will directly benefit the capital assets project funded by CCHE can claim</p>

these costs as an in-kind contribution. This can be demonstrated by providing the following:

1. Applicant must identify the individual performing the labor, what type of labor will be performed, the hours that will be expended to perform the labor, and when the labor is expected to be performed.
2. Volunteer time above and beyond the regular course of employment by applicant staff, and time spent by Board Members who provide a particular service to the project, may be counted using the State of California civil service pay scale.
3. In no event will the applicant be able to receive credit for more than 20% of its total matching fund requirement from in-kind labor contributions of staff or Board member time.
4. The applicant must document in-kind labor used on the project by task, hours spent on each task, and rates using State of California civil service pay scales.

Materials and Supplies

Applicants can use materials and supplies that have been donated for their capital assets project being funded by CCHE as an in-kind contribution. This can be demonstrated by providing the following:

5. Applicant must identify what material(s) and supplies will be donated, and the source of the donation.
6. Applicant must document how these materials and supplies will be integrated into and become part of the capital asset project. Applicant must also document the total amount of materials and supplies used.
7. Applicant must provide documentation as to the current market value of the materials and supplies at the time they are donated to the project.
8. Applicant cannot use materials or supplies donated by the applicant or staff. This does not preclude the in-kind contribution of materials and supplies by Board Members.

In no event will the applicant be able to receive credit for more than 20% of its total matching fund requirement from materials and supplies.

Equipment

Applicants can use donated equipment for their capital asset project being funded by CCHE as an in-kind contribution. Equipment counting toward the match must be tools, machinery or other equipment necessary for construction of the project. This can be demonstrated by the following:

9. Applicant must identify what equipment will be donated.
10. Applicant must document what the current market value or

rental value of the equipment is at the time of the donation.

11. Applicant must document how this equipment will be utilized by the capital assets project funded by CCHE.
12. Equipment must be used during construction of the project and may not become a permanent part of the project. Applicant must document the duration of the use of the equipment.
13. Equipment already owned or under the control of the applicant cannot be counted toward the match. This does not preclude equipment donated by Board Members as an in-kind contribution of equipment.
14. In no event can applicant be able to receive credit for more than 20% of its total matching fund requirement from equipment costs.

Donation of Real Property or a Long-Term Lease

Applicants can use the donation of land or a donation of a long-term lease as an in-kind contribution. This can be demonstrated by the following:

15. Applicant must identify that the donation of real property or the donation of a long-term lease for the exclusive use of real property will be for the use of the capital asset project.
16. A certified appraiser has appraised the donated real property or donation of a long-term lease for exclusive use no more than one year prior to the CCHE Grant Application deadline date of March 1, 2007.
17. The appraiser performing the certified appraisal shall be a member of the American Institute of Real Estate Appraisers, the Appraisal Institute and carry the MAI designation, or of the Society of Real Estate Appraisers and carry the SREA designation.
18. The appraiser shall be an independent contractor, and not an employee or agent of the applicant or of the seller of the proposed site.
19. If the certified appraisal is the subject of any type of discrepancy, the Executive Officer may consult with the Office of Real Estate and Design Services in the Department of General Services, to resolve the appraised value or content of the appraisal. All costs to perform this task will be charged to the applicant and a CCHE Grant Agreement will not be initiated until the discrepancy is resolved.
20. The appraiser must appraise the monetary value of the real property or lease based on the intended use of the property as indicated in the applicant's grant application.
21. The applicant must also indicate what additional sources of funding will be available to perform the specific tasks of the

capital assets project.

Planning Costs

An applicant that can document that architectural plans, drawings, or other documents developed solely for the capital asset project were created within one year prior to the date of the CCHE Grant Application deadline of March 1, 2007. or can credit these costs toward their matching fund requirement as an in-kind contribution. This can be demonstrated by the following:

22. Applicant provides documentation to show that architectural plans, drawings or other documents were created within the one-year time period prior to the CCHE Grant Application deadline.
23. Architectural plans, drawings, or other documents are limited to documents created by an architect, engineer or other licensed professional that are necessary for the design of the proposed capital assets project such as conceptual plans and drawings; schematic plans and drawings; design development plans and drawings or construction documents and specifications. The professional license must be directly related to the services provided or the documents created.
24. In no event will the applicant be able to receive credit for more than 20% of its total matching fund requirement from architectural plans and drawings.

Permanent Fixtures to Capital Assets Project

Applicants who demonstrate that permanent fixture(s) are an integral and essential part of their capital assets project can credit the fair market value of these items toward their matching fund contribution. This can be demonstrated by the following:

25. Applicant must demonstrate that the permanent fixture(s) are a new resource being donated to the capital asset project.
26. Applicant must demonstrate that the permanent fixtures are an integral and essential part of their capital assets project. Historical, legal or some other objective method of documentation will be needed to prove that the identified permanent fixture(s) are unique and were specifically designed and created to enhance the capital assets project.
27. Applicant must provide documentation that these permanent fixtures are not readily available on the open market and cannot be readily purchased because of their unique historical or cultural significance.
28. Applicant must provide some reasonable means of calculating the monetary value of the permanent fixtures to document what the cost of the permanent fixture is at the time of donation.

	<p>29. Applicant cannot use permanent fixtures already owned or within the control of the applicant or its staff as an in-kind contribution. This does not preclude donations of permanent fixtures by Board Members.</p> <p>In no event will the applicant be able to receive credit for more than 20% of its total matching fund requirement from in-kind contributions of these permanent fixtures.</p>
<p>Legal Permission from Property Owner</p>	<p>Applicants applying for a Planning Grant must the following:</p> <ol style="list-style-type: none"> 1. Applicant must have written permission form the property owner to conduct all necessary inspections, site visits and test and to occupy the premises for the purpose of implementing the CCHE Grant. The legal permission from the property owner must clearly indicate the specific location of the site; the authorized length of time to conduct the anticipated planning activities and any restrictions on access, if any. Further, this written document must be reviewed and approved by CCHE staff before the grant agreement is signed. 2. There are no conflicting uses or legal rights that would interfere with the applicant’s ability to implement the CCHE grant. 3. Applicant understand that the modification of the land use requirement is limited to the specific tasks and deliverables that are noted in their Work Plan of the CCHE Planning Grant Agreement.
<p>Loans or a Line of Credit to Fulfill the Matching Fund Requirement</p>	<p>Grant applicants will be able to use a loan or line of credit to fulfill their matching fund requirement provided that:</p> <ol style="list-style-type: none"> 1.The grant applicant supplies all terms of the loan or line of credit to CCHE and informs CCHE as to what type of security was used to secure the finances. 2.The grant applicant shall provide copies of audited financial statements along with their application to CCHE staff for review of applicant’s financial standing. Staff shall determine the appropriate level that a line of credit or loan may count toward the match requirement. 3.The grant applicant shall provide a detailed description to CCHE of the source of income or revenue for repaying the loan or line of credit 4.Regardless of item 2 above, in no case is the grant applicant allowed to rely on a line of credit or loan for more than 30% of the total matching fund requirement.
<p>Matching Fund Resource Policies</p>	<p>The CCHE Board has developed a number of policies to clarify and assist applicants to fulfill the 1:1 match requirement.</p> <p>Generally, the match may consist of both in-kind and cash resources and should be composed of a diverse set of new resources to ensure</p>

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and demonstrate a strong commitment from the grant applicant and its constituent community.

It should maximize CCHE's funds by leveraging new resources to augment existing support.

Matching fund policies are summarized below. Please refer to each section in this Appendix under its own heading for further information and clarification:

- Proposition 40 Opportunity Grants are not allowed to be used toward the matching fund requirement. (see "Proposition 40 Opportunity Grants in this Appendix on page 50)
- Matching funds expended prior to the CCHE Board's approval of funding do not count toward the match requirement with the exception of Planning Costs. (see...)
- A bridge loan or line of credit can constitute no more than 30% of the total cost of the CCHE project.
- In-kind donations to fulfill the matching fund requirement are limited to new contributions of labor, equipment and materials and supplies, permanent fixtures and a donation of real property or a long-term lease.
- Applicants are able to spend their matching funds toward their Project upon approval of funding by the CCHE Board, subject to final approval of the Grant Agreement. However, credit of the matching funds is subject to final approval of the grant agreement.

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Material Change of Project

Any Project that has undergone a material change from the original application submitted will be asked to withdraw its application.

A material change will be reviewed on a case-by-case basis but the following factors will be used to determine if a material change exists:

- A significant change or alteration in the budget and matching fund structure that was originally submitted in the CCHE Grant Application (e.g. over a 30% shift in one or more of the categories).
- A change of circumstances altering the structure of the Project or 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.
- New information submitted to CCHE that would have the ability to fundamentally change the financial or operational ability of an entity applying for a grant award.
- Change regarding the focus of the project so that the revised plan no longer reflects the original purpose of the CCHE grant.

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<p>Multiple Applications</p>	<p>An applicant may not apply simultaneously for a planning and a project grant for the same Project.</p> <p>An applicant, however, can submit multiple, applications for projects involving different physical locations. Each application submitted will be considered as a separate and independent application.</p> <p>The Director/Manager of the entity that is submitting multiple applications must sign a letter with each grant application submitted indicating the order of priority and the reason(s) for the preference.</p> <p>However, the CCHE Board does not make any assurances that any or all of the priorities listed by the Director/Manager of the entity will be adopted and recommended for a reservation of funding.</p>
<p>Proposition 40 Opportunity Grants</p>	<p>Projects that received funding from Proposition 40 Opportunity Grants and those Projects listed in Public Resources Code Section 5096.652(b) and (c) will not be able to use this funding to fulfill their matching fund requirement. (Please refer to the Department of Resources website at http://resources.ca.gov/bonds.html)</p>
<p>Reduction of a Match</p>	<p>Applicants applying for Round Three funding for Projects in Divisions One and Two may apply for a reduction of their 1:1 match requirement.</p> <p>Division One applicants applying for Projects can request up to a 75% reduction of their match if they believe it is justifiable to make their Project realistic. It will be the responsibility of the applicant to explain the reasons why such a reduction is appropriate. Further, applicant will be evaluated on the information that is submitted at the time of the application.</p> <p>Division Two applicants applying for Projects have the ability to request a reduction of the matching fund requirement of up to 30%. It will be the responsibility of the applicant to clearly state the reasons why such a reduction is appropriate. Applicants will be evaluated on the information that is submitted to request a reduction of the match.</p>
<p>Re-Granting</p>	<p>Applicants who apply for CCHE funding are responsible for carrying out the project from its initiation to completion. An applicant cannot delegate or assign the grant or tasks to another entity.</p>
<p>Reimbursement of Project Expenses</p>	<p>CCHE funds work on a reimbursement basis. This means that you will be reimbursed for the budgeted costs of your project.</p> <p>Once you have completed an item that has been approved as a budgeted task by CCHE, you are eligible to submit a CCHE Invoice indicating that you have paid all items requested for reimbursement. CCHE staff will then review the CCHE Invoice and approve or</p>

	<p>dispute the expenses.</p> <p>Once a properly submitted CCHE Invoice is received, you can expect to receive payment within 6 to 8 weeks of CCHE's receipt of the Invoice.</p>
Release of CCHE funds Reserved	<p>Projects will have no more than one (1) year from the date a Project is reserved for funding to resolve all issues related to their Project.</p> <p>If a Project is not able to supply the information or cannot meet all requirements within this one-year period, its reservation of funding will be released and its reserved funds will revert back to the general grant funds.</p>
Religious institutions or structures	<p>The California Constitution places significant 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.</p> <p>The Attorney General's Office has provided CCHE with a detailed analysis to determine whether an applicant is considered eligible if it is affiliated to a religious institution or structure. The Opinion Letter is available on the CCHE website and can be downloaded at www.library.ca.gov/cche.</p> <p>If you believe that there may be a question about eligibility regarding your organization, please contact CCHE before submitting your application to determine eligibility.</p>
Tribal Organizations	<p>Those California Indian Tribes recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes, as enumerated in the Federal Register's list of Indian Entities Recognized and Eligible To Receive Services From the United States Bureau of Indian Affairs are eligible to apply for CCHE grants. (See Fed. Reg. 68180 (Dec. 5, 2003).)</p>
Type of Plan	<p>You are required to specifically list the type of planning documents you will conduct.</p>
Waiver of Sovereign Immunity	<p>In order for CCHE to enter into an acceptable grant agreement with any eligible applicant, CCHE will need to ensure that it can enforce its grant agreement. Since Indian Tribes have the ability to claim sovereign immunity, they are requested to approve an express waiver that would apply to the CCHE grant agreement.</p> <p>The governing entity of the Indian Tribe that has the authority to expressly waive the immunity will be asked to approve a waiver acceptable to the Executive Officer.</p>
Work Performed on	<p>No work performed prior to a signed Grant Agreement can be</p>

Projects

counted as part of the match requirement with the exception of Planning costs.

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Appendix Two - Definition of Terms

Term	DEFINITION of Term
AB716	This legislation created the California Cultural and Historical Endowment Act, (Education Code Section 20050 et seq.) which was passed by the California Legislature in 2002. The full text can be found on our website at www.library.ca.gov/cche .
Annual Operating Budget	The annual operating budget a non-profit public benefit corporation will determine the Division you will be eligible to apply for. Information regarding your annual operating budget is found on the first page of Form 990, Line 17 under “Total Expenses.”
California Clean Water, Clean Air, Safe Neighborhood Parks and Coastal Protection Act of 2002 (Proposition 40)	<p>This bond measure, passed in 2002, is the funding source for all Projects currently being funded by CCHE.</p> <p>Since this source of funding is derived from general obligation bond monies, it limits the ability of CCHE to support some of the initiatives indicated in its authorizing legislation (AB 716).</p> <p>In addition, Projects funded by CCHE are also subject to the provisions of the General Obligation Bond Law, Government Code Sec 16727 et. seq.</p>
Capital Assets	<p>Capital assets are defined in Government Code Section 16727. Generally, they include tangible physical property that is part of an otherwise eligible construction, development or preservation Project and:</p> <ul style="list-style-type: none"> • Has an “expected useful life” of 15+ years; • Has an “expected useful life” of 10-15 years (limited to 10% of net bond proceeds); or • Is equipment with an “expected useful life” of 2+ years used to carry out an eligible Project. <p>In addition, capital assets also include major maintenance, reconstruction, demolition for purposes of reconstruction of facilities, and retrofitting work that is ordinarily done no more often than once every 5-15 years or expenditures that continue or enhance the useful life of a capital asset. Items such as musical instruments, computers and audio equipment are not considered capital assets.</p>
Cash Match	A cash match is a new source of unrestricted funds or restricted funds dedicated toward this particular capital assets project.

CCHE Grant Agreement	<p>This is a legal, binding agreement between the grant applicant and CCHE to fulfill the terms of the Project as proposed in the CCHE Grant Application. A CCHE Grant Agreement is entered into after the CCHE Board approves funding for the Project and all of the necessary documentation is collected to initiate the Project.</p>
CEQA (California Environmental Quality Act)	<p>California Environmental Quality Act is legislation that was created with the basic purposes to:</p> <ul style="list-style-type: none"> • Inform governmental decision makers and the public about the potential significant environmental effects of proposed activities, • Identify ways that environmental damage can be avoided or significantly reduced • Prevent significant, avoidable damage to the environment by requiring changes in Projects through the use of alternatives or mitigation measures when the governmental agency finds the changes to be feasible • Disclose to the public the reasons why a governmental agency approved the Project in the manner the agency chose if significant environmental effects are involved. <p>(Public Resources Code, Section 21000 et seq)</p>
Completion Date	<p>This is the date that you believe the task described in your budget plan will be completed.</p>
Completion Project Date	<p>This date indicates the end of the entire CCHE project.</p>
Contingency Costs	<p>Contingency costs are costs that are set aside to use in the case of an unforeseen circumstances (i.e. cost overruns; a delay in commencing a Project due to weather conditions; or an increase in the cost of supplies). Since each Project is different, it will be the responsibility of the applicant to define what their contingency costs are and how they expect that they will be used.</p> <p>Generally, contingency costs may not exceed 10% of the entire CCHE portion of your budget.</p>
Deliverables	<p>Deliverables are the “final product” of a task. It reflects the tangible result of the completion of a task.</p>
Eligible Applicant	<p>Nonprofit public benefit organizations (as defined in this Appendix), public agencies and Indian Tribes are eligible to apply.</p> <p>Individuals, for-profit entities and nonprofit organizations that do not have a Letter of Determination from the Internal Revenue Service, are not considered eligible applicants.</p>

Eligible Project	<p>Eligible Projects include:</p> <ul style="list-style-type: none"> • Costs of acquisition of interests in real property that are tangible physical property, including easements. • Costs of construction of building or permanent structure. • Permanently installed exhibits. • Reconstruction or preservation of a building. • Permanent landscape/hardscape.
Fixed Expenses	<p>Fixed expenses include items such as rent, depreciation, utilities, insurance, licenses/permits and loan payments.</p>
Indirect Costs	<p>Indirect costs refer to administrative costs that are associated with the capital assets Project such as the administration and management of the Project or costs that may be associated with the development of the Project.</p>
Ineligible Costs	<p>Some common examples of what are considered ineligible costs include, but not limited to:</p> <ul style="list-style-type: none"> Operation and maintenance of the organization Ceremonial expenses Publicity expenses Bonus payments of any kind Charges in excess of the lowest bid Deficit or overdraft charges Damage judgments arising from facility acquisition, construction or equipment, whether determined by judicial process, arbitration, negotiation or other process Costs of discounts not taken Unapproved contract cost overruns Fundraising Grant writers Lobbying Lawsuits Payment of a debt or mortgage Computers or Computer Programs Audio Equipment Musical Instruments
Ineligible Projects	<p>Examples of Projects that are not eligible for funding include:</p> <ul style="list-style-type: none"> Acquisition of a long-term lease Acquisition of personal property as the primary purpose of the grant, such as acquisition of a collection of books, oral history recordings or a collection of artwork Acquisition of equipment such as computers or furniture

	<p>Creation of a Web site or other intellectual property</p> <p>Regular operation and maintenance costs</p> <p>Educational workshops or programs</p> <p>Production of a film or audio-visual program</p> <p>Use of CCHE funds for the 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.</p>
Nonprofit Public Benefit Organization	<p>Any nonprofit public benefit corporation that is formed pursuant to the Nonprofit Corporation Law (Corporations Code Section 5000 et seq.), qualified to do business in California, and qualified under Section 501(c)(3) of the Internal Revenue Code, that has, among its principal charitable purposes, the preservation of historic or cultural resources for cultural, scientific, historic, educational, recreational, agricultural or scenic opportunities.</p> <p>(Education Code, Sec. 20052(d))</p>
Planning Grant	<p>A Planning Grant provides the necessary funding to create a specific tangible plan that will result in an identified capital assets project. Depending on the type of Project you are interested in pursuing, various plans will need to be developed before you can start the physical work to rehabilitate, renovate, construct or re-use a facility or structure.</p> <p>Planning grants include but are not limited to:</p> <ul style="list-style-type: none"> *schematic plans *design development plans *construction plans and details *feasibility plans of an existing building and existing conditions *feasibility plans and studies for the purpose of seismic retrofit of a structure *Historic Structures Report *Emergency stabilization study and plans <p>A specific capital asset must be included as part of a grant application. The grant cannot be used for the preliminary planning to identify the capital asset.</p>
Restricted Assets/Funds	<p>Restricted funds are assets that are provided to the applicant's organization subject to legally binding limitations on their use. The donor, grantor, or other fund provider outside the institution that receives the resources imposes these limitations. An institution that accepts such assets must abide by the externally imposed restrictions.</p>
Start Date	<p>The start date of the Project is when you expect to commence work on the portion of your proposed Project funded with CCHE funds.</p>

Thread

Throughout the CCHE Grant Application, the term “thread” is used to illustrate the link, connection, and relevance of a proposed Project with California culture and history. Because every Project is unique, it will be the responsibility of the applicant to adequately address what their “thread” is.

AB 716 provides many examples as to what can be considered a “thread” of California culture and history.

Some of the examples include, but are not limited to:

Projects that preserve, display, demonstrate or interpret:

- Contributions of many unique and identifiable ethnic and other communities that have added significant elements to California’s culture.
- Culturally significant aspects of the changing ways that ordinary or particularly creative people lived their daily lives during the course of California’s culture.
- Industries, technologies, individuals, groups and commercial enterprises that built California’s enormous economic strength.
- Contributions to the national defense.
- California’s living cultural heritage and folk life.
- Geologic and oceanographic history.
- California’s Native American population.

**Unrestricted Assets/
Funds**

Unrestricted assets/funds are assets/funds/resources that are not restricted for use by legal or contractual requirements and may be used for any purpose.

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