

OFFICE OF HISTORIC PRESERVATION
GREEN EVENT MINI GRANT

INTRODUCTION:

OHP, as part of its mission to educate the California public regarding historic resources and to promote heritage conservation, together with OHP's commitment to sustainable development and resource conservation, proposes to partner with organizations promoting energy efficient infrastructure to:

- Highlight projects, processes and services which conserve both resources and historic buildings;
- Promote historic preservation practice as one means to conserve resources, and
- Encourage students to participate in sustainable preservation events and challenge them to think critically about their consumption choices.

GRANT

OHP is soliciting proposals to fund individual events that meet the above description from eligible non-profit organizations whose missions include the promotion of historic preservation/urban/civic planning, and/or energy resource conservation/sustainability. Qualifying events must:

- Provide an introduction or discussion of preservation practices and the Secretary of the Interior's Standards for Rehabilitation, and
- Introduce or demonstrate best practices for the integration and/or maintenance of sustainability and preservation, or
- Showcase a project that demonstrates the integration of energy and material conservation principles, products or practices into a historic building which meets the Secretary of the Interior's Standards for Rehabilitation.

Additional grant funding is available to cover student admission to events. OHP will underwrite the attendance fee for any students interested in attending a sponsored event. For an organization to be reimbursed for student participation, the organization must submit a form that includes:

- The student's name
- The school the student is affiliated with
- A statement or checked box that the organization has verified the student's ID
- A space where the student has provided their major/minor, their interest in preservation and/or sustainability, and a short essay discussing the points of interest in the presentation.

The organization must agree to:

- Bill OHP for each student at their established student rate plus 25% for administration;
- Provide recognition of the California Office of Historic Preservation as a sponsor at the start of the program;
- Acknowledge the California Office of Historic Preservation as a sponsor of the event in any published literature, presentation and webpage announcements;
- Allow for the distribution of any literature or brochure that OHP might provide;
- Keep any food or beverage expenditures separate from state funding.

BUDGET

Individual Event sponsorships are in the maximum amount of \$500 per event, with any student reimbursements to be added to that amount. The Event Grant is a matching grant with a 60/40 split. The maximum amount of the grant is \$500, which would require a \$333 minimum match from other funding sources. Matching grant funds may be monetary, and/or may be derived from the value of professional time, volunteer time, complementary student admission, and donated supplies. In-kind services must be documented hour-by-hour on daily time sheets with two signatures. Volunteer time sheet forms will be provided by OHP. Professional time cannot exceed a value greater than \$89/hour.

Supplied food and beverages are NOT considered to be an allowable in-kind donation.

Each organization may apply for as many as **three** qualifying events as scheduled for the 2013 fiscal year, which is defined as October 1, 2012 through September 30, 2013. The grant is in the form of a reimbursement, to be distributed after the event and receipt of any student invoices.

PROPOSALS SHALL INCLUDE:

I. Background Information:

- Include a description of the organization including the mission of the organization on letterhead.

II. Scope of Event:

- Describe the event. Characterize it as a presentation, tour, workshop or other format.
- Identify components that qualify the event as a preservation function and as a sustainable function.
- Identify the presenter(s) and their qualifications.
- Identify any third party certification to be achieved by the project or described in a presentation (LEED, LEED for Neighborhood Development, Build It Green, GreenPoint Rated, Energy Star, etc.).

III. Budget:

- As a one-time designated payment per event, no budget is required. Student invoices for attendance rebates are required to be submitted when claiming additional funds for student inclusion.
- Note: Instructions for completing Reimbursement Form 417 are explained in detail when the grant is awarded.

IV. Schedule:

- Provide a schedule for the fiscal 2013 year (10/1/2012 – 9/30/2013) that includes the date or dates of the events proposed, and an estimated date of receipt for the event report complete with student forms, if any.

V. Contact Person:

- Provide the name and contact information of the staff or board member responsible for the event.

Proposals are due in the OHP office (1725 23rd Street, Suite 100, Sacramento CA 95816) by **5:00 pm on Friday August 10th, 2012**. Questions about the grant can be directed to Mark Huck at (916) 445-7011 or mhuck@parks.ca.gov .

Deliver 2 copies of the application to:
Office of Historic Preservation
Green Event Grant
1725 23rd Street, Suite 100
Sacramento, CA 95816
ATTN: Mark Huck