

MCKINNEY COMMUNITY DEVELOPMENT CORPORATION

Grant Application

Fiscal Year 2018

IMPORTANT:

- Please read the McKinney Community Development Corporation Grant Guidelines prior to completing this application.
- The Grant Guidelines and Application are available at www.mckinneycdc.org; by calling 972.547.7653 or by emailing cschneible@mckinneycdc.org
- **Please call to discuss your plans for submitting an application in advance of completing the form.** A completed application and all supporting documents are required to be submitted via email or on a thumb drive for consideration by the MCDC board. Please submit the application to:

McKinney Community Development Corporation
5900 S. Lake Forest Blvd., Suite 110
McKinney, TX 75070

- *If you are interested in preliminary Board of Directors review of your project proposal or idea, please complete and submit the **Letter of Inquiry** form, available at www.mckinneycdc.org, by calling 972.547.7653 or emailing cschneible@mckinneycdc.org.*

Applications must be completed in full, using this form, and received by MCDC, via email or on a thumb drive, by 5:00 p.m. on the date indicated in schedule below.

Please indicate the type of funding you are requesting:

- Project Grant**
Projects that are eligible for funding in accordance with the Type B sales tax statute (refer to examples in Grant Guidelines) and that advance the mission of MCDC.

X Promotional or Community Event Grant (maximum \$15,000)
Initiatives, activities or events that promote the City of McKinney for developing new or expanded business opportunities and/or tourism – and enhancing quality of life for McKinney residents.

Promotional and Community Event Grants:

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: November 30, 2017	December 2017	January 2018
Cycle II: May 31, 2018	June 2018	July 2018

Project Grants:

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: January 3, 2018	January 2018	February 2018
Cycle II: March 30, 2018	April 2018	May 2018
Cycle III: June 29, 2018	July 2018	August 2018

APPLICATION

INFORMATION ABOUT YOUR ORGANIZATION ORGANIZATION INFORMATION

Name: The Heritage Guild of Collin County

Federal Tax I.D.: 75-1602150

Incorporation Date: 1973

Mailing Address: P.O. Box 583

City McKinney

ST: TX

Zip: 75070

Phone: 972-562-8790

Fax: 972-562-8790

Email: director@chestnutsquare.org

Website: www.chestnutsquare.org

Check One:

Nonprofit – 501(c) Attach a copy of IRS Determination Letter

Governmental entity

For profit corporation

Other

Professional affiliations and organizations to which your organization belongs: Go Texan (Tx Dept of Ag), Association of Living History, Center for Non-Profit Management, Texas Assoc of Museums, Collin County Historical Commission, McKinney Chamber of Commerce

REPRESENTATIVE COMPLETING APPLICATION:

Name: Jaymie Pedigo

Title: Executive Director

Mailing Address: PO Box 583

City: McKinney

ST: TX

Zip: 75069

Phone: 972-562-8790

Fax:

Email: director@chestnutsquare.org

CONTACT FOR COMMUNICATIONS BETWEEN MCDC AND ORGANIZATION:

Name: Jaymie Pedigo

Title: Executive Director

Mailing Address: PO Box 583

City: McKinney

ST: TX

Zip: 75069

Phone 972.562.8790
director@chestnutsquare.org

Fax:

Email:

FUNDING

Total amount requested: \$12,000

Matching Funds Available (Y/N and amount):

Will funding be requested from any other City of McKinney entity (e.g. McKinney Convention and Visitors Bureau, Arts Commission, City of McKinney Community Support Grant)?

Yes

No

Please provide details and funding requested:

PROJECT/PROMOTIONAL/COMMUNITY EVENT

Start Date:

8/2018

Completion Date:

12/2018

BOARD OF DIRECTORS *(may be included as an attachment)*

Greg Dawson, Chair

Rick Glew, Vice Chair

Jennifer Cobb, Treasurer

Stella Stevens

Adam Pagano, Secretary

Sandi Dinehart

Stan Penn

LEADERSHIP STAFF (*may be included as an attachment*)

Jaymie Pedigo, E.D.

Leisha Phipps, Curation

Anne Quinn, Education Coordinator

Sherri Murphy, Marketing Coordinator

Kim Ducote, Facilities Sales & Coordinator

Johanna Gillespie, Event Coordinator

Using the outline below, provide a written narrative no longer than 7 pages in length:

I. Applying Organization

Describe the mission, strategic goals and objectives, scope of services, day to day operations and number of paid staff and volunteers.

Who Are We?

With a mission of celebrating community, preserving history and inspiring the future, The Heritage Guild of Collin County, a 501(c)(3) nonprofit organization, oversees Chestnut Square Historic Village. The Village is comprised of five historic homes, a historically accurate replica of a one-room schoolhouse, a chapel, a store, a reception house, and a Visitors Center all settled on 2.5 acres just south of the downtown McKinney Square.

Also included on the bucolic grounds are a blacksmith shop, smoke house, a (non-functioning) outhouse, and a reception pavilion and gardens. Buildings feature period artifacts highlighting the lifestyles of people living in Collin County during the nearly 100 years spanning 1854 to 1930.

How Did We Come to Be?

In the early 1970s, it became evident to McKinney resident Joan Palmer Hughston that the unique heritage of the city needed to be recorded and preserved for those currently living there, future generations and visitors to the region. Beautiful historic structures required attention and care, so with foresight and determination Mrs. Hughston organized a small group of local women to ensure an emblematic sample of the city's past be maintained, studied and shared.

Their vision was to establish a village where all who wished to experience buildings, artifacts and grounds showcasing how people lived during a key period in Collin County history could gather and celebrate their communal past. The first project this dedicated group launched was to host a Christmas tour of homes, with Joan's Mother-in-Law, Margaret Hughston's home on Howell Street representing A Children's Christmas, Joan's on Louisiana depicting A Victorian Christmas, Ethel Holt showing her farm house as A Farm Christmas, Martha Schubert offering A Family Christmas and Nanette Boyd's home depicting A Modern Christmas.

That first Home Tour was a Great Success and continues to be so Today!

The financial rewards garnered through this event facilitates the purchase of The Dulaney House and the Dulaney Cottage on Chestnut Street. These homes became the cornerstone of what we today call Chestnut Square Historic Village.

Subsequently, in 1974 the Heritage Guild of Collin County was formed to perpetuate the preservation of Chestnut Square Historic Village. The spirit and commitment of our founders still serves as a beacon, motivating our continued efforts to build a living portrait of McKinney and Collin County to this day.

Why Are We Important?

We accomplish our mission by providing educational programs, tours and picturesque venues for local weddings, meetings and social gatherings of all kinds. Chestnut Square hosts community events that bring people together to celebrate Collin County's heritage such as our Farmers Market which recreates the feel of bygone market days held in the old Jockey lot in downtown McKinney.

In addition, we maintain historic buildings, artifacts and grounds that illustrate and inform people about the past, serving to inform the future. Our educational programming demonstrates and disseminates information about the way people lived from 1850-1940, and we support Collin County and McKinney in achieving a community which owns its singular legacy in stewardship of its prosperous future.

Featured **Education Programming** includes Guided Village Tours for all ages, field trips that meet TEKS requirement for 2nd and 3rd grade (and can be modified for K-5), preschool programs and special educational events.

The Need

Chestnut Square Historic Village recognizes the importance of raising support from a plurality of funding streams. We currently pursue revenue through:

- Volunteers/Members
- Grants/Donations
- Sponsorships
- Programming/Events
- Facility Rentals

While the generosity of our community provides much-needed donations in support of our efforts, Chestnut Square faces the ongoing challenges of stewarding and preserving historic structures requiring authenticity and expensive upkeep. We are committed to preserving these precious symbols of our past with integrity and high standards, thereby serving the community whose history we represent.

While memberships, grants, events and earned income provide critical funding each year, the trials of maintaining seven 100+ year old buildings, three additional buildings, three structures and 2 acres of park-like grounds is a never-ending task.

What has been is of great importance as it serves to define the present, thereby setting the stage for future events. With wisdom and foresight, McKinney's past generations understood that once an historic structure is gone, it is lost forever and, with it, the stories, people and events which comprise our common legacy.

When the concerned ladies of McKinney took it upon themselves to establish a village to commemorate and preserve what had come before, they bequeathed a significant responsibility to future generations of our city and county. They provided bedrock to build on to engage and edify as well as provide the prologue for McKinney's next act – our future and the future of our children. And we at Chestnut Square Historic Village embrace the challenge and welcome your partnership in doing so.

Disclose and summarize any significant, planned organizational changes and describe their potential impact on the Project/Promotional/Community Event for which funds are requested.

II. Project or Promotional/Community Event (whichever is applicable)

- Outline details of the Project/Promotional/Community Event for which funds are requested. Include information regarding scope, goals, objectives, target audience.

We are asking for funds to support the latter half of the Farmer’s Market season, the Legends of McKinney Ghost Walk, and the 45th Annual Holiday Tour of Homes.

- The Farmers Market funds would be used for advertising both locally and in Edible Dallas, a “foodie” magazine supporting local sourcing. *It is important that we have sufficient signage and advertising funds to promote the move to Chestnut Street in the fall.*
- The Legends of McKinney Ghost Walk is not a fundraiser, but a community event designed to keep part of McKinney’s history alive. *We plan to host the majority of “Ghost Walk” at Chestnut Square this year, to celebrate the opening of adjacent streets and parking facilities.*
 - The Annual Holiday Tour of Homes is the largest single fundraising event for HGCC. A long standing tradition in north Texas for many women, we would like to reach beyond the immediate area and concentrate on group sales as well. *There could be a number of changes in the tour this year – for the 45th one! We are just beginning to meet – but we will (like Ghost Walk) really focus on bringing people to Chestnut Square.*
- **For Promotional Grants/Community Events** – describe how this initiative will **promote the City of McKinney for the purpose of business development and/or tourism.**

It is no secret that Chestnut Square has been impacted by the neighboring construction for the last 2 years. As we near the end of the projects, it is vital that we have the advertising resources to announce that Chestnut Square is open for business – and that parking will be available!

Farmers Market customers, Ghost Walk patrons, Home Tour guests and (even more so) brides come from all areas around north Texas and beyond. Our guests eat, shop and some stay in McKinney. At this crucial point, when the fences around us come down and the streets are clean and clear, it is imperative that we lure people back to partake of our unique and well-known events.

- Describe how the proposed Project/Promotional/Community Event fulfills strategic goals and objectives for your organization.

The Farmers Market, The Ghost Walk and the Home Tour combine to bring in some \$90,000 in revenues – 22% of our budgeted income.

- Please also include planned activities, time frame/schedule, and estimated attendance and admission fees if applicable.
- Include the venue/location for Project/Promotional/Community Event?
- Provide a timeline for the Project/Promotional/Community Event.
- Detail goals for growth/expansion in future years.

We’d love to see the Home Tour evolve with a broader scope – perhaps more homes outside the historic district, or a greater focus inside the district which might include non-residential buildings. We’re hoping to have something really special to roll out for the Guilds 50th tour in 2023.

Project Grants – please complete the section below:

- An expansion/improvement? Yes No

- A replacement/repair? Yes No
- A multi-phase project? Yes No
- A new project? Yes No

Has a feasibility study or market analysis been completed for this proposed project? *If so, please attach a copy of the Executive Summary.*

Provide specific information to illustrate how this Project/Promotional/Event aligns with one or more of the goals and strategies adopted by McKinney City Council and McKinney Community Development:

- Eligible for MCDC consideration under Sections 501 to 505 of the Texas Local Government Code (refer to MCDC Grant Guidelines)
- Support cultural, sports, fitness, entertainment, community projects and events that attract resident and visitor participation and contribute to quality of life, business development and growth of McKinney sales tax revenue
- Highlight and promote McKinney as a unique destination for residents and visitors alike
- Meet citizen needs for quality of life improvements, business development and sustainable economic growth for residents in the City of McKinney
- Demonstrate informed financial planning – addressing long-term costs, budget consequences and sustainability of projects for which funding is requested
- Educate the community about the impact local dining and shopping has on investment in quality of life improvements in McKinney

Indicate which goal(s) listed above will be supported by the proposed Project/Promotional/Event:

Goals 2,3 & 4 are met by our events and programs

Has a request for funding, for this Project/Promotional/Community Event, been submitted to MCDC in the past?

- XYes No

Date(s):

Financial

- Provide an overview of the organization’s financial status including the impact of this grant request on organization mission and goals.

Again, it is vital that we be able to publicize the “re-opening” Chestnut Square for the tourist events later this year, when the projects around us are complete.

- Please attach your organization’s budget for the current year and audited financial statements for the preceding two years. If audited financials are not available, please indicate why.

What is the total estimated cost for this Project/Promotional/Community Event?

\$ Event	Total Promotional Cost	\$ Paid by HGCC	\$ proposed for MCDC
Farmers Market	\$10,000	50%-\$5,000	50%-\$5,000
Ghost Walk	\$ 3,500	40%-\$1,500	60%-\$2,000
Home Tour	\$10,000	50% - \$5,000	50%-\$5,000
Total	\$23,500	\$11,750	\$12,000

We are committed to over \$37,000 in event/promotional advertising for 2018, not including signage, t-shirts and other ancillary expenses. Even though our revenues are not currently making budget, we cannot back down on advertising plans.

(Please provide a budget specific to the proposed Project/Promotional/Community Event.)

What percentage of Project/Promotional/Community Event funding will be provided by the Applicant? 45%

Are Matching Funds available? Yes No

Cash \$	Source	% of Total
In-Kind \$	Source	% of Total

Please provide details regarding other potential sources for funding. Include name of organization solicited; date of solicitation; amount of solicitation and date that notice of any award is expected.

IV. Marketing and Outreach

Describe marketing plans and outreach strategies for your organization, for the Project/Promotional/Community Event for which you are requesting funding – and how they are designed to help you achieve current and future goals.

Events at Chestnut Square, are promoted year-round through the City's Historic Preservation calendar, "rack cards" with all activities at the CVB, Chamber and throughout McKinney, Collin County and at travel centers throughout Texas. Posters for each event are distributed throughout Collin County. Advertising is focused on food and tour magazines with spot ads in local and regional papers, and on local radio.

We are continuing our efforts to rebrand as a museum and tourist attraction, so further outreach throughout Texas is one goal – some of these funds would be used to advertise in state-wide publications.

As we look forward to the day when we are once again visible and even more viable than before. Your support as we recover from 2 years of challenges is so valuable, and bringing people to the “new” Chestnut Square will hopefully help change the image that it is difficult to find/park/enjoy!

V. Metrics to Evaluate Success

Outline the metrics that will be used to evaluate success of the proposed Project/Promotional/ Community Event. If funding is awarded, a final report will be required summarizing success in achieving objectives outlined for the event.

Acknowledgements

If funding is approved by the MCDC board of directors, Applicant will assure:

- The Project/Promotional/Community Event for which financial assistance is sought will be administered by or under the supervision of the applying organization.
- All funds awarded will be used exclusively for the purpose described in this application.
- MCDC will be recognized in all marketing, advertising, outreach and public relations as a funder of the Project/Promotional/Community Event. Specifics to be agreed upon by applicant and MCDC and included in an executed performance agreement.
- Organization’s officials who have signed the application are authorized by the organization to submit the application;
- Applicant will comply with the MCDC Grant Guidelines in executing the Project/Promotional/ Community Event for which funds were received.
- A final report detailing the success of the Project/Promotional/Community Event, as measured against identified metrics, will be provided to MCDC no later than 30 days following the completion of the Project/Promotional/Community Event.
- Up to 80% of the approved grant may be provided, on a reimbursement basis, prior to conclusion of the Project/Promotional/Community Event with submission of invoices/receipts to MCDC. The final 20% may be paid following MCDC’s receipt of unpaid invoices/receipts; documentation of fulfillment of obligations to MCDC; and final report on the Project/Promotional/Community Event.
- The required performance agreement will contain a provision certifying that the applicant does not and will not knowingly employ an undocumented worker in accordance with Chapter 2264 of the Texas Government Code, as amended. Further, should the applicant be convicted of a violation under 8 U.S.C. § 1324a(f), the applicant will be required to repay the amount of the public subsidy provided under the agreement plus interest, at an agreed to interest rate, not later than the 120th day after the date the MCDC notifies the applicant of the violation.

We certify that all figures, facts and representations made in this application, including attachments, are true and correct to the best of our knowledge.

Chief Executive Officer

Representative Completing Application



Signature

Jaymie Pedigo
Printed Name

05/30/2018
Date

Signature

Printed Name

Date

INCOMPLETE APPLICATIONS, OR THOSE RECEIVED AFTER THE DEADLINE, WILL NOT BE CONSIDERED.

Ad budget for MCDC Grant request

\$ Event	Total Promotional Cost	\$ Paid by HGCC	\$ proposed for MCDC
Farmers Market	\$10,000	50%-\$5,000	50% - \$5,000
Ghost Walk	\$ 3,500	40%-\$1,500	60%-\$2,000
Home Tour	\$10,000	50% - \$5,000	50%-\$5,000
Total	\$23,500	\$11,750	\$12,000

Farmers Market:

Farmers Market (2nd ½ year) advertising plans include: Edible Dallas (2X\$900), Dallas Morning News digital (4X\$500/mo), Stonebridge Ranch magazine (3X\$145) Star Local special insert (\$400), Community Impact 4X\$575), posters (\$250), plus opportunities for other promotion of special events tied to return of the market to Chestnut Square. **Total \$7185(Committed)/\$2815 (flex) = \$10,000**

Ghost Walk

Ghost Walk plans include posters (\$150), Programs (\$200), Stonebridge Ranch (\$145), DMN (\$500), Community Impact (\$575), KLAK (\$350), HWY 75 Billboard (\$400), Star Local Media (\$1250).

Total Budget = \$3600

Holiday Tour of Homes

Home Tour plans include posters (\$250), Chet Garner’s Day Tripper enews (\$600), Stonebridge Ranch (2X\$145), DMN (\$500), KLAK (\$350), Hobson Billboard (\$400).

Last year we had Star Local Media print and insert the Home Tour Guide in 20,000 Collin County editions plus 5,000 for us for the event at a cost of \$4,000. This is a very attractive opportunity for sponsors (as opposed to only printing them for the tour guests). It is also a great advertising mechanism.

I am currently exploring the opportunity to do something similar with Community Impact, which will be far more costly but reach a broader audience as it is mailed and free (as opposed to subscriber).

My intentions are to utilize one of these two “newspaper” publications to advertise and distribute the Tour Guides, and the other one for traditional advertising.

Total \$10,000+ - \$6,000 Committed plus tour guides

The Heritage Guild of Collin County
Budget Worksheet
January through December 2018

Ordinary Income/Expense	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	TOTAL
Income													
41000 - Direct Public Support													
41010 - Membership Dues	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
41020 - Donations, General Public	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
41030 - Corporate Contributions	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00
Corporate Memberships	10,000.00												
41050 - Special Purpose Gifts	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
41060 - McKinney Heritage Membership	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
Total 41000 - Direct Public Support	28,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,500.00
42000 - Program Revenues													
42010 - Farmers' Market	55,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55,000.00
42020 - Tour de Coop	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,000.00
42030 - Merchandise Sales	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
42040 - Education Programs	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00
42050 - Ghostly Haunting	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
42070 - Prairie Camps	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
42080 - Public Village Tour	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
42090 - Tea & Tour	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
42100 - Trolley Tour	2,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,600.00
Total 42000 - Program Revenues	96,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96,100.00
42500 - Event & Fundraising Revenues													
42520 - Firm to Table Dinner	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00
42540 - Fashion Show	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
42560 - Holiday Home Tour	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00
42570 - Ice Cream Crank Off	8,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,500.00
42580 - Murder Mystery	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
42599 - Other Event/Fund Raising Income	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
42550 Ghost Walk	8,000.00												
Total 42500 - Event & Fundraising Revenues	93,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93,500.00
43000 - Facility Rentals													
43010 - Weddings	165,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	165,000.00
43020 - Rentals	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Corp Rentals	10,000.00												
Total 43000 - Facility Rentals	180,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180,000.00
44000 - Other Operating Income													
44020 - Background Check Fees	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
44040 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 44000 - Other Operating Income	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
45000 - Investments													
45030 - Interest-Savings, Short-term CD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 45000 - Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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The Heritage Guild of Collin County
Budget Worksheet
January through December 2018

	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	TOTAL
Total Income	398,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	398,350.00
Gross Profit	398,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	398,350.00
Expense:													
61100 - Wedding Expenses													
61110 - Wedding Costs	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00
61100 - Wedding Expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 61100 - Wedding Expenses	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00
61200 - Programming Expenses													
61210 - Farmers' Market Costs	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
61220 - Tour de Coop Costs	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
61230 - Merchandise Costs	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
61240 - Educational Programs Costs	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
61270 - Tour & Tea Costs	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
61280 - Prairie Camp Costs	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00
61200 - Programming Expenses - Other	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
Trolley Tour Costs	800.00												
Total 61200 - Programming Expenses	14,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,900.00
61400 - Events & Fundraising Expenses													
61420 - Farm to Table Dinner Costs	16,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,000.00
61440 - Fashion Show Costs	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
61450 - Ghost Walk Costs	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
61460 - Holiday Home Tour Costs	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
61470 - Ice Cream Crank Off Costs	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
61480 - Murder Mystery Costs	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
61599 - Other Event Costs	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
61400 - Events & Fundraising Exp - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 61400 - Events & Fundraising Expenses	27,950.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,950.00
61600 - Business Expenses													
61610 - Advertising, PR & Marketing	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00
61660 - Rentals (Administrative)	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00
61670 - Volunteer Relations	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
61680 - Staff Relations	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Total 61600 - Business Expenses	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
61700 - Outside Services													
61730 - Fundraising Expenses	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
61740 - Outside Contract Services	20,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,600.00
Total 61700 - Outside Services	21,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,600.00
62000 - Facilities and Equipment													
62010 - Building and Equip Maintenance													
62011 - Yard	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
62012 - Structures & Equipment	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
62013 - Cleaning & Maint Supplies	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00

IC corrected error in this subtotal

already at 10k thru 9.30.2017
1k per month in 9.2017

assuming this includes new?

The Heritage Guild of Collin County
Budget Worksheet
January through December 2018

	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	TOTAL
62010 - Building & Equip Maint - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 62010 - Building and Equip Maint	29,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,000.00
62020 - Curzation	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
62030 - Equip Rental & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62050 - Property Insurance	18,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,500.00
62060 - Utilities	19,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,000.00
62090 - Facilities and Equipment - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 62000 - Facilities and Equipment	67,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	67,000.00
63000 - Office Operations													
63010 - Books, Subscriptions, Reference	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
63020 - Postage, Mailing Service	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
63025 - Printing and Copying	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00
63030 - Supplies	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
63035 - Telephone, Telecommunications	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
63040 - IT Expense	6,450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,450.00
Total 63000 - Office Operations	16,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,750.00
64000 - Other Administrative Expenses													
64015 - Bank Service Charges	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
64020 - Credit Card Fees	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00
64035 - Insurance, Liability, D & O	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00
64055 - Memberships & Dues	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
64099 - Other Admin Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 64000 - Other Administrative Expenses	13,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,650.00
65000 - Payroll Expenses													
65010 - Salaries, Staff	113,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	113,300.00
65020 - Salaries, Contract Employees	22,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,300.00
65030 - Salaries, Wedding Coordinator	58,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58,000.00
65040 - Payroll Taxes	13,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,500.00
65050 - Payroll Processing Costs	2,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00
Total 65000 - Payroll Expenses	209,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	209,500.00
67000 - Travel Expenses													
67010 - Conferences & Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 67000 - Travel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	398,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	398,350.00
Net Ordinary Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Income/Expense													
Other Income													
70000 - Grants (Restricted), Net													
70010 - Restricted Grants Received	85,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85,000.00
70020 - Grant Expenses (Advert & Mktg)	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
70030 - Grant Expenses (Structures)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70040 - Grant Expenses (Delaney House)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3k WA + 239/mo Network for Good + 26/mo email = 6,180

are these grants you expect in 2018?
this should be a negative # - i.e. money out

The Heritage Guild of Collin County
Budget Worksheet
January through December 2018

	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	TOTAL
Total 70000 - Grants (Restricted), Net	103,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103,000.00
Total Other Income		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

The Heritage Guild of Collin County

BALANCE SHEET

As of March 31, 2018

	TOTAL	
	AS OF MAR 31, 2018	AS OF DEC 31, 2017 (PP)
ASSETS		
Current Assets		
Bank Accounts	\$28,706.39	\$46,605.19
Accounts Receivable		
11000 Accounts Receivable	3,620.00	4,385.00
Total Accounts Receivable	\$3,620.00	\$4,385.00
Other Current Assets		
12000 Undeposited Funds	1,570.00	0.00
Other Receivables	0.00	100.00
Total Other Current Assets	\$1,570.00	\$100.00
Total Current Assets	\$33,896.39	\$51,090.19
Fixed Assets	\$1,873,745.29	\$1,873,745.29
TOTAL ASSETS	\$1,907,641.68	\$1,924,835.48
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 Accounts Payable	0.00	958.08
Total Accounts Payable	\$0.00	\$958.08
Credit Cards		
21100 Indep MC 3622	3,606.88	1,718.13
Total Credit Cards	\$3,606.88	\$1,718.13
Other Current Liabilities		
24450 Wedding Damage Deposit	9,800.00	6,050.00
24500 Deferred Income Billings		
24510 Weddings	55,295.00	29,050.00
24520 Building Rentals	400.00	0.00
Total 24500 Deferred Income Billings	55,695.00	29,050.00
25800 Unearned or Deferred Revenue	0.00	18.00
26000 Security Deposits, Other	400.00	200.00
Total Other Current Liabilities	\$65,895.00	\$35,318.00
Total Current Liabilities	\$69,501.88	\$37,994.21
Total Liabilities	\$69,501.88	\$37,994.21
Equity		
30000 Unrestricted Fund Balance	1,886,841.27	1,892,627.43
Net Income	-48,701.47	-5,786.16
Total Equity	\$1,838,139.80	\$1,886,841.27
TOTAL LIABILITIES AND EQUITY	\$1,907,641.68	\$1,924,835.48

The Heritage Guild of Collin County

BUDGET VS. ACTUALS: FY 2018 - FY18 P&L

January - March, 2018

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
40000 Grants			
40050 MCDC Grant	19,102.50		19,102.50
Total 40000 Grants	19,102.50		19,102.50
41000 Direct Public Support			
41010 Membership Dues	865.00	500.00	365.00
41020 Donations, General Public	128.62	1,200.00	-1,071.38
41030 Corporate Contributions	1,200.00	2,000.00	-800.00
41035 Corporate Memberships		2,500.00	-2,500.00
41050 Special Purpose Gifts		4,000.00	-4,000.00
41060 McKinney Heritage Membership	40.00	1,500.00	-1,460.00
Total 41000 Direct Public Support	2,233.62	11,700.00	-9,466.38
42000 Program Revenues			
42010 Farmers' Market	9,103.87	13,000.00	-3,896.13
42020 Tour de Coop	2,378.00	3,500.00	-1,122.00
42030 Merchandise Sales	194.63	100.00	94.63
42040 Education Programs	1,478.00	2,500.00	-1,022.00
42050 Ghostly Haunting		800.00	-800.00
42070 Prairie Camps	1,300.00	500.00	800.00
42080 Public Village Tour	291.40	200.00	91.40
42090 Tea & Tour	810.00	1,000.00	-190.00
Total 42000 Program Revenues	15,555.90	21,600.00	-6,044.10
42500 Event & Fundraising Revenues			
42540 Fashion Show	1,436.23	3,500.00	-2,063.77
42560 Holiday Home Tour	170.00	0.00	170.00
42580 Murder Mystery	1,876.81	2,500.00	-623.19
42699 Other Event/Fund Raising Income		1,000.00	-1,000.00
Total 42500 Event & Fundraising Revenues	3,483.04	7,000.00	-3,516.96
43000 Facility Rentals			
43010 Weddings	11,000.00	39,000.00	-28,000.00
43020 Rentals	350.00	1,250.00	-900.00
Total 43000 Facility Rentals	11,350.00	40,250.00	-28,900.00
44000 Other Operating Income			
44020 Background Check Fees		70.00	-70.00
Total 44000 Other Operating Income		70.00	-70.00
45000 Investments			
45030 Interest-Savings, Short-term CD	5.42		5.42
Total 45000 Investments	5.42		5.42
Total Income	\$51,730.48	\$80,620.00	\$ -28,889.52
GROSS PROFIT	\$51,730.48	\$80,620.00	\$ -28,889.52
Expenses			

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
61100 Wedding Expenses	812.50	3,000.00	-2,187.50
61110 Wedding Costs	1,889.64		1,889.64
Total 61100 Wedding Expenses	2,702.14	3,000.00	-297.86
61200 Programming Expenses			
61210 Farmers' Market Costs	2,280.45	2,400.00	-119.55
61220 Tour de Coup Costs	1,225.00	750.00	475.00
61230 Merchandise Costs		100.00	-100.00
61240 Educational Programs Costs	419.07	300.00	119.07
61270 Tour & Tea Costs	1,351.27	0.00	1,351.27
61280 Trolley Tour Costs		900.00	-900.00
61290 Prairie Camp Costs	178.68	0.00	178.68
61299 Other Programming Costs		50.00	-50.00
Total 61200 Programming Expenses	5,454.47	4,500.00	954.47
61400 Events & Fundraising Expenses			
61420 Farm to Table Dinner Costs	25.00	0.00	25.00
61440 Fashion Show Costs	194.45	1,200.00	-1,005.55
61460 Holiday Home Tour Costs	136.80	0.00	136.80
61480 Murder Mystery Costs	972.71	1,200.00	-227.29
61599 Other Event Costs		300.00	-300.00
Total 61400 Events & Fundraising Expenses	1,328.96	2,700.00	-1,371.04
61600 Business Expenses			
61610 Advertising, PR & Marketing	5,158.00	1,800.00	3,358.00
61660 Rentals (Administrative)	2,056.00	1,500.00	556.00
61670 Volunteer Relations	147.98	200.00	-52.02
61680 Staff Relations	25.13	0.00	25.13
Total 61600 Business Expenses	7,387.11	3,500.00	3,887.11
61700 Outside Services			
61730 Fundraising Expenses		1,000.00	-1,000.00
61740 Outside Contract Services	1,400.00	2,800.00	-1,400.00
Total 61700 Outside Services	1,400.00	3,800.00	-2,400.00
62000 Facilities and Equipment			
62010 Building and Equip Maintenance			
62011 Yard	1,400.00	1,000.00	400.00
62012 Structures & Equipment	1,904.63	4,000.00	-2,095.37
62013 Cleaning & Maintenance Supplies	2,004.93	975.00	1,029.93
62019 Grant Expenses - Structures	12,862.99		12,862.99
Total 62010 Building and Equip Maintenance	18,172.55	5,975.00	12,197.55
62020 Curation	4,036.24	500.00	3,536.24
62060 Utilities	7,068.55	4,700.00	2,368.55
Total 62000 Facilities and Equipment	29,277.34	11,175.00	18,102.34
63000 Office Operations			
63010 Books, Subscriptions, Reference	175.00	100.00	75.00
63020 Postage, Mailing Service	79.90	500.00	-420.10
63025 Printing and Copying	1,515.69	1,500.00	15.69
63030 Supplies	61.11	300.00	-238.89
63035 Telephone, Telecommunications	1,434.99	700.00	734.99
63040 IT Expense	1,765.72	1,635.00	130.72

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Total 63000 Office Operations	5,032.41	4,735.00	297.41
64000 Other Administrative Expenses			
64015 Bank Service Charges		37.50	-37.50
64020 Credit Card Fees	1,181.28	1,800.00	-618.72
64040 Interest Expense	40.38		40.38
64055 Memberships & Dues	539.00	500.00	39.00
Total 64000 Other Administrative Expenses	1,760.66	2,337.50	-576.84
65000 Payroll Expenses			
65010 Salaries, Staff	28,689.50	28,325.01	364.49
65020 Salaries, Contract Employees		5,574.99	-5,574.99
65030 Salaries, Wedding Coordinator	13,492.00	14,499.99	-1,007.99
65040 Payroll Taxes	3,202.80	3,375.00	-172.20
65050 Payroll Processing Costs	704.56	600.00	104.56
Total 65000 Payroll Expenses	46,088.86	52,374.99	-6,286.13
Total Expenses	\$100,431.95	\$88,122.49	\$12,309.46
NET OPERATING INCOME	\$ -48,701.47	\$ -7,502.49	\$ -41,198.98
NET INCOME	\$ -48,701.47	\$ -7,502.49	\$ -41,198.98

Internal Revenue Service

Department of the Treasury

District
Director

Heritage Guild of Collin County Texas
909 West Howell
McKinney, TX 75069

Person to Contact.
ECMF Tax Examiner
Telephone Number

214-767-1766
Refer Reply to

RM:CSB:1200 DAL

Date NOV 20 1985

EIN: 75-1602150

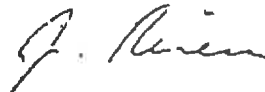
Gentlemen:

Our records show that Heritage Guild of Collin County Texas is exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code. This exemption was granted September, 1979, and remains in full force and effect. Contributions to your organization are deductible in the manner and to the extent provided by Section 170 of the Code.

We have classified your organization as one that is not a private foundation within the meaning of Section 509(a) of the Internal Revenue Code because you are an organization as described in Section 170(b)(1)(A)(vi).

If we may be of further assistance, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Tax Examiner