

***Routt County Museum and Heritage Fund Advisory Board  
Capacity Building Grant Application Form***

## **PURPOSE**

The Routt County Museum and Heritage Fund (the Fund) provides a Capacity Building Program (the Program) to improve the quality of services provided and expand the capacity of the museum and historic preservation entities in Routt County.

## **INTRODUCTION**

This package includes a description of the application process, the application form and scoring criteria. Please read the entire package prior to beginning preparation of the application to make sure that all items requested are included. There are many important elements to a good grant application, including a detailed scope of work and a detailed budget.

Proposals for funding through the Program will be first considered by the Fund Advisory Board (the Board) and then by the Routt County Board of County Commissioners (BCC). There are two grant cycles: Spring (April) and Fall (October). Capacity Building grants may include, but are not necessarily limited to, capital improvements, staff and volunteer development, and Board-approved museum or historic preservation projects. Funds not expended during a budget year shall roll over to subsequent years, increasing the balance of the Capacity Building portion of the Fund.

Capacity Building grants shall only be awarded to projects generated or **sponsored** by: 1) Historic Routt County; 2) the Hahn's Peak Area Historical Society; 3) the Hayden Heritage Center, Inc.; 4) the Tread of Pioneers Museum; 5) the Town of Yampa (or any successor organization formed to provide museum and historic preservation service in or on behalf of the Town of Yampa recognized as such by the Town of Yampa); or 6) the Historical Society of Oak Creek and Phippsburg. The BCC reserves the right to add or delete nonprofit organizations eligible to receive Capacity Building grants, based on Resolution 2003-060. Other groups with historic projects must first submit grants through the sponsoring entities (see Contact Information, Page 2) and then the sponsoring entity may submit those grant requests to the Fund Board. **The sponsoring entity will be responsible for receiving the grant dollars and for all record-keeping, administering, and monitoring of the grant.**

Applications for funding must be submitted by the sponsoring entities no later than 1<sup>st</sup> Friday in April or the 1<sup>st</sup> Friday in October to the Museum and Heritage Fund Advisory Board Staff Assistant via email to [kalfieri@co.routt.co.us](mailto:kalfieri@co.routt.co.us) (**ONE (1) PDF PREFERRED**). The Board will forward its recommendations to the BCC no later than (30) days after the acceptance deadline.

If you have any questions regarding application requirements, the scoring process or the Program, please contact Kendra Alfieri at [kalfieri@co.routt.co.us](mailto:kalfieri@co.routt.co.us) or 879-0108, extension 315.

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**SPONSORING ENTITY CONTACT INFORMATION**

<u>Entity</u>	<u>Contact Person(s)</u>	<u>Mailing Address</u>	<u>Telephone / Fax</u>	<u>Email</u>
Yampa-Egeria Historical Society	Rita Herold	P.O. Box 224 Yampa, CO 80483	970-638-4670	<a href="mailto:rherold2@yahoo.com">rherold2@yahoo.com</a>
Hahn's Peak Area Historical Society	Marge Eardley	P.O. Box 803 Clark, CO 80428	970-879-7291 970-879-4291	<a href="mailto:maeardley@msn.com">maeardley@msn.com</a>
Historical Society Oak Creek & Phippsburg	Renee Johnson Nancy Peckham Nita Naugle	P.O. Box 1 Oak Creek, CO 80467	970-819-7494(C) 970-736-2494(w) 970-736-8245	<a href="mailto:nancy.x.peckham@usps.gov">nancy.x.peckham@usps.gov</a> <a href="mailto:tracksandtrailsmuseum@gmail.com">tracksandtrailsmuseum@gmail.com</a>
Tread of Pioneers Museum	Candice Bannister	P.O. Box 772372 Steamboat Springs, CO 80477	970-879-2214 970-879-6109	<a href="mailto:topmuseum@springsips.com">topmuseum@springsips.com</a>
Hayden Heritage Center	Laurel Watson	P.O. Box 543 Hayden, CO 81639	970-276-2188 970-276-4380	<a href="mailto:rebeccawattles@gmail.com">rebeccawattles@gmail.com</a> <a href="mailto:haydenmuseum@zirkel.us">haydenmuseum@zirkel.us</a>
Historic Routt County	Emily Katzman	P.O. Box 775717 Steamboat Springs, CO 80477	970-875-1305 970-875-1248	<a href="mailto:admin@historicrouttcounty.org">admin@historicrouttcounty.org</a>

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## **GRANT CATEGORIES**

***Project Grants*** are designed to assist museums, non-profit groups, and heritage organizations in projects that document, preserve resources, research, collect, interpret, or exhibit Routt County history. Capital projects include, but are not limited to, the construction of buildings or additions thereto. Emergency repairs also qualify.

## **PROJECT GRANTS**

### **Eligibility**

Project grants are open to organizations including, but not necessarily limited to:

- Museums and historical societies
- Local prehistory and history groups
- Certified local governments
- Towns, cities, and counties
- Schools and colleges

Project grants are intended to fund innovative projects that benefit the local area and that may serve as models for similar projects in other communities.

Examples of eligible projects include conservation of museum artifacts, researching or writing a local history, preparing a slide or video presentation, collecting historic documents and photographs, developing tours and tour materials, collecting and transcribing oral history interviews, hiring consultants for specific projects, promoting the interests of historic preservation, and restoration and maintenance of historic properties.

Projects should be well-defined and focused. Projects that further an organization's long-range plans are especially favored. High priority will be given to projects that build community partnerships and involve the public.

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**Grant Amount**

There is no monetary limit to the amount of grant funding that might be requested. However, awards will be based on the limit of the Fund and will require a one-to-one match of local funds, donated goods and services, or an in-kind match.

**Grant Period**

Project grants are awarded twice a year. Application deadlines are the **1<sup>st</sup> Friday in April and October** of each year. Project grants must be completed within two years.

If an approved grant is not completed within two years from the original approval date then Applicant may apply for a one year extension. Said extension request should include:

- (i) an explanation as to why the grant has not been completed;
- (ii) detailed summary as to the present status of the grant project including, fund raising of matching amounts, costs incurred to date, remaining costs to complete including changes from original requested amounts, and a timeline for completion of the project.

If the originally approved grant project has changed considerably from the original grant request, including change in scope of work and/or total costs, then the applicant should submit a new application for the project.

Approval of the extension or new application is subject to the review of the MAHFAB and approval by the BCC.

**APPLICATION PROCEDURES**

***Complete all sections of the application. Pay special attention to the budget section and indicate the purpose of the grant money. Keep the application succinct.***

Applicants for all grants are required to complete the grant application provided by the Board and to submit the application by the designated deadline. Entities other than the entities listed on Page 2 of this application packet should submit their applications to a sponsoring entity at least one month prior to the Board application deadline for review.

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An organization that already has a grant in progress may not receive another grant unless satisfactory progress is shown on the current grant.

Include pertinent background information that will help the Board judge your ability to accomplish the purpose of the project. Applicants should also submit information about the organization that may help the Board evaluate the program or project. Letters of support from community leaders and agencies are encouraged.

### **GRANT MATCH**

All grants require a one-to-one match (*example: total grant request \$1,000 requires \$1,000 in cash and /or in-kind for a total project of \$2,000*). Matching local funds and donated services must be directly and demonstrably related to the grant *during the grant period (which starts after BCC approval)*. Cash expenditures may be for any direct purchase of items used in the project such as film, tapes, printing costs, storage containers, etc. Donated services may include donated transportation costs (*miles*) and/or donated labor calculated at the normal hourly rate for professional consultants or at minimum hourly wage for volunteer assistants. The grantee must provide documentation for all expenditures and for in-kind goods and services. Administrative costs can be used but cannot exceed 3% of the grant request.

### **GRANT AWARD NOTIFICATION**

The Board will forward the Grant award recommendations to the BCC within 30 days of the acceptance deadline. The BCC will have an additional 30 days to approve or deny a grant. Grant recipients will be notified by letter within 90 days after the application deadline.

The granting process is highly competitive. Only a percentage of those making application will be awarded grants. Those applications failing to receive grants may apply in the next grant cycle. Re-submissions should review their applications for thoroughness and completeness.

### **COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS**

All projects for which funding is provided through the Program must comply with all applicable federal, Colorado and local laws and regulations including, without limitation, local land use regulations, building codes, the Civil Rights Act and the Americans With Disabilities Act. Participation in all such projects shall be permitted without discrimination as to age, race, color, sex,

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disability, handicap or national origin. By making application for funding from the Program, the applicant and sponsor are agreeing to comply with all such applicable laws and regulations.

**REIMBURSEMENT**

Grant monies will be disbursed upon receipt of evidence that the applicant has met agreed-upon program objectives as outlined on the grant application and have spent local match funds and acquired donated services. The Time and Expense Sheet provided must be used to document grant expenditures and donated services such as mileage and hours. Use the federal minimum wage or the Commissioners approved wage as the rate for donated time unless a professional salary rate is verified in writing. Copies of invoices or receipts, and canceled checks documenting expenditures of funds are required and must be attached. The Time and Expense Sheets must be summarized on the Capacity Building Grant Reimbursement Request Summary. All Time and Expense Sheet and Reimbursement Request Summary are submitted to the Commissioners' Office, attention Kendra Alfieri or via email: [kalfieri@co.routt.co.us](mailto:kalfieri@co.routt.co.us) for reimbursement. Please remember that 2 written bids are required for items \$2,000 or over. If the grant has been submitted to a sponsoring entity by another organization, the sponsoring entity is responsible for submitting the reimbursement requests and providing the appropriate documentation. A representative of the grantee must sign the Capacity Building Grant Reimbursement Request Summary which includes a statement of compliance with all applicable laws and regulations.

**Please Note:** Any expenses/volunteer hours submitted for reimbursement need to have been incurred after the Commissioners approval of said grant project.

ALLOW AT LEAST 30 DAYS FOR REIMBURSEMENT TO BE PROCESSED!

**APPLICATION SUBMISSION**

Please specify the grant cycle for which you are applying and submit the grant application to the appropriate sponsor within the required deadline. You may request an electronic copy of the application form from [kalfieri@co.routt.co.us](mailto:kalfieri@co.routt.co.us).

Please return the completed application to [kalfieri@co.routt.co.us](mailto:kalfieri@co.routt.co.us). An electronic version is preferred, but applications may also be mailed or hand delivered to Museum and Heritage Fund Advisory Board, Attention: Kendra Alfieri, 522 Lincoln Ave #30, Steamboat Springs, Colorado, 80487 in an envelope marked "MAHFAB Grant Application".

For further information contact Kendra Alfieri at [kalfieri@co.routt.co.us](mailto:kalfieri@co.routt.co.us), or 970-870-5315.

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## **APPLICATION SCORING**

*Projects will be evaluated on the following criteria*  
(TOTAL POINTS AVAILABLE - 100)

### ***Points Criteria***

**(0-15) 1. Applicant's Ability to Successfully Complete the Project**

- Does this project fit within the applicant's mission, goals and/or objectives?
- Does the applicant's organizational history and description of programs, activities and accomplishments indicate an ability to successfully implement and complete the proposed project?
- Is the application complete and well prepared?

**(0-30) 2. The Project's Relationship to Historic Preservation**

- Does the project relate to the preservation of historic buildings, sites or structures?
- If ground is being broken, did the applicant include an archaeological component in the project?
- What is the historical, architectural or archaeological significance of the resource(s)?
- Are the scope of work and budget well conceived, thorough, and accurate, and do they clearly relate to historic preservation?
- Will proper and professional preservation techniques be applied?
- Will the award of a grant result in preservation work that would not otherwise be accomplished?
- Degree to which the goals and objectives of the project enhance the applicant's long-range plan?
- Degree to which the project supports the economic, educational and cultural health of the local area?

**(0-10) 3. Project Timing and Urgency**

- Is the timetable well thought-out and appropriate to the project?
- Has the necessary planning been completed?
- What is the urgency of the preservation work proposed? Is the physical condition of the resource in jeopardy?
- Are project conditions in place now that may not be in the future? (i.e., funding, partnerships, etc.)

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**(0-20) 4. Community Support and Leveraged Funds**

- Does the community support the project? Is that support illustrated through current and relevant letters of support included with the application?
- What other organizations are participating in the project?
- Is the commitment for cash and in-kind services appropriate given the local community's economic climate?
- How much has the applicant previously spent on the project?
- What sort of future commitment is demonstrated?

**(0-25) 5. Public Benefit**

- Will the public benefit from the performance of the project?
- Will the public benefit from partnerships developed or encouraged by the project?
- Will the project educate and inform the public?
- If applicable, will the project benefit minorities and under-represented cultures?
- Does the project affect local economy, tourism, and revitalization efforts?
- Is publicity planned for the project?
- Will the public be aware of the results of the project?



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**APPLICATION**

**1. Applicant Organization**

Organization Name: Historical Society of Oak Creek & Phippsburg / Tracks & Trails Museum

Mailing Address: PO Box 1

City: Oak Creek

State: CO

Zip Code:

Telephone Number: 670-736-8245

*Nita Naugle*

\_\_\_\_\_  
Signature of Legally Authorized Representative

Director

\_\_\_\_\_  
Title

10/5/2022

\_\_\_\_\_  
Date

**2. Grant Recipient Contact Person**

Contact First Name: Nita

Contact Last Name: Naugle

Title: Director

Organization (*if different from applicant organization*):

Mailing Address:

City:

State:

Zip Code:

Telephone Number: 970-638-0452

Email: tracksandtrailsmuseum@gmail.com

**3. Grant Cycle**

Spring

Fall

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**4. Project Type (choose one that reflects the majority of the proposed project):**

Acquisition & Development Those projects that involve excavation, stabilization, restoration, reconstruction, or acquisition of a designated property or site.

Survey & Planning Those projects that involve identification, recording, evaluation, designation and planning for the protection of significant historic buildings, structures, sites and districts.

Education Those projects that provide historic preservation information or information about historic sites to the public.

**5. Project Title:**

Raise the Roof

**6. Brief Summary of Project:**

Winter stabilization, reconstruction and restoration to include the roof of the Tracks & Trails Museum, needed outside and interior repairs and restoration. It will include fixing underlying problems of pitch, ice buildup and mold mitigation.

The goal is to re-open the Tracks & Trails Museum with a reintroduced healthy environment, mended gallery space and revitalized architectural quality while retaining the historic character of the building.

**7. Grant Request and Cash Match:**

Grant Request: \$20,000.

Cash Match: \$37,000.

In Kind:

Total Project Budget: \$100K+

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**8. Narrative**

**A. Applicant Capacity: Write a brief introduction to the applicant organization and its experience with similar projects.** *This category demonstrates the applicant's ability and commitment to successfully complete the proposed project.*

Since 1998, The Historical Society of Oak Creek & Phippsburg has been focused on projects and activities that support its mission, "...to collect, preserve, protect, interpret, impart and celebrate the history of Oak Creek, Phippsburg, and Stagecoach areas..."

- In 1999 State Historic Fund assessment of the old town hall. Funds were raised. The old town hall was restored to provide home for the Tracks & Trails Museum. Opening of Museum on July of 2007.
- o This endeavor was recognized by the Colorado Historical Society in 2008, when the museum was presented with the Stephen H. Hart Award for excellence in historical preservation.
- Over the years, pamphlets, books and area tours have been developed to explore local area history: towns, early coal mining, railroad, homesteads and schools. Educational programs for our public schools and events have also been established.
- The Tracks & Trails Museum features permanent displays as well as rotational displays - both indoor and outdoor. We have expanded and improved our footprint by building and or purchasing to strengthen our historic asset inventory
- o In 2011, the Historical Society was able to purchase the old gas station (circa 1936) that sits across the highway from the Museum. That same year it was placed on the Routt County Register of Historic Places. It has become an integral part of the Museum programming: it includes, storage, displays and a gift shop.
- o Through donations and grants, from 2013 to 2015, in a multi-phased project we built, adjacent our Museum, a building to house a 1937 Fire Truck.
- o Through donations and community support in 2017, we were able to purchase an empty lot (\$24K) adjacent our Railroad Display at the Phippsburg Park to expand our outdoor Railroading Exhibits. We raised the funds through donors in just over a month, the support from the railroading community was encouraging.
- o The Landscaping project in the Coal Miners' Bucket Park was a multi-phased project with planning starting in 2016 and over several years and several phases, it is almost at its completion. It was funded by multiple grants, a sizable donation and fundraising.

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**B. *Property or Project History:*** Write a brief history and description of the property or a description of the project and its relationship to historic preservation. *This category tells us why this preservation project is important.*

The old Town Hall (current Tracks & Trails Museum) was built from a campaign promise. The Taxpayers party, Kl Klux Klan supported, wanted a different venue for town government. The Citizens party opposing the Klan, grabbed the issue and included a new town hall in their campaign platform.

The Citizens ticket won the election by a land slide. Mayor Morrow's first act after winning the 1925 election was to have Architect Robert K. Fuller to present a plan for the new town hall. Although no location had been established the plan proposed a one story brick cement fireproof 50' X 67' with rooms for a fire department and public library to the front with council room, clerk's office, magistrate's room, vault and jail to the back. A furnace and janitor quarters in the basement, the estimated cost was \$15,000. It was built of cinder-block bricks and in the 1930s stucco was added to the outside of the building.

It housed Oak Creek's administrative offices, police department, and jail until 1995, when the current Town Hall was built.

The Historical Society of Oak Creek & Phippsburg formed in 1998 and decided to build a museum, to be housed in one of the most historically rich buildings in Town. Although it took dozens of volunteers, countless hours writing grants, gutting and rebuilding the open ceremony of the Tracks & Trails Museum was in July of 2007.

The building is leased to the Historical Society of Oak Creek & Phippsburg for 100 years by the Town of Oak Creek. In 2020, a roof leak happened in the back gallery of the Museum. Delay upon delay ensued and patch upon patch have gotten us to this point

Not only is the building itself significant for its architecture and its history linked to the role of Town Hall but the contents and role of the building as the Museum are vital to the mission of the Tracks & Trails Museum. The Museum engages participants, community, volunteers, students and heritage travelers from all over the world through exhibits, workshops, gallery space, guest speakers, programs and more.

This project is critically urgent – we must stop the progression of additional structural damage.

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**C. Project Description:** Provide a detailed description of the project.

*This section demonstrates the appropriateness of the project and your knowledge of what is needed to complete it.*

**Background:** In the winter of 2020, a roof leak in the backroom of the Museum. At that time the project was turned over to the Town of Oak Creek (building owner) to be turned into insurance. The Museum contacted a contractor and his bid came in at \$22K. which the Museum gave to the Town. The insurance company, McMillan Claim Service, inspected the property and damage. The Town received about \$20K+ to repair the roof. However due reasons including COVID, delays, lack of available contractors and town staff turnovers the work was not completed at that time. Additional damage accrued. In 2021, the Historical Society found a contractor and gave the contact to the Town. Elite Construction was brought in to patch the roof through the winter of 2021/22. During the winter they had to come back several times to re-patch, as the first two temporary patches didn't hold. The money used for the patches was taken out of the insurance money. It was determined that mold was an issue and Asbestos became a concern. The Town tested for Asbestos and the test samples came back negative and asbestos is not an issue. At that time Elite Construction submitted a bid on 4/6/22 (\$67K+) to the Town but it didn't include the entire scope of work. It was loosely estimated that the costs would be around \$100K. The Historical Society met with the Town several times to try to get a plan in place. It was determined that if something was going to happen sooner rather than later it would fall upon the Historical Society. The Historical Society started at the end of July 2022 to raise funds and find the expertise to get a complete a detailed scope of work. Through hard work the process of raising funds via fundraisers and donations started. From the end of July until now we have raised \$18,200.00 In September, the Fire Department crew volunteered their time to move the larger display furniture out of the back gallery and volunteer John Salazar finished pulling the rest of the ceiling down in the back room so the damaged area could be further assessed. Sadly- there is even more damage that needs to be repaired.

**Currently:** Currently volunteering his time Ron Goodrich of Goodrich Building Services, Inc. is working to get a complete scope of work of which we will give to the contractors to receive bids from. Also Ron is working on a plan to try to get us through the winter. Ron and his contacts are the experts that are needed to get a comprehensive scope of work.

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**D. Timeline:** Create a list with key project milestones and corresponding month/year showing how your project will be carried out. *This category shows you have adequately considered how to complete your project within a 24-month period.*

**NOTE:** This fall cycle and timing of this grant request of MAHFAB is critical and urgent at this time. Due to the nature of the other grants the Historical Society is applying for they require a significant amount of funds secured before they even will consider our application.

**Fundraising & Advertising:**

7/15/22- Blues Concert Fundraiser (Partnership with South Routt Library District)

7/27/22-9/23/22 Met with Town to update. Ongoing

7/30/22- Online fundraiser page established on Colorado Gives for roof.

Aug-Sept. 2022- Poker Run. & Farmers Markets , Ace , Labor Day Fundraisers & membership mailings

8/24/22- Met with Steamboat Pilot. Article released.

9/9/22- Special Edition Newsletter Created- Roof Relief for Matriarch

**Grants & Funding:**

9/13-9/14/22- Attended Colorado Rural Philanthropy Days

9/15/22- submitted a Grant Inquiry Form to the Boettcher Foundation  
(Notified for invitation for proposal on October 10th)

9/7/22- MAHFAB Grant Due

**Project Prep:**

Sept. 2022- Met with Ron Goodrich & Billy Texter to review consulting needs for detailed scope. (several times)

9/26/22- Rest of interior ceiling and debris removed to further access back gallery damage.

**Upcoming:**

Will continue to write grants this fall and into Jan 2022 if necessary.

Will continue to fund raise and market project until all needed funds are acquired.

10/28/22 (On or before) Establish master scope list.

Fall of 2022 – Start Bidding Process

Winter 22/23 – Award Bid

**Spring /Summer 2023– Complete project work by August 23, 2023. Fall of 2023 – Close out grants.**

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**E. Public Benefit:** Tell us how/why the community supports and benefits from this project.

*This category shows the overall benefit of the project to the community.*

This project is about people and reestablishing a place for connections. Benefits of reopening are:

- Getting school students back in and to contribute to their curriculum. We want to broaden our school educational program and invite more teachers from the neighboring areas to take part. Being open will allow us to establish new relationships in education.
- Having a place for our board, volunteers, and residents to meet. Being open will allow us to thrive and connect with the next generation of volunteers.
- Allow us to partner with community heritage arts teachers, host classes, author talks, and having a place to partner with Main Street events.
- Allow us to be a heritage asset to draw tourism to NW Colorado. The National Trust for Historic Preservation defines heritage tourism as “traveling to experience the places, artifacts, and activities that authentically represent the stories and people of the past.” This we are authentic too.
- We are a partner to the Smithsonian Traveling exhibit coming to our neighboring Yampa-Egeria Museum in 2024. We have promised exhibits on “Changes in Rural America” of which will tell part of the story. This will deepen conversations in the community.
- Our partners are extensive: Historic Routt County, Town of Oak Creek, South Routt School District, Peabody Coal Mine, South Routt Library District, Area Museums and more.

Vested: The dedication of the community is apparent, we have raised \$18,200. in donations and fundraisers in just 2.5 months. Our volunteers, board and staff have donated countless hours and vested time. We are committed to reach the goal of 100K to get the needed repairs done by the fall of 2023.

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**9. Proposed Scope of Work & Budget**

**A. Combined Scope of Work and Budget:** Write a detailed outline of the work you propose to accomplish in this grant, with corresponding costs for each task. *Please see sample budget in the Instructions Documents.*

Please See Attached Scope of Work



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**10. Application Checklist:** *Use this checklist to ensure you have included necessary copies and attachments.*

- Original, completed application. Double-sided is acceptable.
- Attachments
  - Clear, readable photographs with informative captions (color if possible). No matter what the project type, photographs aid the reviewer in understanding the resource(s) under consideration. Photos should show current views of the resource, both overall and in detail, and should demonstrate the need for the proposed work and its urgency. Historic photos are also helpful.
  - Bids or estimates to show how you determined your costs.
  - Maps, site plans, or enlightening drawings as needed.
  - Letters of support.