

Ladies and Gentlemen,

Thank you for the opportunity to apply for community funding grants from the Philip S. Miller Foundation. This public/private partnership has enabled the Castle Rock Historical Society to operate the Castle Rock Museum and provide quality programs to the community in a cost effective manner. We are grateful for your support.

The Castle Rock Museum is a valuable cultural resource for the community. It provides a sense of place, and is a destination for residents and visitors. New residents frequently visit the museum to get a perspective on the community they have chosen to make their home. The Society adheres closely to the goals of the Miller Fund, thus resources for the operation of the museum can be provided with non-tax dollars. The society acquires the funds to ensure the health and preservation of the building, artifacts and grounds.

The 2016 goal of the CRHS is to continue to provide a quality Museum experience for the enjoyment and education of the community. We believe that our efforts to raise awareness of CRHS and the museum are paying off as demonstrated by the number of out of community and out of state visitors attracted to the museum. The initial focus of the museum was somewhat static. We have expanded the vision of the museum to add featured exhibits which highlight a special historic event or era.

CRHS continues to look for ideas to increase revenue, including the following.

- Grants for museum building restoration and stability
- Individual giving
- The Museum donation box and the Gift Shop
- Apply for grants to fund artifact preservation
- Leverage membership in Colorado Gives
- Fundraising events

CRHS will stay focused on its mission and goals in 2016.

- Provide interesting and educational information about the history of Castle Rock. The focus this year was on the devastating flood of 1965.
- Continue to use volunteers. Volunteers run Tours, donate artifacts, support new exhibits at the Museum, guide visitors at the Museum, perform maintenance and publicity.
- Education. We host elementary school tours, and if schools don't have budget for field trips then CRHS will go to the schools. The museum and society have provided more programs to senior and community groups in Castle Rock.
- CRHS recruits top quality presenters each month who educate and entertain monthly at Philip S. Miller Library.
- Tours. The annual Trolley Tour, and walking tours are well attended. Thus far tours are provided at no cost to participants but they do increase our donations. Visiting groups from other local areas visit the museum and stay in Castle Rock for lunch.

Castle Rock Historical Society focuses on meeting the mission of historical education, maintaining the sense of community and the small town feel in Castle Rock. Thank you for your time and attention. We request that you approve the grant request. Your steadfast support has allowed us to receive over \$100,000.00 in grants over the last four years. These grants insure the continued preservation and stability of this beloved 140-year old structure. Please contact us with any questions, we are enthusiastic to provide all of the information needed.

Respectfully,

Dorothy Kelly, President  
Castle Rock Historical Society Board of Directors

Contact: Angie Deleo, Museum Director  
420 Elbert St. Castle Rock, CO. 80204.  
303-814-3164

**Castle Rock Historical Society Board of Directors**

President, Dorothy Kelly

Vice President, Shaun Boyd

Secretary, Lynette McNair

Treasurer, James Allamian

Education, Guy Mordeaux

Member at Large (non voting) Angie Deleo, Museum Director

**2015 SERVICE ORGANIZATION  
FUNDING APPLICATION**

**ORGANIZATION REQUESTING FUNDING:**

**Castle Rock Historical Society**

**I. 2015 FUNDING REQUEST (Please use this form for this information and not another format.)**

**Breakdown of funds (What would monies from the Town specifically be used for?)**

<u>Salaries, including taxes and Insurance</u>	<u>\$55,000</u>
<u>Utilities</u>	<u>\$6,000</u>
<u>Bldg Maint., Ops &amp; Equip</u>	<u>\$10,000</u>
TOTAL FUNDING REQUEST	<u>\$71,000</u>

**II. 2015 PROJECTED ORGANIZATION BUDGET**

(Please use this form for this information and not another format.)

2015 projected organizational budget

(Including funding from the Town) \$82,500

Projected sources of revenue

<u>Museum Donation Box</u>	<u>\$1,500</u>
<u>Gift Shop</u>	<u>\$1,400</u>
<u>Town of Castle Rock</u>	<u>\$71,000</u>
<u>Fundraising and Grants</u>	<u>\$60,000</u>

TOTAL PROJECTED REVENUE \$133,900

Projected expenditures

(By major budget category)

<u>Payroll inc taxes &amp; ins.</u>	<u>\$55,000</u>
<u>Utilities</u>	<u>\$6,500</u>
<u>Office, exhibit supplies, equip &amp; maint</u>	<u>\$13,500</u>
<u>Professional assoc. memberships</u>	<u>\$500</u>
<u>Insurance &amp; taxes</u>	<u>\$4,450</u>
<u>Misc &amp; contingency services</u>	<u>\$500</u>
<u>Staff training &amp; travel</u>	<u>\$1,000</u>
<u>Capital improvements to the Museum</u>	<u>\$50,000</u>

TOTAL PROJECTED EXPENDITURES \$131,450

### **III. 2016 PROPOSED PERFORMANCE OBJECTIVES**

*Please propose up to eight measurable performance objectives that your organization will strive to accomplish **in direct relationship to any funding and contract awarded by the Town***

*In accordance with the contracts, organizations will be required to track and report on attainment of the objectives at the middle and end of the contract term. (Not quarterly, as previously required.)*

*Specific services to the Town the organization proposes to provide as a result of Town funding:*

- 1. To continue to discover, collect and promote the preservation of any archive material, sites buildings and oral history which may help to establish or illustrate the history of the Castle Rock area. The Castle Rock Museum has illustrated the geology, exploration, settlement, development, conditions, events, public figures and progress of the town.*
- 2. Hold open the Castle Rock Museum four days per week, five hours per day, excluding holidays, with no admission charge, 100 percent of the time. We would like to expand hours based upon financial resources.*
- 3. Provide permanent exhibits of artifacts and curated exhibits at the Castle Rock Museum. Support historic exhibits at other appropriate sites in Castle Rock. In the past we provided an exhibit on the site of the hospital.*
- 4 Continue to curate traveling and rotating exhibits at the Castle Rock Museum.*
- 5. Continue hosting historical tours of the Castle Rock area. Past examples include a Trolley Tour, Walking Tours and local site Tours which encourage visits to Castle Rock.*
- 6. Continue providing informative historical presentations to groups including the general public, seniors, and to school children.*
- 7. Assist economic development of Castle Rock by presenting the development of Castle Rock from the founding to the present day, and encourage growth of local businesses as our partners, all the while preserving the small town atmosphere.*

### **IV. SUPPLEMENTAL INFORMATION**

- a. Provide a cover letter no longer than three pages that includes:*
  - a. **A summary of how the requested funding would be leveraged with other dollars and volunteer resources to maximize the return on the Town's requested investment (What does your organization expect to generate using monies the Town might give?)***
  - b. The name of and contact information for the person within the organization responsible for administration of the requested contract*
  - c. If applicable, the amount of additional funds requested this year, and an explanation for the request*
  - d. Any further discussion about the application as deemed necessary by the requesting organization*
- b. Provide a list of the board of directors of the organization*