

2014 City of Topeka Heritage Tourism Improvement Grants Application

BACKGROUND/OBJECTIVES – Section 3.25.100 of the Topeka Municipal Code establishes the Historic Preservation Fund. Moneys from the general fund, community block grant funds, transient guest tax funds, or funds from any other source legally available for such purpose shall be credited to this special fund. Moneys shall be expended only on projects that facilitate tourism resulting from the preservation and promotion of the city's historical assets including but not limited to:

1. Restoring and preserving sites listed on the local, State, or National Register of Historic Places that are not private or primarily commercial in nature, unless open or intended to be open to the public on a regularly scheduled basis.
2. Marketing the city's historical assets.
3. Providing financial commitment associated with securing grant funding from government or private sources.

Eligible activities under #1 above are funded through the attached guidelines and application for **Heritage Tourism Improvement Grants**. A minimum of 85% of the fund is reserved for this purpose.

Eligible activities under #2 and #3 are intended to be funded through separate guidelines and application for **Heritage Tourism Planning and Marketing Grants**. A maximum of 15% of the fund may be awarded for this purpose.

All eligible grant requests from the fund will be considered together and at the same time. The Historic Preservation Fund balance is estimated to be \$267,000.

ELIGIBLE PROPERTIES – The **Heritage Tourism Improvement Grants** should advance objectives as defined above for those properties that are listed on a local, state or national register of historic sites that are not private or primarily commercial in nature unless open or intended to be open to the public on a regularly scheduled basis.

ELIGIBLE ACTIVITIES – Proposed “improvements” must serve to restore/preserve the eligible site through construction materials and services including reasonable and necessary architectural and other professional services essential to perform the improvement. Interior and exterior building/site improvements are eligible. All improvements must be designated in the application. Greatest consideration will be given to improvements that stabilize the building or restore the building to its original condition. Improvements must comply with all necessary local building requirements including codes, permits, and Secretary of Interior's design standards.

Matching funds from the applicant are not required to receive grants for improvements. However, more consideration will be given to those applicants that demonstrate financial contributions to the project through other revenue sources. Grant awards will be recommended by the Heritage Tourism Grant Review Committee to the Transient Guest Tax Committee of the Topeka City Council who may approve, amend, or reject their recommendations. Grants are awarded on a competitive basis and application does not guarantee funding. Grant recipients can choose to be reimbursed for grant expenditures, or to have the value of the grant funds distributed upon completion of the Grant Agreement.

ELIGIBLE APPLICANTS – Eligible applicants include any non-profit or private organizations that own eligible property as defined above.

APPLICATION DEADLINE – March 21, 2014.

REVIEW BY GRANT REVIEW COMMITTEE – Week of March 31, 2014

REVIEW BY TRANSIENT GUEST TAX COMMITTEE – Week of April 7, 2014*

***draft contracts available within 10 business days of award approval**

APPLICATION PROCESS –

1. Property owner prepares an application, including:
 - A detailed history of the property's national, regional, or local historical significance; and its contribution to the settlement or development of the City of Topeka.
 - A work program for the project, including improvements, services, architectural drawings or illustrations, phasing schedule, budget, and funding sources. The work program should identify those areas of the project in greatest need, or urgency of repair;
 - A marketing plan that demonstrates the long-term incorporation of the project site within the overall heritage tourism industry in the City of Topeka. The plan should provide an estimated economic benefit of the project to heritage tourism for Topeka;
 - A description entailing the applicant's organizational history and its current organizational structure (e.g. staff, Board of Directors, etc.) in order to determine authority for entering into contracts and carrying out the project. This documentation should include demonstration of the organizational and financial ability to complete the project, and to ensure its continued operation for a period of 10 years, post completion;
 - All financial revenues of the organization during the previous three years and a statement of financial need for funding through the Heritage Tourism Improvement Grant program.
 - Demonstration of community support for the project. This can be in the form of letters of recommendation from members of the public, a history of public involvement in raising funds or awareness of the project, or other suitable means at the applicant's discretion.
2. Submit the completed application to the Planning Department for processing. Planning Staff shall review the application to determine eligibility of property and proposed work program.
3. Qualified applications are forwarded to the Heritage Tourism Grant Review Committee who shall recommend individual awards in any amount relative to annual funding available, the total number of applications approved for award, and the demonstrated need for funding for any individual project to the Transient Guest Tax Committee. The Grant Review Committee may recommend a modified work program.
4. The Transient Guest Tax Committee may approve, amend, or reject the recommendations relative to annual funding available, the total number of applications approved for award, and the demonstrated need for funding for any individual project.
5. If the application is approved, the applicant will sign a grant agreement with the City of Topeka.
6. As needed, the applicant will contract with a licensed architect/engineer for final plans, obtain necessary permits, and contracts with a bonded/insured contractor for construction work. Further information regarding these requirements can be obtained through the City of Topeka's Development Services Office.

OPERATION PROCEDURES - Each approved project shall be granted a period of two (2) years for completion from the date of the signed Grant Agreement. Necessary extensions to this time period may be granted by the Heritage Tourism Grant Review Committee upon request by the grant recipient. For all work completed, the applicant shall submit paid receipts to the City upon completion of the project for final audit according to the work agreement.

Quarterly progress reports must be submitted to the Topeka Planning Department, and must demonstrate progress toward completion of the project within 6-months of the date of signing of the grant agreement.

Project Management Plan: Describe how the completed project will be incorporated within, and support heritage tourism in the City of Topeka. The Management Plan should also include an estimated economic impact benefit analysis. *(Attach additional sheets if necessary)* _____

Project Work Program: Indicate the total and itemized project budget, including requested grant funds and level of personal match commitment. There is no minimum matching requirement. However, projects demonstrating match from other revenue sources will be given more consideration. Please indicate the anticipated sources of funding for each phase of the proposed work program. *(Attach additional sheets if necessary.)* _____

Tourism Marketing Strategy: Please summarize the strategy for marketing this property to the public and to visitors to the Topeka area. The marketing plan may include components such as public relations, advertising, graphic materials and their distribution, or promotional events. *(Attach additional sheets if necessary.)* _____

Organizational Structure: If applicable, please summarize the structure of the organization seeking grant assistance including the applicant's organizational history and its current organizational structure (e.g. staff, Board of Directors, etc.) in order to determine authority for entering into contracts and carrying out the project. This information should include the date of incorporation, organization mission statement, membership of the Board of Directors, financial balance sheets for the previous three years, including all revenues by source, and organizational expenditures. Also include a statement of financial need through

the Heritage Tourism Improvement Grant for the specified work program. *(Attach additional sheets if necessary.)*

Documentation of Community Support: Please provide evidence of community and public support for the completion of the project, and its utilization as a heritage tourism destination within the city of Topeka. *(Attach additional sheets of necessary.)*

**APPLICANTS MAY BE ASKED TO APPEAR BEFORE THE
HERITAGE TOURISM GRANT REVIEW COMMITTEE
FOR PROJECT PRESENTATION PRIOR TO GRANT AWARD.**

Authorization:

Property Owner(s):

I/We the undersigned owner(s) of record hereby authorize the filing of this application and declare that all required materials are submitted along with this application and that the information and material is complete and accurate. I/We hereby acknowledge that all appropriate procedures, policies, and regulations have been reviewed and also understood that this application will be processed in sequence with respect to other submittals.

Printed Name of Owner(s): _____

Signature(s) of Owner(s): _____

Authorized Agent:

If the owner(s) of record is to be represented by legal counsel or an authorized agent, please complete the following information so that communications and correspondence pertaining to this application may be forwarded to such individual.

Printed Name of Agent: _____

Signature of Agent: _____

Mailing Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ **E-mail:** _____

For submittals and more information:

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