

Canyon County Historic Preservation Funding
Application Checklist and Information



All project applications ***must*** include the following:

Completed and signed Application Checklist (this document)

Completed Application, including:

- Applicant Organization: Must be 501(c)(3) organization or private non-profit
- Organization's Address: The location to mail funding awards to
- Contact Name: Who the county can contact regarding application and project questions
- Title: President, Chair, Treasurer, etc.
- Project Name: Will be used in legal agreements
- Project Location: Project must be in Canyon County and must benefit the citizens of the county
- Match Amount Committed: Match is not required, but any match should be listed
- 10 Questions on Project, answered to the best of your ability

Completed Budget Request, please be as detailed as possible

Proof of ownership of project property, if the project involves physical improvements to a building, structure or facility

IRS determination letter for 501(c)(3) status or documentation that your organization is an Idaho Nonprofit Corporation

Detailed copy of organization's budget, including: revenues and expenses, and information on other grant receipts and current applications

Information on staff of organization, including number of paid staff members, volunteers, and dedicated annual hours

W-9 Form for distribution of funds, if application is selected for funding

Other documents ***strongly encouraged***: (Please indicate which are included in this application)

Financial estimates/bids

Letter(s) of commitment for maintenance and long-term sustainability of project (can include regular maintenance, repairs, warranties, IT support)

Letter(s) of commitment for matching grant funds

Letter(s) of support

Drawings / plans

Photos related to project

Applicant Signature: _____

Date: _____



Canyon County Historic Preservation Funding Information

The Historic Preservation tax levy funds can go to:

- (1) Support of historical societies which operate primarily within the county; or
- (2) Support of museums operated within the county; or
- (3) Support of historical restoration projects undertaken within the county; or
- (4) Marking and development of historic sites within the county.

Idaho Code § 31-864 grants the boards of county commissioners in their respective counties **authority to levy** not more than twelve one-thousandths percent (.012%) on each dollar of market value for assessment purposes of taxable property within the County for the support of county historic societies and historic preservation projects.

Idaho Code § 31-864 **levy is assessed and collected twice per year**; therefore, the disbursement of the support award is contingent on availability of actual revenue collected. Support disbursements shall occur in accordance with a schedule set by the Canyon County Auditor and delays may result from failure to follow the Auditor's schedule or from the unavailability of funds.

Successful applicants shall biannually provide the County and the County's Historic Preservation Commission with a **project update** and a **project completion report** indicating steps taken toward the completion of the project and final results. These reports shall include documents to support any expenditures made towards the project, if any were made.

Agreements are effective on October 1st and end on September 30th of the following calendar year. Project extension requests must be submitted **before** the September 30th deadline.

Send completed application and attachments:

Via Mail: Canyon County
ATN: BOCC / Jenen Ross
1115 Albany St.
Caldwell, ID 83605

OR Via Email: jenen.ross@canyoncounty.id.gov