

McKINNEY COMMUNITY DEVELOPMENT CORPORATION
Project Grant Application
Fiscal Year 2023

Applications must be completed in full, using this form, and received by MCDC, via email or on a thumb drive. Contact us to discuss your plans and schedule a meeting with the Projects Subcommittee prior to completing the application.

Please submit application, including all supporting documentation, via email or on a thumb drive for consideration by the MCDC to:

McKinney Community Development Corporation
7300 SH 121, SB, Suite 200
McKinney, TX 75070

Attn: Cindy Schneible (cschneible@mckinneycdc.org)

2022 Project Grant Application Schedule

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: December 30, 2022	January 26, 2023	February 23, 2023
Cycle II: March 31, 2023	April 27, 2023	May 25, 2023
Cycle III: June 30, 2023	July 27, 2023	August 24, 2023

APPLICATION

Project Grants support for projects eligible for consideration under Sections 501 and 505 of the Texas Local Government Code. These include:

- Projects Related to the Creation or Retention of Primary Jobs
- Infrastructure Improvement Projects Necessary to Develop New or Expanded Business Enterprises
- Public Parks and Open Space Improvements
- Projects Related to Recreational or Community (city/public access) Facilities
- Professional and Amateur Sports and Athletic Facilities, including Children’s Sports
- Destination Entertainment, Tourist and Convention Facilities
- Projects Related to Low Income Housing
- Airport Facilities

McKinney Community Development Corporation – Overview

In 1996 McKinney voters approved the creation of an economic development sales tax corporation (Type B Corporation) to support community and economic development projects and initiatives to enhance quality of life improvements and economic growth for McKinney residents. MCDC receives revenue from a half-cent sales tax and awards grant funds for projects, promotional activities and community events that showcase the City of McKinney and support business development and tourism.

Guided by a City Council-appointed board of seven McKinney residents, the impact of investments made by MCDC can be seen throughout the community.

Projects grants are considered only if eligible for funding authorized under The Development Corporation Act and Chapters 501 to 505 of the Texas Local Government Code.

McKinney Community Development Corporation – Mission

To proactively work, in partnership with others, to promote and fund community, cultural and economic development projects that maintain and enhance the quality of life in McKinney and contribute to business development.

Guiding Principles:

- Serve ethically and with integrity
- Provide responsible stewardship
- Embrace our role and responsibility
- Honor the past – provide innovative leadership for the future
- Make strategic and transparent decisions that best serve the community

McKinney Community Development Corporation – Goals

- Ensure application/project eligibility for MCDC consideration under Sections 501 to 505 of the Texas Local Government Code (see information below)
- Meet citizen needs for quality-of-life improvements, business development and sustainable economic growth for residents in the City of McKinney that are authorized in the Texas Local Government Code
- Provide support for cultural, sports, fitness, entertainment, community projects and events that attract resident and visitor participation and contribute to quality of life, business development and increased McKinney sales tax revenue
- Highlight and promote McKinney as a unique destination for residents and visitors alike
- 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 that local dining and shopping has on investment in quality of life improvements in McKinney

General Guidelines

- Applications must be **completed in full, and provide all information requested**, to be considered by the MCDC board.
- Applicant must have been in business (preferably within the City of McKinney) **for a minimum of two (2) years**. The MCDC board may waive this requirement for economic development projects.

General Guidelines - continued

- The land, building or facility where the proposed project will be located should be owned by the Applicant. However, if the Applicant does not own the land, written acknowledgement/approval from the property owner must be included with the application. The letter must document the property owner is aware of the proposed use of the property or facility; and the property owner has reviewed the project plan and application, approves and supports the efforts of the Applicant.
- **Preference may be given** to Applicants who have **not** received funding from MCDC within the previous 12-month period.
- Performance agreements are required for all approved grants.
- Funded Projects must be completed within one year of the date the grant is approved by the MCDC board, unless an exception is granted.
- Completed Project must be inspected for Code compliance.
- A signed Contractor's Sworn Statement and Waiver of Lien to Date form must be completed, notarized and provided to MCDC prior to receiving grant funds.
- Property owner will be responsible for maintaining the infrastructure improvements made with funding for ten (10) years.
- Grant recipients must maintain financial books and records of the funded project and of their operations as a whole for at least two years, should MCDC or the City of McKinney require an audit. The books and records must be available upon request, and create a clear audit trail documenting revenues and expenses of the funded project.
- Within 30 days of completion of the funded project, the grant recipient is required to submit a final report that includes detailed information on the activity; visual documentation of pre and post-project completion; and any outstanding receipts for expenditures included under the scope of the grant.
- Grant recipient must recognize McKinney Community Development Corporation as a sponsor/funder of the project improvements. MCDC will provide a logo for grant recipient use.

Process

The McKinney Community Development Corporation Board of Directors are responsible for reviewing and voting on applications for grant funding, in accordance with requirements of the Texas Local Government Code.

- A **completed** application form must be submitted to MCDC in accordance with the schedule outlined above.
- The application will be evaluated to determine eligibility for MCDC funding under State law.
- Once eligibility for consideration is confirmed, a public hearing will be conducted, during a regularly scheduled MCDC board meeting, on the grant application submitted.
- Prior to the public hearing, notice will be published and posted in accordance with the requirements of the Open Meetings Act and the Texas Local Government Code. **The application, along with all documents/attachments will become public information once submitted to MCDC.**
- Following the public hearing, grant requests will be referred to a subcommittee of the MCDC board for evaluation and recommendation of approval or denial to the full board.
- Board action on the grant application will be scheduled for the board meeting the month following the public hearing.

- If a grant is approved, a performance agreement will be drafted for execution between MCDC and applicant.
- Funds awarded for approved applications are provided on a reimbursement basis, following submission of receipts and documentation of payment for qualified expenditures.
- The final 20% of the award may be withheld until a final project report is submitted to MCDC and compliance with all requirements of the executed performance agreement are confirmed.

APPLICANT INFORMATION

Name: Karen Zupanic, Chief Executive & Stephanie Tyson, Board President

Company: Heard-Craig Center for the Arts

Federal Tax I.D.: 75-1362043

Incorporation Date: 1970

Mailing Address: 205 W Hunt Street

City McKinney

ST: TX

Zip: 75069

Phone: 972-569-6909 Fax: n/a Email: executivedirector@heardcraig.org Cell: 972-569-6909

Website: www.heardcraig.org

Check One:

- Corporation
 Partnership
 Sole Proprietorship
 Governmental entity
 Nonprofit – 501(c) Attach a copy of IRS Determination Letter
 Other

PROJECT INFORMATION:

Project/Business Name: Museum West Garden Repair and Upgrade

Location of Project: In the City of McKinney Cultural District at the corners of Church and Hunt Streets (Along the Church Street side of the Museum Property)

Physical Address: 205 W. Hunt Street

City: McKinney

ST: TX

Zip: 75069

Property Size: acres

Collin CAD Property ID:

Please provide the information requested below:

- An expansion/improvement Yes No
- A replacement/repair Yes No
- A multi-phase project Yes No
- A new project Yes No

PROPERTY OWNER INFORMATION (if different from Applicant info above):

Name: (Same as Above)

Company:

Mailing Address:

City:

ST:

Zip:

Phone

Fax:

Email:

Cell:

DETAILED PROJECT INFORMATION:

Project Details and Proposed Use: Brick walkways installed in the 1970's are in need of repair (see Addendum A). We would like to have the repairs completed in 2023 and have new project brick inserts installed into two (2) center areas to expand the usable outdoor space (see Addendum B).

Estimated Date of Project Completion: December, 2023

Days/Hours of Business Operation: Monday-Friday 8:00 – 4:00 PM and Saturdays. Closed Sundays.

Estimated Annual Taxable Sales:

Current Appraised Value of Property:

Estimated Appraised Value (*Post-Improvement*):

Estimated Construction Cost for Total Project: \$143,734

Total Estimated Cost for Project Improvements included in grant request: \$143,734

Total Grant Amount Requested: \$135,300

Will funding be requested from any other City of McKinney entity (e.g. TIRZ Grant, City of McKinney 380, CDBG Grant)?

Yes

No

If yes, please provide details and funding requested:

Has a request for grant funding been submitted to MCDC in the past?

Yes (2021 for Museum East Garden repairs/renovation)

No

Date(s): Fall, 2021

Will the project be competitively bid?

Yes (lighting/sound) No (brickwork – using the same company that did the brickwork for the East Garden renovation))

If yes, please attach bids for the project (bids are attached)

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

Additional Information – please attach the following

- Business plan
- Current financial report
- Audited financials for previous two years (if not available, please indicate why)
- Plat/map of property extending 200' beyond property in all directions
- Detailed budget for the project
- Describe planned support activities; use; admission fees if applicable
- Timeline and schedule – from design to completion
- Plans for future expansion/growth

Acknowledgements

If funding is approved by the MCDC board of directors, Applicant acknowledges the following:

- The Project for which financial assistance is sought will be administered by or under the supervision of the applying individual/company.
- All funds awarded will be used exclusively for the purpose described in this application.
- Applicant owns the land, building or facility where the proposed infrastructure improvements will be made. If the Applicant does not own the land, written acknowledgement/approval from the property owner must be included with the application. The letter must document the property owner is aware of the proposed improvements and use of the property or building; and the property owner has reviewed the project plan and application, approves and supports the efforts of the Applicant.
- MCDC will be recognized as a funder of the Project. Specifics to be agreed upon by applicant and MCDC and included in an executed performance agreement.
- Individual/company representative who has signed the application is authorized to submit the application.
- Applicant will comply with the Grant Guidelines in executing the Project for which funds were awarded.
- Funded Projects must be completed within one year of the date the grant is approved by the MCDC board unless an exception is granted.
- Completed Project must be inspected for Code compliance.
- A signed Contractor’s Sworn Statement and Waiver of Lien to Date form must be completed, notarized and provided to MCDC prior to receiving grant funds.

- Property owner will be responsible for maintaining the infrastructure improvements made with funding from Grant for ten (10) years.

Acknowledgements - *continued*

- A final report detailing the successful completion of the Project will be provided to MCDC no later than 30 days following completion of the Project.
- Grant funding is provided on a reimbursement basis subsequent to submission of a reimbursement request, with copies of invoices and paid receipts for qualified expenses.
- Up to 20% of the grant funds awarded may be withheld until a final report on completion of the Project is provided to MCDC.
- A performance agreement will be required that may outline requirements for acknowledging MCDC funding support for the project. Additionally, it 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.

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BY SIGNING THIS APPLICATION, I CERTIFY THAT I AM THE LEGAL OWNER OF THE ABOVE REFERENCED PROPERTY OR THAT I AM AUTHORIZED TO REPRESENT AND ACT ON THE BEHALF OF THE OWNER OF THE ABOVE REFERENCED PROPERTY. I ALSO CERTIFY THAT ALL OF THE INFORMATION PROVIDED HEREON IS ACCURATE AND TRUE SO FAR AS I AM AWARE AND UNDERSTAND THAT I AM LEGALLY RESPONSIBLE FOR THE ACCURACY OF THIS APPLICATION. I FURTHER UNDERSTAND THAT I AM NOT GUARANTEED A GRANT.

Applicant's Signature

Property Owner's Signature

Signature

Signature

Printed Name

Printed Name

Date


Date

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

A FINAL REPORT IS TO BE PROVIDED TO MCDC WITHIN 30 DAYS OF THE COMPLETION OF THE PROJECT. FINAL PAYMENT OF FUNDING AWARDED WILL BE MADE UPON RECEIPT OF FINAL REPORT.

BY SIGNING THIS APPLICATION, I CERTIFY THAT I AM THE LEGAL OWNER OF THE ABOVE REFERENCED PROPERTY OR THAT I AM AUTHORIZED TO REPRESENT AND ACT ON THE BEHALF OF THE OWNER OF THE ABOVE REFERENCED PROPERTY. I ALSO CERTIFY THAT ALL OF THE INFORMATION PROVIDED HEREON IS ACCURATE AND TRUE SO FAR AS I AM AWARE AND UNDERSTAND THAT I AM LEGALLY RESPONSIBLE FOR THE ACCURACY OF THIS APPLICATION. I FURTHER UNDERSTAND THAT I AM NOT GUARANTEED A GRANT.

Applicant's Signature


Signature

Printed Name *K.E. Zupanic*

Date *Dec. 28, 2022*

Property Owner's Signature


Signature

Printed Name *K.E. Zupanic*

Date *Dec 28, 2022*

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

A FINAL REPORT IS TO BE PROVIDED TO MCDC WITHIN 30 DAYS OF THE COMPLETION OF THE PROJECT. FINAL PAYMENT OF FUNDING AWARDED WILL BE MADE UPON RECEIPT OF FINAL REPORT.

Per the Application, the Heard-Craig meets the MCDC General Guidelines as follows:

1. We have completed the application in full and provided the information we have on file or that was provided to us by the quoting contractor.
2. We have been in business for over 2 years (52 years).
3. The property for the project is owned by the Board of Trustees for the Heard-Craig Center.
4. Guidelines indicate that we receive preference because we have not asked for a grant in the preceding 12-month period.
5. We agree to sign the performance agreements for an approved grant.
6. We will complete the project in less than the one-year period assigned.
7. The completed project will be code compliant
8. A signed Contractors Sworn Statement will be completed when the form is provided to us so that we can get it to the contractor.
9. We will maintain financial books for the project and will provide the books for an audit if needed.
10. Within 30 days of the completion of the project, a summary will be submitted to MCDC along with visual documentation of the change.
11. We will recognize MCDC as a sponsor of the project improvement.

Project Summary and Historical Context

Dear MCDC Board,

The following summary is designed for those who are new to the MCDC Board and who may not have familiarity with the Heard-Craig Center, its mission, and its historic repairs.

Executive Summary: The Heard-Craig Center became an organization in 1970 upon the death of Kathryn Heard-Craig. The IRS designated the organization as a private foundation in 1971 because of its philanthropic gifts to arts and literary groups, namely free meeting space (that runs about \$300,000 in free space that we donate, per year). In addition to providing the monthly meeting space, the Center operates as a public art venue and event center for the benefit of residents, tourists, and visitors to McKinney. The Center is not run by volunteers but is run by a professional staff of qualified leaders, creating jobs and opportunities within the McKinney arena. The Center has open and equal access to all and has policies and procedures in place to ensure equity and inclusion for the community as well as visitors.

The good news for McKinney is that the Heard-Craig is a SMITHSONIAN Affiliate (the only one in McKinney). It is also a Blue Star Museum (for military families), a Museum-For-All participant, part of the Children's Museum network, and proud to be a part of the vibrant downtown McKinney Historic Cultural District.

Investing in this upgrade grant ensures that the Center remains a local landmark, a state designated and registered Texas Historical Landmark, and a National Trust landmark, for years to come.

Project Summary: The Heard-Craig Center has attached an Upgrade Plan spreadsheet that outlines the final upgrade projects planned for 2023.

The project details demonstrate that the projects can not be completed by volunteers – rather, they require professionals who have expertise in their designated field. The projects have been bid so that installation costs are minimized and so that projects can be completed more efficiently (i.e. lighting and sound combined together).

Prior Enhancement Grant Information: The Heard-Craig Center has been executing a three-year plan for the upgrade and enhancement of the public facility. In late 2019/early 2020, it was awarded a multi-project grant from MCDC, where a portion of the grant was for basic preservation expenses and a portion of the grant was for upgrades and enhancements. The upgrades included a brick walkway around the garden and turf, both of which complimented the historic work done on the property in 1975. The enhancement grants requested for early 2023 will complete the 3-year renovation plan by adding more brickwork, sound, and lighting to the West Garden area along Church Street – a very visible location within the downtown cultural district.

We thank you for your consideration of this grant request.

Description of the Planned Support activities and use:

This project grant represents the last segment of the repair and garden upgrade plans that began in 2018 with grant planning, a 2019 grant, a 2020 grant award and subsequent contractor activities, followed by this 2023 grant for the remainder of the Heard-Craig Center property in the arts and cultural district of downtown McKinney. This grant request includes new brickwork in the West Garden, new lighting and sound for the West and East Gardens, new irrigation for the five raised beds added around the Carriage House in 2022, and several garden amenities (paid for by the Heard-Craig Center)

Plans for future expansion/growth:

From a business plan prospective, the McKinney market for events and weddings has expanded very rapidly. Our current indoor capacity is 50 and our outdoor capacity (the East Garden) is 250. With the addition of the brickwork in the West Garden, we will be able to add an additional 40-50 people capacity and the area under construction will be on a highly visible downtown street, continuing the connection between the retail/restaurant establishments on Church Street and the West Garden.

Addendum A (Heard-Craig Center brick repairs needed)



Brick Repairs needed at the Heard-Craig Center (Original brickwork done in the 1970s)

Addendum B (West Garden change plan)



Originally, two West Garden areas were planned to incorporate foliage and plants – however this is not the best use of the open space along Church Street to meet today’s needs for expanded space.



Planned change is for herringbone brickwork to be placed in the 2 center sections of the West Garden area. The brickwork can be completed by the company that did the East Garden brick walkway (2021 MCDC grant)

	A	B	C	D	E
1	Heard-Craig Plans for West Garden Repairs and Garden Audio/New Irrigation Installation_2023				
2					
3	Contractor	Contact Info	Project	Timeline	Quote/Cost
4	Aschenbach Construction (contractor used for the East Garden)	903 813 6902	Brick Repair for Entire Property and New Brick installation (Herringbone pattern) in two sections of the West Garden	Downpayment and ordering of the Bricks (March, 2023). Installation and Repair completed May/June, 2023 after lighting/sound installed	\$89,900
5	21st Century Audio (new contractor with outdoor audio capabilities)	972-757-4002	Audio and Lighting for low lights/speakers in the West Garden and speaker capabilities at Gazebo for outdoor sound/microphone quality	Installation March/April, 2023 prior to any brickwork	\$37,200
6	Keane Landscape (Contractor used for the East Garden)	972-424-4851	Four floodlights @ \$1,600 each includes the labor	any time after grant meeting	\$6,400
7	Whitacker Irrigation		Add new irrigation to the five raised beds installed in 2022	Anytime after grant award	\$1,800
8	Wayfair.com	www.wayfair.com	Seven all-weather outdoor tables and chairs for public use. \$1,000 for table and six chairs.	After lighting and brickwork complete	\$7,000
9	Ready, Set, Grow	Amy C.	One Planter on West Garden side wall	Anytime after grant	\$1,200
10	Additional bushes for between the tree-line	Lowes	Six bushes, three for each side of garden gate. \$39/each	After brick installation in April/May	\$234
11					\$143,734
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DARRELL ASCHENBECK CONST, INC.
P O BOX 1116
SHERMAN, TEXAS 75076
MOB.903 813 6902

BID FOR HEARD-CRAIG
205 W HUNT ST
MCKINNEY, TEXAS
SEPT 24 2022

SCOPE OF WORK;
PROVIDE MATERIALS AND INSTALLATION, FOR WORK TO HOME
AS FOLLOWS;

INSTALL,REPAIR BRICK PAVERS ;

WEST SIDE;

- REPAIR WEST SIDE BRICK WALKWAY WHERE UNLEVEL WITH ROOTS RAISING CONCRETE COVERED WITH BRICK,
- REMOVE AND RELAY EVEN
- NO WARRANTIES ON TREE ROOT REMOVALS, TREES COULD DIE LATER

- FILL IN TWO SQUARE AREAS WHERE PLANTS ARE IN NOW THAT AJOIN PAVERS WITH PAVERS THAT MATCH BUT DRYLAID LIKE NEW PAVERS ON EAST SIDE, COMPACTED PAVER BASE FOOTING.

- INSTALL TWO BRICK PLANTERS BESIDE TREES NEXT TO FENCE AROUND TREES TO ENCOMPASE WITH CAPS TO BE ABLE TO SIT ON.

FRONT AREAS;

- ALL AREAS IN FRONT ENTRANCE BRICK WALKWAY THAT ARE DAMAGED REPAIRED AND RELAYED WITH MORTOR TO MATCH
- PAVERS SUMMITTED FOR APPROVAL, MATCHING
- INCLUDES ALL MATERIALS, BRICK, LABOR,SAND, MORTOR, TIES,CONCRETE
- ALL PERMITS AND CITY INSPECTIONS INCLUDED
- DEPOSIT REQUIRED OF.....38,000.00
- FINAL PAYMENT UPON ACCEPTANCE AND COMPLETION

BID IS FOR\$89,900.00

OWNER.....

DATE.....



New Proposal

a proposal for

Heard-Craig Center for the Arts

Karen Zupanic
executivedirector@heardcraig.org
972-569-6909

Prepared on 12/27/2022 by
Corby Vickers



21st Century Audio Video, Llc
5100 Eldorado Parkway 102296
Mckinney , TX 75098
www.21stav.com
(972) 757-4002

About Us




We are a full-service residential and commercial custom electronics design and integration company serving Frisco, Allen, McKinney and most of the DFW Metroplex. Our smart home automation systems make your home safe, elegant, fun and easy to use. Businesses experience increased productivity, enhanced environments for employees and customers, and simple control. Our team is comprised of world-class experts in every field whose number one priority is to provide the best products and services to our clients.

Project Description

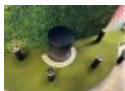



21st Century Audio Video, LLC will provide and install the following gear based on the layout of your residence and our recommendations for the best solutions to meet your needs. Please note that our terms and conditions statement about gear purchased elsewhere based on our quote and recommendations. If you have a specific brand you would like to use please let us know and we will specify it on our quote if compatible with the over all system.




Areas & Items

West Side Courtyard







Items	Qty
 Episode Landscape speaker system with integrated lighting	x1
 Labor Wire for Speakers	
 Labor Installation	
West Side Courtyard Total : \$8,350.00	

Garden/Gazebo

Items	Qty
 Episode Landscape speaker system with integrated lighting <i>no lighting on this setup</i>	x2
 Labor Wire for Speakers	
 Labor Installation	
 Episode Episode 240 Watt Rack Mountable 70 Volt Commercial Amplifier-Mixer	x1

Items	Qty
 <p>Sense UHF Wireless Microphone Receiver</p>	x1
 <p>Sense UHF Wireless Microphone Transmitter Handheld</p>	x1
 <p>21st Century AV Conduit and boxes</p>	x1
Garden/Gazebo Total : \$18,205.85	

Network

Items	Qty
 <p>Luxul Epic 3 Dual-B Wireless AC3100 Gb w/Domot</p>	x1
 <p>Luxul High Power AC1200 Dual-Band Outdoor Wire</p>	x2
 <p>Luxul Luxul Wireless Controller</p>	x1
 <p>Luxul Wireless Access Point -Dual Band -AC3100</p>	x1
 <p>Labor Wire for Network</p>	
 <p>Labor Installation</p>	

Items

Qty



Autonomic
Autonomic Mirage eSeries Music Streamer

x1



URC
Advanced System Controller

x1



Strong
Strong Wall Mount Rack System | 10U

x1

Network Total : \$7,808.95

Financial Summary

Parts	\$28,224.80
Parts Total	\$28,224.80
Labor Total	\$6,140.00
Subtotal	\$34,364.80
Sales Tax	\$2,835.10
Parts: 8.25%	
Labor: 8.25%	

Proposal Total **\$37,199.90**

Payments

Payment Schedule

80% Deposit, Remainder upon completion. Please note a 3% processing fee will be assessed to credit card transactions.

Payment 1 **80% of Proposal Total • \$29,759.92** Due Upon Proposal Acceptance

Project Terms

21st Century Audio Video, LLC does not install gear purchased from another dealer, online or sourced from somewhere else based on our recommendations of products and what we have quoted. We will do our best to match a price where applicable. This quote is for a complete system and deviating from our recommendations can and will affect system reliability and performance. We will install TVs not acquired from us along with gear currently owned by our clients. We can not stand behind any gear not sourced from us and it is not covered by any warranties of 21st Century Audio Video, LLC expressed or implied. We reserve the right to refuse, reject and not install any gear that is deemed to be unreliable or incompatible with the overall system.

We will handle every phase of your Audio/Video installation with the utmost care. Your satisfaction is important to us, and we plan to exceed your expectations! This proposal is a complete package, including design, wiring, equipment and installation. All equipment is warranted by the manufacturers. We guarantee all installation work to be free of defects for a period of one year from installation date. If service is required, we will be happy to provide you with excellent service for your system.

Service Calls

Your system performance is important to us and sometimes problems arise with electronics. For the first 30 days after completion we will provide service calls free of charge for any reason. After 30 days we reserve the right to charge for service calls, trip charges or any other charges necessary to get your system back up and running. During the first year of your installed system our service call rate is half the normal rate of \$125.00 an hour at \$62.50. After your anniversary date normal service call rates apply 21St Century Audio Video, LLC assumes no responsibility for damages, either direct or consequential, that may result from accidents associated with the design, installation, programming and operation of the sound and video equipment listed herein. Any changes to this proposal will be submitted in writing for approval. Your equipment is warranted by the manufacturer and 21st Century Audio Video, LLC assumes no liability for any equipment needing repair or replacement under warranty unless an extended warranty plan has been purchased from 21st Century Audio Video, LLC We are committed to your project and are available via text, email and phone during normal business hours, 9am to 6pm Monday through Friday and 9am to 12pm on Saturday. Should you need assistance outside of business hours an after hours fee will be assessed for our assistance and we will get back to you as soon as possible.

SCOPE OF WORK Refer to detail page for the applicable consultation or service. **ADDITIONAL CHARGES** Before performing any work, installers will review the purchased Scope of Work and provide an estimate for any work that may be out of scope and thus require an additional charge.

CABLE/SATELLITE Installation of cable or satellite service must be performed before the arrival of your 21st Century Audio Video, LLC. This will ensure proper integration of your entire home theater system. If completion of the installation work requires an additional visit for cable/satellite box installation, additional charges may apply.

RESPONSIBILITY 21st Century Audio Video, LLC installers will not be held responsible for moving any furniture or valuables. 21st Century Audio Video, LLC installers will not, under any circumstances, move, alter or install electrical outlets unless a power relocation kit is purchased not requiring an electrician for installation. It is recommended to have necessary electrical work performed prior to installation service.

INSTALLATION AUTHORIZATION Someone at least 18 years of age must be present at all times on the day of installation to approve all work completed. **LABOR ONLY** Installations do not include any parts or accessories (for example, wire, cable, speaker mounts or similar parts), except as specifically set forth on the detail page for the applicable installation service.

DISCLAIMER 21st Century Audio Video, LLC shall not be liable for any failure or delay in performance due to any cause beyond its control. If 21st Century Audio Video, LLC's ability to render services is impaired by your failure to cooperate or circumstances beyond the control of 21st Century Audio Video, LLC, 21st Century Audio Video, LLC may choose not to provide services. Service can also be denied if dangerous or unhealthy conditions are present including possible code violations. For any un-installation services provided, 21st Century Audio Video, LLC shall not be responsible for repairing any damage or changes made to your residence.

LATH & PLASTER 21st Century Audio Video, LLC cannot warrant that installations involving lath and plaster walls will not result in cracks on the wall. 21st Century Audio Video, LLC will do everything in our power to eliminate the possibility, but due to the nature of that type of construction, 21st Century Audio Video, LLC will not be responsible for any resulting damage to your wall.

LIMITATION OF LIABILITY & RELEASE Except for direct property damage that results from 21st Century Audio Video, LLC negligence, under no circumstances shall 21st Century Audio Video, LLC be liable to you or any other person for any damages, including without limitation, any indirect, incidental, special or consequential damages, expense, costs, profits, lost savings or earnings or liability arising out of, or related to, the services provided by 21st Century Audio Video, LLC or the installation, un-installation, use of or inability to use your products. Further, by purchasing and allowing the performance of installation services by 21st Century Audio Video, LLC you agree to release and hold harmless 21st Century Audio Video, LLC against any loss, liability or damage that you or the owner or lessee may suffer, included but not limited to any changes or alterations to your residence (for example, changes to walls, baseboards, floors, etc.). Some states do not allow limitations or release of certain damages or liability, so the above limitation of liability and release may not apply to you. Audio Video Manufacturer's regularly update their product offerings. In our efforts to provide you with the very latest technology, we reserve the right to substitute the most up to date models available at the time of installation. Terms: 21st Century Audio Video, LLC requires a deposit of 80% upon acceptance of our proposal to order the gear necessary for the project and secure the time for your installation. We require 5 days advance notice before beginning each phase of the work. When completed we will instruct you on how to use your system and provide you with all the documentation of your system and gear.

Accepted by _____ Date _____ 21st Century Audio Video, LLC. _____ I accept this proposal and authorize the work to be done. I also accept responsibility for all payments due.



PROPOSAL

P.O. Box 1213
McKinney, Texas 75070
972-562-7246
LI 1276

Proposal Submitted to:

Karen Zupanic, Museum Chief Executive
Heard-Craig Center for the Arts
205 W. Hunt Street
McKinney, TX 75069
972-569-6909

12/22/22

Project:

Add Irrigation in Five
New Raised Beds

Job Location: 205 W. Hunt Street, McKinney, TX 75069

We hereby submit Specifications and Proposal for:

Installation of Irrigation in Five New Raised Beds, Added to Existing System

- Microsprays and Blank Tubing in planting areas
- Irrigation in the Five New Raised Beds will be added to a Valve on the Existing System
- Existing Controller
- Existing Backflow prevention
- Existing water meter by Owner
- Electricity to Controller by Owner

Rock Clause-Charges additional to this proposal will apply, as incurred, if rock is encountered in the work area.

One year warranty on all new parts and workmanship under normal use from date of completion. Damage due to animals, varmints, landscaping, construction, vandalism or traffic excluded. Not responsible for viability of trees or planting material. Irrigation in Texas is regulated by the Texas Commission on Environmental Quality (TCEQ) (MC-178), P.O. Box 13087, Austin, Texas 78711-3087. TCEQ's web site is: www.tceq.state.tx.us.

All work is guaranteed to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

We Propose hereby to furnish material and labor-complete in accordance with above specifications for the sum of:

One thousand eight hundred ----- Dollars \$ 1,800.00

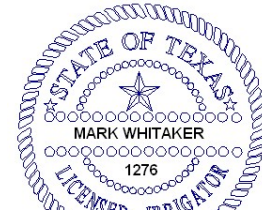
Payment to be made as follows:

Payment due in full upon completion.

This proposal may be withdrawn by us if not accepted within 30 days.

Authorized

Signature



Mark Whitaker

ACCEPTANCE OF PROPOSAL-The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE _____ SIGNATURE _____ SIGNATURE _____

	A	B	C	D	E
1	Heard-Craig Center For The Arts				
2	Profit and Loss				
3	BUDGET JANUARY 2023				
4					
5		2023			
6	Income				
7	Art O Mat Income	1000			
8	Contributions	200			
9	Club donations	2500			
10	Total Contributions	0			
11	Dividend Income	13000			
12	Event Revenue	13,000			
13	Exhibit Revenue	100			
14	Fundraising	7,000			
15	Gain/Loss on Investment	122000			
16	Gift Shop	1,400			
17	Grants	133,500			
18	Interest Income	16,000			
19	Membership Income	3,000			
20	McKinney Heritage Alliance	150			
21	Total Membership Income	0			
22	Rental Income	20,000			
23	Tour Income	800			
24	Trust Distribution	76,000			
25	Total Income	409650			
26	Cost of Goods Sold				
27	Art O Mat Supplies	0			
28	Cost of Goods Sold	500			
29	Event Expense	8,000			
30	Gift Shop Items	500			
31	Honorarium	1,000			
32	Total Cost of Goods Sold	10,000			
33	Gross Profit	273,150			
34	Expenses				
35	Ask my accountant	360			
36	Contract Labor	450			
37	Education	155			
38	Exhibit Expenses	100			
39	Fees	0			
40	Accounting and Legal Fees	1,500			
41	Bank Charges	2,600			
42	Investment Fees	100			
43	Paypal Fees	500			
44	Professional Dues	500			
45	Total Fees	5,200			
46	Fundraising expenses	1,000			
47	Grant Expenses	133,500			
48	Oral History Grant	1,000			
49	Total Grant Expenses	2,000			
50	HC Property & Preservation Expenses	0			
51	House Supplies	8,000			
52	Insurance (General Overhead)	11,000			
53	Office Supplies	2,600			
54	Repairs and Maintenance	300			
55	House Cleaning	3,000			
56	House Heat/Air Maint.	800			

	A	B	C	D	E
57	House Landscape/Maint.	8,000			
58	House Maintenance	10,400			
59	House Pest Control	1,100			
60	House Plumbing/Electric	1,800			
61	Total Repairs and Maintenance	47,000			
62	Security Expense	2,700			
63	Technology	1,500			
64	Telephone	5,000			
65	Utilities	17,000			
66	Total HC Property & Preservation Expenses	73,200			
67	Licenses and Fees	130			
68	Marketing Expenses	13,000			
69	Payroll	120,000			
70	Payroll Taxes	7,000			
71	Total Wages and Payroll Tax Expense	127,000			
72	Total Expenses	254,400			
73	Net Operating Income	78,750			
74					
75					
76					
77					
78	Wednesday, Dec 29, 2021 05A1:G81:52:31 AM GMT-8 - Cash Basis	Budget Draft January 2022			

Heard-Craig Center For The Arts

BALANCE SHEET

As of November 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank of Texas - Operating	5,954.70
Bank of Texas - Reserve	15,508.79
Donation Jar	9.00
Gift Cards	167.98
Hall Sale 2015	
Texas Star Bank - 9901149	114,907.96
Total Hall Sale 2015	114,907.96
PayPal Bank	4,487.71
Petty Cash	183.29
Total Bank Accounts	\$141,219.43
Other Current Assets	
Wells Fargo Investment Acct	
Wells Fargo 2231-0615	640,615.44
Wells Fargo 3642-7475	166,097.56
Wells Fargo 3704-0583	726,805.91
Total Wells Fargo Investment Acct	1,533,518.91
Total Other Current Assets	\$1,533,518.91
Total Current Assets	\$1,674,738.34
Fixed Assets	
Art O Mat Machine	4,500.00
Total Fixed Assets	\$4,500.00
Other Assets	
Accum Deprec	-350,755.88
Art work	2,200.00
Building Improvements	518,407.82
Equipment	146,709.38
Gardens	106,684.58
Land and Building Cost	1,274,127.00
Total Other Assets	\$1,697,372.90
TOTAL ASSETS	\$3,376,611.24

Heard-Craig Center For The Arts

BALANCE SHEET

As of November 30, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Comptroller of Public Accounts Payable	
Sales Tax Payable	1.98
Total Comptroller of Public Accounts Payable	1.98
Payroll Liabilities	1,172.88
Sales Tax Payable.	104.42
SBA PPP Loan Payable	17,100.00
Total Other Current Liabilities	\$18,379.28
Total Current Liabilities	\$18,379.28
Long-Term Liabilities	
Trust Principal	2,327,582.38
Total Long-Term Liabilities	\$2,327,582.38
Total Liabilities	\$2,345,961.66
Equity	
Gain/Loss on Investment	64,107.98
Retained Earnings	890,055.01
Net Income	76,486.59
Total Equity	\$1,030,649.58
TOTAL LIABILITIES AND EQUITY	\$3,376,611.24

Heard-Craig Center For The Arts

Balance Sheet

As of November 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank of Texas - Operating	4,872.63
Bank of Texas - Reserve	25,976.59
Donation Jar	9.00
Gift Cards	167.98
PayPal Bank	4,445.56
Petty Cash	183.29
Total Bank Accounts	\$35,655.05
Other Current Assets	
Property Improvements	33,600.00
Wells Fargo Investment Acct	
Wells Fargo 2231-0615	643,728.69
Wells Fargo 3642-7475	208,773.20
Wells Fargo 3704-0583	884,845.60
Total Wells Fargo Investment Acct	1,737,347.49
Total Other Current Assets	\$1,770,947.49
Total Current Assets	\$1,806,602.54
Fixed Assets	
Art O Mat Machine	4,500.00
Total Fixed Assets	\$4,500.00
Other Assets	
Accum Deprec	-350,755.88
Art work	2,200.00
Building Improvements	518,407.82
Equipment	146,709.38
Gardens	106,684.58
Land and Building Cost	1,274,127.00
Total Other Assets	\$1,697,372.90
TOTAL ASSETS	\$3,508,475.44

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	1,596.86
Sales Tax Payable.	61.63
SBA PPP Loan Payable	17,100.00
WF Line of Credit	33,000.00
Total Other Current Liabilities	\$51,758.49
Total Current Liabilities	\$51,758.49
Long-Term Liabilities	
Trust Principal	2,327,582.38
Total Long-Term Liabilities	\$2,327,582.38
Total Liabilities	\$2,379,340.87
Equity	
Retained Earnings	1,042,443.03
Net Income	86,691.54
Total Equity	\$1,129,134.57
TOTAL LIABILITIES AND EQUITY	\$3,508,475.44

Two-Year Financial Overview (2019 – 2020) for the Heard-Craig Center for the Arts

205 W Hunt Street

McKinney, Tx 75069

Organization Established: 1970

IRS Letter of Determination: August 24, 1971

The historic Heard-Craig Center (HCC) was built in 1900 by Stephen and Lillian Heard. Their daughter, Kathryn, through her philanthropy, gifted the Center in 1970 to over 20 groups that have helped McKinney in many ways: raising money to build new buildings (e.g. the first Library), donating to the needy, providing scholarships, spearheading community improvements, etc.

The Heard-Craig Center shares the Kathryn Heard-Craig and the Thomas E. Craig collections with the public. The Center holds the designation as the first art museum in the City of McKinney; it showcases the art collections of Dallas notables such as Frank Klepper, Allie Tenant, and Thomas Stell. The art center also shares its Asian Collection and Textile Collection (Neiman Marcus Couture) with the public.

HCC prepares its financial statements using the cash basis of accounting in accordance with GAAP standards. The Heard-Craig Center for the Art's objective is not to achieve a profit but to continue to contribute to the cultural fabric of the City of McKinney and contribute to the vibrant cultural district downtown, in which the Heard-Craig is directly situated.

The Trust is required to have cash on hand to maintain the historic property and to provide for the Clubs in the event of emergency (e.g. space rental at other McKinney locations). HCC keeps a percentage of its bank/investment asset balances in cash for immediate access to meet this requirement. The remainder of the investment funds are maintained in stocks, securities, or mutual funds to meet long-term income goals specified in the Trust documents. Bank and investment account balances for the year ending December 31, 2020 are shown below.

Heard-Craig Center For The Arts Balance Sheet As of December 31, 2020

	<u>Total</u>
Bank Accounts	
Checking Accounts	41,593.67
Petty Cash	183.29
Total Bank Accounts	\$ 41,776.96
Investment Accounts	
Wells Fargo: Cash and Sweep Balances	44,490.10
Wells Fargo: Stocks, options & ETF's	917,234.39
Wells Fargo: Fixed income securities	647,303.54
Wells Fargo: Mutual Funds	35,736.49
Total Investment Accounts	\$ 1,644,764.52
Total Bank and Investment Accounts	\$ 1,686,541.48

The Heard-Craig Center receives a substantial amount of its support from the Craig Heard Memorial Trust managed by Bank of America (Trustee). The Memorial Trust declined from 2008 until 2019 and in 2020, Bank of America replaced its Trust Manager. The HCC is one of 6 beneficiaries of the trust which was established in 1970 under the last will and testament of Kathryn Heard-Craig. Cash distributions received from the trust during the year ended December 31, 2020 were \$136,656.23. Cash distributions received from the trust during the year ended December 31, 2019 were \$73,048.19. Trust distributions constitute 62% of HCC income for the two year periods of December 31, 2020 and 2019.

The Heard-Craig Center for the Arts has various program offerings including 4 regularly publicized public tours per week, serving as a Museum wedding event venue in the City of McKinney, hosting the only public Art O Mat Machine in the entire North Texas area (MCDC funded), holding semi-annual Jazz music and Vintage piano music events for the public, and sharing the monthly educational offerings of 20 Arts and Literary organizations in McKinney, including free Art History Lectures, workshops by the Art Club of McKinney, poetry readings with Mockingbird Poetry Society, book reviews by Gaslighters and Rainbow Review, to name a few.

Heard-Craig Center For The Arts Profit and Loss January - December 2020

	Total	
	Jan - Dec 2020	Jan - Dec 2019 (PY)
Income		
Art O Mat Income	362.44	474.00
Contributions	1,892.67	2,771.52
Dividend Income	3,287.36	15,781.32
Event Revenue	7,003.88	15,859.88
Fundraising	1,306.27	
Gift Shop	1,461.36	2,722.46
Grants	2,810.00	24,763.45
Interest Income	2,481.79	20,305.04
Membership Income	5,869.00	3,326.00
Rental Income	2,720.50	10,513.50
Tour Income	425.00	1,305.00
Trust Distribution	136,656.23 ★	73,048.19
Total Income	\$ 166,276.50	\$ 170,870.36

★ Note: The 4th Quarter 2019 distribution amount was not sent by Bank of America until the 1st Quarter, 2020, therefore it is recommended that an average annual amount be calculated from 2019/2020.

Direct cost for events were 41% of the revenue generated for the period ending December 31, 2020.

Heard-Craig Center For The Arts
Profit and Loss
 January - December 2020

	Total
Cost of Goods Sold	
Art O Mat Supplies	447.00
Event Expense	2,889.28
Gift Shop Items	397.73
Honorarium	90.00
Total Cost of Goods Sold	\$ 3,824.01

Operating Expenses, including grant expenses, for the period ending December 31, 2020 were \$181,682.59. The historic home requires a substantial investment in maintenance and preservation and the costs associated with those expenses were \$62,865.90 for the period ending December 31 2020. These costs represent 37.81% of program expenses for the year.

Heard-Craig Center For The Arts
Profit and Loss
 January - December 2020

	Total
Expenses	
Professional Fees	16,743.24
Grant Expenses	920.00
HC Property & Preservation Expenses	62,865.90
League Membership Expenses	375.00
Marketing Expenses	7,795.66
Wages and Payroll Tax Expense	92,982.79
Total Expenses	\$ 181,682.59

HCC operates in a fiscally responsible manner. Honoring the wishes of Kathryn Heard - Craig by providing FREE meeting space for over 20 organizations (equating to \$250,000 - \$300,000 per year in annual gifted meeting space), by supporting the organizations she held in high regard, by managing the Trust distributions responsibly, by serving the citizens of McKinney, and by being a good steward of the assets of the Heard-Craig Center, the HCC Board and staff work diligently to maintain the operational nature of the art museum for the benefit of current and future generations.

Heard-Craig Center For The Arts Profit and Loss

January - December 2020

	Total	
	Jan - Dec 2020	Jan - Dec 2019 (PY)
Total Income	\$ 166,276.50	\$ 170,870.36
Total Cost of Goods Sold	\$ 3,824.01	\$ 11,111.57
Gross Profit	\$ 162,452.49	\$ 159,758.79
Total Wages and Payroll Tax Expense	\$ 92,982.79	\$ 88,746.33
Total Expenses	\$ 181,682.59	\$ 232,131.61
Net Operating Income	\$ (19,230.10)	\$ (72,372.82)
Other Income		
Insurance Claim		\$ 15,603.75
Unrealized investment gains los	\$ 111,172.49	\$ 188,792.35
Total Other Income	\$ 111,172.49	\$ 204,396.10
Net Other Income	\$ 111,172.49	\$ 204,396.10
Net Income	\$ 91,942.39	\$ 132,023.28

Financials reviewed and reconciled.



Chondra S Carston
ImyLor Consulting LLC
June 24, 2021

Department of the Treasury

Address any reply to: 1600 Paterson St., Dallas, Tex. 75201

District Director

Internal Revenue Service

Date: _____ in reply refer to:

AIRMAIL 309

DAT-80-71-341

The Heard-Craig Women's Club Trust
205 West Hunt
McKamey, Texas 75069



Gentlemen:

Based on information supplied, we have concluded that your organization is exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. This determination assumes the organization's operations will be as stated in the exemption application.

We have further concluded that the organization is a private foundation as defined in section 509(a) of the Code. In this letter we are not determining whether the organization is a private operating foundation as defined in section 4942(j)(3).

Any changes in your character or purpose must be reported immediately to us for consideration of their effect upon your exempt status. You must also report any change in your name or address.

You are required to file an annual information return, Form 990, by the fifteenth day of the fifth month after the end of your annual accounting period.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities is unrelated trade or business as defined in section 513 of the Code.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

You are not liable for Federal Unemployment Taxes. You are liable for social security taxes only if you have filed a waiver of exemption certificates as provided in the Federal Insurance Contributions Act.

Sincerely yours,

Ellis Campbell, Jr. (TSE)

Ellis Campbell, Jr.
District Director
John L. McGraw, Jr.
211 North Tennessee Street
McKamey, Texas 75069

cc: Robert L. Trumble
2070 Republic Bank Tower
Dallas, Texas 75201