



## Grant Program 2017

**About Old House Enthusiasts:** The Dubuque OHE is a charitable organization (501c3) promoting historic preservation, conservation, education and awareness, as well as the splendid stock of older homes and historic buildings in Dubuque. Meetings are typically held the second Thursday of each month, usually featuring a guest speaker or tour, and end with plenty of time to trade old house restoration tips and stories. For more visit [www.dbqohe.org](http://www.dbqohe.org).

Past grants have included:

- Grand Opera House and Theater restoration
- Shot Tower restoration & community education
- St Raphael Cathedral area beautification plan
- Carnegie-Stout Public Library Restoration
- The White House at Four Mounds
- Ham House Museum and Exhibits
- Old Jail Museum Exhibits
- A City at Work: 1912 & 2012
- Mount Pleasant Home entrance restoration
- Digitization of the city directories of Dubuque
- Wood Window Workshop Week
- Shalom Retreat Center entrance restoration
- Dubuque Historic District self-guided maps
- Center for Dubuque History: Loemker Slides restoration
- Steeple Square: Stained glass restoration & workshop

### **Eligibility Requirements**

This funding opportunity is open to governmental units, schools (K-12 and collegiate), and Dubuque area nonprofits, civic leagues and social welfare organizations with 501(c)(3) and 501(c)(4) designations. Projects must be either related to education or historic preservation.

### *Definition of Historic Preservation:*

Historic preservation is the practice of protecting and preserving sites, structures or districts which reflect elements of local or national cultural, social, economic, political, archaeological or architectural history.

### **Historic Preservation Program & Projects:**

- Historic preservation efforts must conform to city and federal guidelines for the structure (i.e., if the structure is in a preservation district or a locally designated landmark, work must be approved by the City of Dubuque Historic Preservation Commission; if the

structure is listed on the National Register of Historic Places, work must comply with the Secretary of the Interior's Standards for Historic Preservation)

- Consultant fees (i.e., architect, structural engineer, restoration expert, etc.) are acceptable

**Education Programs:**

- Educational programs, exhibits or signage must be preservation related
- Planning, hosting, or speaker fee for an educational seminar are acceptable
- Development of educational libraries related to relevant history and historic preservation
- The program must be designed to provide awareness of historic preservation in Dubuque

**Evaluation Criteria:**

Applications for funding are evaluated on a point/percentage system. All categories must be completed.

1. Application Information: 0 points
2. Project Summary: 30 points maximum
3. Project Objectives: 20 points maximum
4. Public Benefit: 15 points maximum
5. Describe your target audience: 5 points maximum
6. Project Timeline: 5 points maximum
7. Project Budget: 15 points maximum
8. Match: 5 points maximum
9. OHE Acknowledgement: 5 points maximum

**Limitations:**

The grant project should be located within the city limits of Dubuque, Iowa. The board reserves the right to fund a project that falls outside of those limits under their discretion. Email [DbqOHE.grants@gmail.com](mailto:DbqOHE.grants@gmail.com) or call Chris at 563-543-3557 for more information.

This grant funding cannot be used for

- Food
- Travel expenses or seminars
- Operating expenses (staff, rent or lease payments, utilities)
- Capital campaigns (individual restoration projects are eligible)
- Endowment funds
- Political causes, candidates, and lobbying efforts
- Individuals, including scholarships and personal benefits
- Project expenses incurred prior to grant award notification

*Applicants who have received funding in the previous grant season are not eligible to apply in the current grant year.*

**Formatting:**

Please limit narrative responses to questions #2 through #8 to three pages with font size of 12 points. We prefer applications submitted by email, as well as attachments. However, you are welcome to forward a brochure to our mailing address if need be, but please let us know you are doing so.

**Attachments:**

Please provide the following attachments:

- IRS Nonprofit Letter, or documentation of eligibility
- Relevant project bids
- Relevant photos of the project (if applicable)
- Consultant resumes (if applicable)

**Contact Information:**

For more information or if you have questions, please contact Chris Happ Olson at [DbqOHE.Grants@gmail.com](mailto:DbqOHE.Grants@gmail.com), or call 563-543-3557.

**Requests, Awards and Matching Funds:**

The amount of each grant in 2017 is capped at \$2,500. A demonstrated 1:3 match-to-request ratio is required for requests of \$1,000 or more. Match can be cash or in-kind and must be reflected in the project budget. Project examples include:

- Total budget of \$745. A grant request of \$745 does not require a match.
- Total budget of \$2,000. A grant request of \$1,500 requires a \$500 match.

*The organization reserves the right to make partial grants based on the request.*

**Important Dates:**

- Application: Available online at <http://www.dbqohe.org/> on January 18, 2017
- Deadline: Applications must be postmarked by or emailed on Wednesday March 15, 2017
- Notification: April 30, 2017 or earlier
- Timeline: The project should start no earlier than after the award is announced. Project timelines shall not exceed 18 months.
- Reporting: Final report is due 45 days after project completion.



c/o Chris Happ Olson, Grant Committee Chair  
 1090 Grove Terrace  
 Dubuque IA 52001  
[DbqOHE.grants@gmail.com](mailto:DbqOHE.grants@gmail.com)

**Organization:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Requested Amount:** \_\_\_\_\_

Did you receive an Old House Enthusiasts grant for this project last year?  Yes  No

*If so, you are ineligible for an application this round. Call if you have questions.*

Underline Organization Type: 501c3 501c4 Governmental Tax ID#? \_\_\_\_\_

Using a fiscal agent?  Yes  No If yes, Tax ID #: \_\_\_\_\_

Name of fiscal agent: \_\_\_\_\_

If an educational organization, please explain: \_\_\_\_\_

Type of Project (check one):

Historic Preservation

Is the building/site listed on the National Register?  Yes  No

Is the building/site listed as a National Historic Landmark?  Yes  No

Is the site a Dubuque Landmark or Landmark Site?  Yes  No

Education

2. Project Summary: (see reference in grant report form) 30%

3. Project Objectives: (see reference in grant report form) 20%  
*Speak to what the project seeks to achieve. What measureable outcomes will come of the project?*

4. How will this project benefit the public? 15%

- 5. Describe your target audience: 5%
  
  
  
  
  
  
  
  
  
  
- 6. Project Timeline: 5%
  
  
  
  
  
  
  
  
  
  
- 7. Project Budget: 15%  
(please attach bids or further detail, and see reference in grant report form)
  
  
  
  
  
  
  
  
  
  
- 8. Project Match: 5% (describe the source of your match and whether it is in-hand or anticipated)
  
  
  
  
  
  
  
  
  
  
- 9. How will the Old House Enthusiasts be acknowledged? 5%  
(see reference in grant report form)

I certify that the information contained in this application, including all attachments and support materials, is true and correct to the best of my knowledge and that all legal, financial, and reporting requirements, such as matching funds and final reports will be met for this grant if received by this organization from the Old House Enthusiasts.

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**We encourage your contacting Chris at 563-543-3557 or [DbqOHE.grants@gmail.com](mailto:DbqOHE.grants@gmail.com) to let OHE know of your interest or intention of making a request. This will allow OHE to contact you with any relevant application form or application process updates.**

**Dubuque Old House Enthusiasts**  
**Grant Report**

Grant reports are due within 45 days of the project completion. Projects must be completed within 18 months of the grant award. Please keep this report to 1 page, plus attachments.

1) Project Summary

*Please describe the outcome of the project and if the completed project varied at all from that which was described in the Questions 2-3 (Project summary & objectives). Please include up to 3 relevant photographs of the finished project, product, or related materials.*

2) Project Financials

*Please include documentation of grant expenditures and any matching funds. This can include the final project budget and income, as well as justification of in-kind match.*

3) Project Acknowledgement

*Please explain, based on your submitted grant application, how you met the objectives in Question 8 of the grant application. Please submit any relevant information (press release, photo or copy of acknowledgement.)*

Organization Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Year grant awarded: \_\_\_\_\_

Submit completed report to:

[DbqOHE.grants@gmail.com](mailto:DbqOHE.grants@gmail.com)

or

DbqOHE c/o Chris Happ Olson

1090 Grove Terrace

Dubuque, IA 52001