

# HERITAGE GRANT PROGRAM

## *Application Review and Funding Approval Process*

### APPLICATION REVIEW PROCESS

- A. On the Interview Day indicated on the attached grant calendar, the Heritage Commission will interview each applicant. The interview will consist of a fifteen (15) minute applicant presentation and a ten (10) minute question-and-answer period. Returning grant recipients must include in their presentations a summary of ongoing grant projects and grant projects completed from the past 18 months. New grant applicants will be expected to include in their presentations the objectives of their organization and a brief summary of past projects and preservation efforts. Also, representatives of applicant organizations should be prepared to answer any and all questions based upon its application. The interview is **MANDATORY** and representatives of applicant organizations must be present.
- B. The Heritage Commission will present its recommendations for grants funding to the Plano City Council for final review and approval.
- C. Once the Plano City Council has approved the funding of a grant, the applicant will be advised by a letter, which will include the terms of the funding agreement. The funding agreement must be signed and returned along with all required exhibits and attachments to the Heritage Preservation Officer (HPO) by December 31 of the grant application year.

### FUNDING DECISION ANNOUNCEMENT

Announcement of the funding decisions will be made no later than September 30 of the grant year. The estimated timing for the disbursement of funds will be announced at that time. The City reserves the right to establish certain requirements for awarding grant funding.

### FUNDING AVAILABILITY

Funds will be made available after the applicant has accepted, signed and returned the funding agreement to the City of Plano. No funds will be available before October 1 of the grant year. Funds may be partially distributed in increments throughout the year. Account status from the State Comptroller's Office establishing that the applicant organization is "in good standing" must be verified by city staff prior to each dispersal of funds. If the organization is found "not in good standing" the funds will be withheld.

## REQUIREMENTS IN THE EVENT OF FUNDING APPROVAL

If the agency is selected for funding, the agency must:

- A. Include the following acknowledgment in all publications (including programs, flyers, brochures, handbills, press releases, advertisements, annual reports, and all other mailing pieces) for projects funded by the City: “(Agency or project) is funded in part by the City of Plano.”
- B. Maintain grant funds in a separate bank account established for that purpose and may not commingle grant funds with any other money or maintain it in any other bank account.
- C. Provide free admission to its programs/events for two Commissioner liaisons through the Heritage Preservation Officer, City of Plano Planning Department, P.O. Box 860358, Plano, TX, 75086. Commissioner liaison assignments shall change on a regularly rotating basis.
- D. Provide the Commission with two weeks advance notice of events and meetings through the Heritage Preservation Officer and/or place the City’s Heritage Preservation Officer on the agency’s mailing list for newsletters, invitations, or other communications that detail a schedule of activities and programs.
- E. Use the grant funds within the Grant Year or return the unused funds to the City of Plano by December 31 of the following Grant Year, or within three months of any extension.

## FUNDING AGREEMENT SIGNING & TRAINING MEETING

All grant recipient organizations are required to attend a funding agreement signing and training meeting facilitated by the Heritage Preservation Officer (HPO). This meeting must occur before December 31<sup>st</sup> of the application year, if not the organization forfeits funding.

## CANCELLATION

Failure to meet the terms of the Manual may result in cancellation of the Funding Agreement.

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Planning Department

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