

CASTLE ROCK HISTORICAL SOCIETY

CASTLE ROCK MUSEUM

Phone (303) 814-3164

Established 1991

P.O. Box 1572
Castle Rock, CO 80104

Castle Rock Town Council
100 N. Wilcox St.
Castle Rock, CO. 80104

20 June 2016

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 (CRHS) to operate the Society's museum and provide quality educational programs to the community in a cost effective manner. We are grateful for your support.

The Society's 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. Through fundraising and other avenues, the Society also acquires additional funds to ensure the health and preservation of the building, artifacts and grounds.

The 2017 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 continuing efforts to raise awareness of CRHS and the museum are paying off as demonstrated by the increasing number of visitors, from within and without the community and out of state, to the museum and to our other events. While the initial focus of the museum's exhibits were somewhat static, we have expanded the vision of the museum to add featured exhibits and other events 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
- Increasing membership, including inviting business members
- Individual giving/donations, such as our BRICK donation program
- The museum's donation box and the Gift Shop
- Grants to fund artifact preservation
- Leveraging membership in Colorado Gives and other appropriate local societies
- Participation in community events, such as the annual Castle Rock Cruise In Car Show, to raise community awareness of the Society and its museum
- Fundraising events, such as this year's Victoria's Tea Party

CRHS will stay focused on its mission and goals in 2017:

- Provide interesting and educational information about the history of Castle Rock. A main focus in 2017 will be on the effort of the Castle Rock town-fathers to increase the town's economic base by having the Denver & Rio Grande railroad build a depot in Castle Rock, which is now the Society's museum.
- Create an exhibit on Castle Rock's involvement in WWI
- Work with Castle Rock Adventist Hospital to name its second medical office building after Mary Briscoe, the first Douglas County public nurse, and develop an exhibit with relevant artifacts and educational materials for the building's lobby. The Society provided the same services for the Hospital's Alexander Medical Office Building.
- Continue to use volunteers. Volunteers run tours, donate artifacts, support new museum exhibits, guide museum visitors, help promote the Society, and perform maintenance duties.
- Provide on-going community education. CRHS hosts elementary school tours, and if schools don't have a budget for field trips then CRHS will go to the schools. And the Society continues to provide programs to senior and community groups in Castle Rock.
- Recruit top quality presenters who educate and entertain at the Society's free monthly meeting at Philip S. Miller Library.
- Conduct historic tours. The annual Trolley Tour and Walking Tours are well attended. These tours are provided at no cost to participants but they do increase our donations. Visiting groups from other local areas visit the museum and often stay in Castle Rock for lunch and shopping.

Over the last three years we had requested a yearly amount of \$71,000. For 2017 we are requesting \$73,000, a \$2,000 increase. We are requesting this increase to cover increases in basic operational costs as well as an increased emphasis on fundraising.

Castle Rock Historical Society is committed to our mission of historical education, maintaining the sense of community, and the small-town feel in Castle Rock. Your steadfast support has helped enable us to receive over \$100,000.00 in grants and donations over the last five years. These grants help ensure the continued preservation and stability of our beloved 141-year old D&RG Station and museum. Thank you for your time and attention. We look forward to the approval of our 2017 grant request. Please contact us with any questions, as we are happy to provide any additional information you may require.

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

Enclosures

Castle Rock Historical Society Board of Directors

President, Dorothy Kelly

Vice President, Cindy Malone

Secretary, Lynette McNairy

Treasurer, James Allamian

Education, Guy Mordeaux

Assistant Secretary/Treasurer, Suzie Perry

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

**2017 SERVICE ORGANIZATION
FUNDING APPLICATION**

ORGANIZATION REQUESTING FUNDING: *Castle Rock Historical Society*

I. 2017 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?)

Salaries, including taxes and Insurance	\$55,400
Utilities	\$ 6,000
Office, Equip & Bldg Maint	\$ 7,950
Fundraising	\$ 2,960
Insurance	\$ 690
 TOTAL FUNDING REQUEST	 \$73,000

II. 2017 PROJECTED ORGANIZATION BUDGET

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

*2017 projected organizational budget
(Including funding from the Town)* \$ (1,920)

Projected sources of revenue

Museum Donation Box	\$ 1,725
Gift Shop	\$ 1,380
Town of Castle Rock	\$73,000
Fundraising and Grants	\$13,700
 TOTAL PROJECTED REVENUE	 \$89,805

***Projected expenditures
(By major budget category)***

Payroll, employer taxes & insurance.	\$55,400
Utilities	\$ 6,000
Office, Equip & Bldg Maint	\$ 7,950
Professional assoc. memberships	\$ 550
Insurance & taxes	\$ 4,300
Fundraising	\$ 2,960
Misc & contingency services	\$ 325
Staff training & travel	\$ 600
Capital improvements to the Museum	\$13,640
 TOTAL PROJECTED EXPENDITURES	 \$91,725

III. 2017 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 Society's museum has illustrated the geology, exploration, settlement, development, conditions, events, public figures and progress of the town.
2. Hold open the Society's 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 Society's 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 Society's 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 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