

BEDFORD TOWNSHIP

Memo:

To: Township Board Members
From: Paul Pirrone
Date: 10-19-20
Re: Monroe County Museum (Grant)

I am applying for a grant through the Monroe County Museum for repairs to be made to Banner Oak School. This building was erected in 1871 and part of Bedford's history. Many people have worked on preserving this building in the past like Trudy Urbani and Don Adams just to name a few. I have toured the building with the Bedford Historical Society and they are writing a grant as well to help with repairs which is being submitted by November. The grant from the Monroe County Museum could be up to \$14,000.00 and Bedford would have to match another 25% or roughly \$3,500.00. Repairs have been estimated to be around \$50,000 in total please see estimate. The roof is the first thing that should be done with other repairs to follow. I am asking the board to approve submittal and 25% match.



**2020 Monroe County Museum System
Fall Disbursement
Historical Projects Fund Application**

For Fall 2020, the Monroe County Museum System has a total of \$14,000 available in project funding to assist in the preservation, presentation, and promotion of Monroe County's history to area historical organizations and local units of government

The following pages detail the qualifications, procedures, and the historical project fund application. All proposals must use the attached historical projects fund application and must be submitted electronically. Acceptable file formats are .doc, .docx, .pdf, or .jpeg. Applications must be sent to andy_clark@monroemi.org by **October 17, 2020**. Once the application is submitted, the only additional documents permitted are those requested by the Monroe County Museum System Projects Fund Committee. *No supplemental materials may be presented after the deadline.*

At the November meeting of the Monroe County Museum System Board of Trustees, the Monroe County Museum System Projects Fund Committee will make its funding recommendations.

Please note that all applications must be submitted electronically. Applications that are incomplete, submitted by mail, in-person, or handwritten will be automatically disqualified. Any organization requesting funds that operate out of a municipally owned facility, must submit the application jointly with that municipality.

If you have any questions or need technical support in completing your application, please contact Andrew Clark, Director, Monroe County Museum System, 734.240.7781 or andy_clark@monroemi.org.

Mission Statement of the Monroe County Museum System

At the Monroe County Museum System, we fuel and cultivate our visitors' curiosity through the exploration of Monroe County's rich and varied stories, joining together to unearth meaning and illuminate relevant connections between the past, present, and future.



Eligible Organizations

1. Must be a non-profit historical organization or local unit of government within Monroe County;
2. the project must occur within the boundaries of Monroe County, Michigan;
3. have or maintain a historic property or collections within Monroe County, Michigan;
4. and must have received non-profit status no less than five years before the date of the application.

Ineligible Organizations

1. Properties owned by the County of Monroe, Michigan.
2. Support groups of properties owned by the County of Monroe, Michigan.
3. Private individuals or privately owned properties.
4. Active cemeteries.

Rules and Conditions

1. In order to allow for and encourage the participation of multiple organizations each project funding cycle, the maximum project award will not exceed \$6,000.
2. Organizations may only submit one grant per grant cycle.
3. All projects must be free and accessible to any visitor or guest.
4. Awards may or may not be equal to the full amount requested based on the availability of funds, quantity of requests, or merit of the project.
5. Approval of funding for one project fund cycle does not mean approval of future project fund applications.
6. Each award will be made as a standalone award although project funding may be awarded for a phased project.
7. Funds may not be used for recurring charges such as utility payments; service contracts; rental payments; employee wages; etc.
8. Project funds will be available following notification of the award and the return of the completed agreement between the Monroe County Museum System and the recipient organization.
9. All funds are managed by the County of Monroe. No direct disbursements will be made to the applicants.
10. Historical Project Funds must be expended within one year of receipt of notification of award.
11. All aspects of the Grant Application must be completed thoroughly, professionally, and all requirements fulfilled in order to have consideration.



12. Project requests that duplicate the core mission, programs, or services of the Monroe County Museum will not be considered.
13. Projects started before the announced award will be disqualified.

Historical Project Fund Categories

All historical project fund awards must fit within one of the following priorities of the Monroe County Museum System.

Preservation (Sites and Collections)

Funds which will go toward special projects that aid in the care, maintenance, and restoration of a site or structure in accordance with the United States Secretary of the Interior's Standards and Guidelines of the Treatment of Historic Structures. Examples of fund usage are: windows; roofs; foundation repairs; equipment (mechanical elements, sump pumps, etc.); interior or exterior painting; collections care materials; collections database systems; collections technology needs; shelving; cabinets; installation or repair of HVAC; installation of security systems; professional training/seminars/conferences for staff/volunteers/board related to preservation (max: \$500 annually per organization), etc.

Presentation (Exhibits and Programming)

Funds may be used for exhibit creation; exhibit rentals; history related presenters; museum quality display cases; preservation lighting; interpretive signage; historical marker refurbishment and replacement; audio tours; fees associated with hiring outside contractors for exhibit construction or design; cover transportation costs for field trips to a site (max: \$1,500 annually per organization); and professional training/seminars/conferences related to presentation for staff/volunteers/board (max: \$500 annually per organization), etc. IT equipment (not to exceed one computer and one projector per organization over a five year period); accessibility enhancements, etc.

Promotion

Funds that may be used to aid in the promotion of an organization, program, or exhibit such as brochures, rack cards, and professional costs associated with the creation of said materials.



In-Kind Support

All projects must include in-kind or cash support. In-kind support is support that is directly attributed to the project your organization is applying for. In-kind support may come through volunteer hours, donated materials, services, or labor. *For example:* In-kind support can be claimed for a volunteer installing drywall for an exhibit that has been donated by a local hardware store for your project. So, the volunteer's time and the drywall are in-kind support. However, if the volunteer is mowing your site's lawn and it has nothing to do with your project, those hours cannot be included as in-kind support.

Please note: According to IndependentSector.org, the value of an hour of volunteer time in Michigan is currently \$24.85. Valuations of volunteer time greater than this number will not be accepted in the Project Budget section.

Final Report

All organizations must submit a final report when submitting their reimbursement paperwork. Paperwork submitted without a final report will not be processed by the Monroe County Museum System. Additionally, the Monroe County Museum System will not be responsible for reminding organizations to submit a final report with their reimbursement requests.

The final report must include a cover letter (not to exceed one page), a project narrative (not to exceed two pages), listing of volunteers with recorded hours, listing of in-kind donors with contact information, before/after photographs or event photographs, media coverage (if any), proof recognizing the Monroe County Historical Commission and Monroe County Museum, final budget, invoices, and receipts.* *The report must be submitted as a single document in one of the following formats: .doc, .docx, .pdf, or .jpeg.*

*All project receipts must be submitted by the organization with the final report. Receipts may not be submitted piecemeal.



1A. Application Contact (complete this section first)

This is the person filling out the form. It could be the same person as the project director.

Organization Bedford Township
Prefix Mr. First Name Paul Last Name Pirrone
Email (required) ppirrone@bedfordmi.org
Phone (required) 734-224-7322
Program / Project Title Banner Oak School
Grant Request Amount 14,000.00

1B. Municipal Partner Contact (if required)

Organization Bedford Township
Prefix _____ First Name _____ Last Name _____
Address _____
City _____ State _____ ZIP _____
Phone _____ Website _____
EIN Number _____

2. Sponsoring Non-Profit Organization

This is the organization responsible for the project. The organization must be a non-profit, located within the State of Michigan, and have a property/ies located within Monroe County, Michigan.

Organization Bedford Township
Address 8100 Jackman Rd.
City Temperance State Mi. ZIP 48182
Phone 734-224-7322 Website www.bedfordmi.org
EIN Number 38-6032606



3. Project Director

(Limit text to the text boxes of the application.)

This is the person responsible for the management of the project and has the responsibility of submitting final reports to the Monroe County Museum.

Prefix Mr. First Name Paul Last Name Pirrone

Organization Bedford Township/Dennis Kolar

Email (required) ppirrone@bedfordmi.org

Phone (required) 734-224-7322 or 734-224-7336

Area(s) of Expertise in museums/historic sites/history:

Our building inspector has over 30 years experience in the construction industry. The township also has experts that we can call on as well in roofing, framing, and structural support for advice.

Past experience in managing a grant:

Bedford Township has managed many grants over the history of the Township. Recently a grant of over 250K was awarded for the improvement of downtown Temperance. Our Board of Trustees also reviews all projects and expenditures.



4. Fiscal Officer

(Limit text to the text boxes of the application.)

This is the person responsible for the recordkeeping and accounting for the grant funds and cost share. The Fiscal Officer cannot be the Project Director.

Prefix **Mr.** First Name **Robert** Last Name **Miller**

Organization **Bedford Township**

Email (required) **rmiller@bedfordmi.org**

Phone (required) **734-224-7325**

Highest Degree Earned **Bachelors Degree/Accounting**

Please provide a brief summary of the fiscal relationship to the applicant:

He is our Finance Manager.

Other financial/fiscal experience and responsibilities:

Robert Miller has a long history working for corporations in accounting.

Checking this box verifies that the applicant has a commitment from the named Fiscal Officer to participate in the Financial Management of the project if funded.



5. Project Description

(Limit text to the text boxes of the application.)

Project Start Date: 4/30/21 ■ Project End Date: 6-30-21 ■

What are the project's goals and how do they support the mission of the Monroe County Museum?

The project supports making connections between the past, present and future. Banner Oak school connects today's students to those of the past. Many things have changed in education over the last 149 years and Banner Oak school demonstrates this. Banner Oak school is a place that you can connect to physically and feel the presence of history. This school was built in 1871 by Frank W. Ludwig who had an eye for quality. Due to his perfection for details this building still stands. In today's tear it down world this is a building where skilled-trade students can study the craftsmanship and construction techniques used during that era.



5. Project Description (Continued)

(Limit text to the text boxes of the application.)

What do you hope to have accomplished at the conclusion of the project?

At the conclusion of this restoration project the goal is to increase awareness and useage of this one room school house. Bedford Township does not have an over abundance of historical buildings and this one is worth saving.

What specific activities will need to occur as part of the project? When do these happen along the project's overall timeline?

In addition, another grant is being applied for by the Bedford Historical Society and being submitted by November 1, 2020. Nancy Kudja a Bedford teacher is writing the additional grant to help cover other repairs in the estimate.

Does this event occur annually?

Yes No

If yes, what are your plans for sustaining the event in subsequent years?

Bedford Township, Bedford Historical Society and Bedford Schools could possibly do a fund raiser every year to help maintain this historic building.



6. Target Audience

(Limit text to the text boxes of the application.)

Anticipated number of adults: **200**

Anticipated number of children: **500**

Check all that apply:

- Preschool
- Elementary
- Middle School
- High School
- Community College/College/University Adults Seniors

Description of the Target Audience:

The audience that uses this building are teachers, students, and historians from Monroe and Lucas County. No other place in Bedford Township can a teacher take students to experience education from the 1800s. Skilled trades students can also study this building.

Promotion Strategy: How do you plan to promote your project/program to reach the target audience?

This building would be promoted through social media, Bedford Press, Bedford Township web-site, and government channel.

Evaluation: What methods will be used to measure changes in audience knowledge or attitudes, or to determine the success of the project?

Attendance would be tracked along with events. This data would then be analyzed and put into report form. The report would then be distributed every year to the Board of Trustees and Monroe County Museum.



7. Project Budget (Continued)(Limit text to the text boxes of the application.)

Expenses	Itemization or Details
Salaries/ Volunteer Time	
Honoraria	
Travel	
Rentals	
Printing & Duplication	
Promotion	
Supplies & Postage	
Resource Materials	To replace the roof is estimated at 23,350.00
Other	



8. Required Application Attachments

1. Letter(s) of Support/Commitment from Collaborators
2. List of Current Board Members for Applicant Organization
3. Organization Non-Profit Status Documentation
4. Last three years of 990s.
5. At least three estimates of all work and materials purchased and in-kind services. (Not applicable for historical markers.)

9. Authorizing Official

Enter the name of the person (such as the president, executive director, etc.) who is authorized to submit application for funding on the organization's behalf and who will agree to comply with the certifications set forth below.

Prefix Mr. First Name Paul Last Name Pirrone
Organization Bedford Township
Email (required) ppirrone@bedfordmi.org
Phone (required) 734-224-7322

- I agree to acknowledge support from the Monroe County Museum System in all publicity and media materials used to promote the activity/project/program.
- I agree to submit a final report within 30 days following the conclusion of the last program or project completion.
- I agree that if, for any reason, the program is canceled, I will immediately contact the Monroe County Museum System and reimburse any expended funds.
- I certify that all information provided is correct to the best of my knowledge and understand that falsified details can be cause for lack of grant consideration, repayment of awarded grants, and further escalated actions.
- The submission of this application by the Authorizing Official indicates that the Sponsoring Non-Profit Organization agrees to the commitments made as part of the project proposal and the named personnel will perform the duties outlined in the proposal.

Signature: _____ Date: _____



October 14, 2020

Estimate for:
Banner Oak
25 East Sterns Road
Temperance, MI 48182
734-847-6791
aprieur@bedfordmi.org

Job:

- 1. Disposal of material
- 2. Porta John
- 3. Remove and dispose of existing front porch and ramp
- 4. Build 6 x 6 front porch with ADA ramp, steps, and railings to code
- 5. Remove and dispose of existing front door and frame
- 6. Install new fiberglass doors with jamb and casing
- 7. Install new locksets and deadbolts
- 8. Paint door and jamb, and casing (2) sides
TOTAL: \$18,000.00

- 9. Exterior
 - a. Remove and dispose of existing roofing and accessories (leave coupala)
 - b. Install new standing seam metal roof with matching accessories
TOTAL: \$23,350.00

- 10. Insulation and drywall
 - a. Repair all plaster walls ready for painting (front entry wall only)
 - b. Paint walls with 2 coats of latex paint using standard colors (front entry wall only)
TOTAL: \$7,800.00

Total \$49,150.00
Forty Nine Thousand One Hundred Fifty Dollars

Thanks for considering Pavlika Inc, your full-service design/build remodeling contractor.

Notes:

- 1. Estimates are valid for a period of fifteen (15) days.



2. Work will commence in approximately two (2) weeks from date of work authorization. Permit application and ordering of materials may further delay the start of on-site work.
3. Pavlika, Inc., quotes standard-grade materials/fixtures from local in-stock supplies unless otherwise noted.
4. Pavlika, Inc., will not be responsible for obvious omissions from estimate, or for concealed conditions.
5. Pavlika, Inc., refers to the National Association of Home Builders' "Residential Construction Performance Guidelines". A copy is available upon request.