

MCKINNEY COMMUNITY DEVELOPMENT CORPORATION
Grant Application
Fiscal Year 2014

IMPORTANT:

- Please read the McKinney Community Development Corporation Grant Guidelines prior to completing this application.
- Application is available at www.mckinneycdc.org; by calling 214.544.0296 or by emailing cgibson@mckinneycdc.org
- Please call to discuss your plans for submitting an application in advance of completing the form provided. Completed application and all supporting documents are required to be submitted electronically or on a CD 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 a preliminary review of your project proposal or idea, please complete and submit the **Letter of Inquiry** form, available at www.mckinneycdc.org, by calling 214.544.0296 or emailing cgibson@mckinneycdc.org.*

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

Please indicate the type of funding you are requesting:

X Project Grant

Quality of Life projects that advance the mission of MCDC and are eligible for funding in accordance with the Type B sales tax statute (refer to examples in Grant Guidelines).



Promotional or Community Event Grant (maximum \$15,000)

Initiatives, activities and events that promote the City of McKinney for the purpose of developing new or expanded business opportunities and/or tourism – and enhance quality of life for McKinney residents.

Promotional and Community Event Grants:

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: January 3, 2014	January 2014	February 2014
Cycle II: June 30 2014	July 2014	August 2014

Project Grants:

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: January 31, 2014	February 2014	March 2014
Cycle II: April 30, 2014	May 2014	June 2014
Cycle III: July 31, 2014	August 2014	September 2014

APPLICATION

ORGANIZATION INFORMATION

Name: McKinney Fire Department / McKinney Fire Museum

Federal Tax I.D.: 75-6000599

Incorporation Date: April 1887

Mailing Address: 2200 Taylor-Burk Dr.

City McKinney

ST: TX

Zip: 75071

Phone: 972-547-2855

Fax: 972-547-2858

Email:

clowrey@mckinneytexas.org, dkistner@mckinneytexas.org, dhedges@mckinneytexas.org

Website: mckinneytexas.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:

REPRESENTATIVE COMPLETING APPLICATION:

Name: Dirk Hedges

Title: Firefighter / Museum Curator

Mailing Address: 2200 Taylor-Burk Dr.

City: McKinney

ST: TX

Zip: 75071

Phone: 214-693-8581

Fax: NA

Email:

dhedges@mckinneytexas.org

CONTACT FOR COMMUNICATIONS BETWEEN MCDC AND ORGANIZATION:

Name: Chris Lowry, Danny Kistner

Title: Asst. Chief, Chief

Mailing Address: 2200 Taylor Burk

City: McKinney

ST: TX

Zip: 75071

Phone: 214-547-7650

Fax: 972-547-2858

Email:

clowry@mckinneytexas.org , dkistner@mckinneytexas.org, dhedges@mckinneytexas.org

FUNDING

Total amount requested: \$51,000.00

PROJECT/PROMOTION/COMMUNITY EVENT

Start Date: 3/1/2014

Completion Date: 3/1/2015

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

The Museum is seeking to develop a 501 (c) (3). In the event that it goes thru, the following will sit on the board of directors.

Danny Kistner

W.A. Richardson (former MFD Chief)

Chris Lowry

Tim Mock

Dirk Hedges

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

Danny Kistner

Chris Lowry

Dirk Hedges

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

I. Applying Organization

Mission Statement:

The purpose of the McKinney Fire Department Museum is to collect, record, preserve, and exhibit the history of the fire rescue and the emergency services of this community and to serve as a memorial to the paid and volunteer members who dedicated their lives in service to this community. We will show the public how we became the McKinney fire Department.

The McKinney Fire Museum will be open to the public formally from 8:00 to 18:00 seven days a week. After hours the public can tour the museum on a drop by basis depending on station staffing or call volume at the time of the visit. In the future, it is the hope of the fire education department to staff the museum with a part time or full time curator.

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

As of this application, we do not anticipate any changes to the Museum leadership or staff. The day to day project management will be a joint effort between Firefighter/Curator Dirk Hedges and the command staff of Chief Kistner and Asst. Chief Lowry. There will be a monthly meeting to keep all persons informed on the progress of this project. Once completed, this piece of history will serve as the centerpiece of our museum.

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

The Project:

The project for which the City of McKinney seeks funding from MCDC is the restoration of the McKinney Fire Museums 1924 American La France fire engine. First used by the McKinney Fire Department from 1924 to 1955, this piece of fire history will serve as our centerpiece in the museum. The 1924 LaFrance was an American made fire engine and one of the most popular models of its day. After retiring it from service with McKinney, it was sold to a lumberyard in Denton County. The son of a former Asst. Chief in McKinney during the 1920's, Jack Moss, bought the fire truck in the 1990's and donated the item to the museum in 2007 in hopes it would be restored to it's former glory and serve as a rolling memorial to the men of that time. This funding would help to complete what was started by the generous funds granted by this body a few years ago. The truck and all parts will be sanded and painted and detailed as in was during its time of service. The motor will be restored so as to be used at public events around the city as requested. Our goal is to have the project finished within no more than one year's time and believe it can be done sooner. The fire truck is currently being housed at the Texas Fire Museum in South West Dallas Texas. The Texas Fire Museum completed the work on our 1932 American LaFrance service truck that is currently on display at the McKinney Fire Museum. The Texas Fire Museum has worked to

restore many trucks of this time period. Working with the restoration division within the TFM, we will set goals and timelines for every aspect of this project. There will be constant communication between the project managers at the TFM and the McKinney Fire Museum staff. Once completed the fire truck will be moved back to the McKinney Fire Museum as displayed in the center of the museum. In the past we have seen a lot of attention brought to the McKinney Fire Museum from other historical groups throughout the region and this restored piece of history will be unique to this area. It will also be one of very few from this time period that can be driven out on display.

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

The following is a breakdown of the remaining work to be completed by the Texas Fire Museum and its vendors.

All parts are to be sand blasted, sealed and painted with primer paint and finished with red paint. These parts include the chassis, wheels, front and rear fenders, hose bed, and all trim parts.

Gold leaf lettering and stripping will begin. Tracings of the lettering have been made. The apparatus will be lettered as it was on delivery to the McKinney Fire Department back in 1924.

The work will be done by the Texas Fire Museum in Dallas Texas and there subcontractors. As noted before, the TFM has restored the McKinney Fire Department's 1932 American LaFrance service truck that is currently housed in the McKinney Fire Museum today. The detailed proposal for the work to be done is attached to this document.

- **For Promotional Grants/Community Events** – describe how this initiative will promote the City of McKinney for the purpose of business development and/or tourism.

The McKinney Fire Museum is located at the Wysong Central Fire Station at 301 N. McDonald and serves as an educational center and tourist location for those who are not only located in McKinney, but those who travel to McKinney as a vacation destination. The goal of the museum is not only to share the history of the McKinney Fire Department, but to help educate the public on emergence related topics. Every child that comes through the doors of the museum is taught about aspects of fire safety. The public at large enters the museum to look at the displays and leaves with a better understanding of the fire service at large.

During fire safety month in October we see a boost in attendance to the museum, as well as when there are events planned on the square.

On Halloween, we ask the kids to join us for trick or treat at the fire museum and see our wall of past chiefs who's eyes will follow you around the room. It's another opportunity for us have fun, but also educate children and there parents about fire safety.

When this project is complete, we will plan an event that the public can attend at the museum to help us "push in" the fire truck to it's new home. This event will serve as a reminder to the general public that the fire museum is up and running and open to the

public.

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? No.

Provide specific information to illustrate how this Project/Promotion/Event will enhance quality of life and further business and economic development in the City of McKinney, and support one or more of MCDC's goals:

With the McKinney fire Museum already in place, we have a great location to showcase to the members of the public what the board of the MCDC has already accomplished with its generous funding.

This is a great location for meetings and gathering as well as educating the public on the many aspects of the city government and what it does for its community.

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

X Yes No

III. Financial

Although the McKinney Fire Department is funded within the General fund of the City of McKinney Budget, no funds are available for the proposed project within this request. At the same time, the Fire Museum facility as well as its utility costs are funded with in the budget of the McKinney Fire Department.

Much of the museums collection of artifacts has been donated to the museum by former members of the department or there families from personal collections. As well, items have been donated by others outside the fire community and from across the world.

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

\$51,000.00 will complete this project. The breakdown of the budget will answer any other questions you may have.

(Please include a budget for the proposed Project/Promotion/Community Event.)

What percentage of Project/Promotion/Community Event funding will be provided by the

Applicant? none

Are Matching Funds available? Yes No

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

Are other sources of funding available? No

Have any other federal, state, or municipal entities or foundations been approached for funding? No *If so, please list entity, date of request and amount requested.*

IV. Marketing and Outreach

Marketing will be focused locally through both print and broadcast media, including local cable channels. The McKinney Fire Department and Life Safety Education program will inform educational outlets and ISDs of the Museum.

The Fire Museum will be advertised through the network of Texas and National Fire Museums. The Museum and the our restored truck will be featured on the McKinney Fire Department website.

V. Metrics to Evaluate Success

Success will be measured by increasing the number of visitors to the museum each year. Our initial goal is 10,000 visitors per annum. We will consider the Fire Museum and its displays a success if we are able to sustain the initial level of visitors and increase this number by 10% each successive year.

Acknowledgements

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

- The Project/Promotion/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;

Acknowledgements - continued

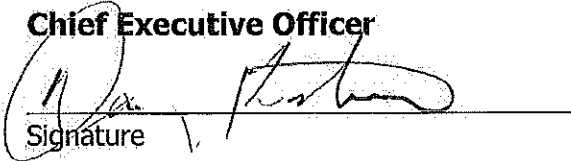
- MCDC will be recognized in all marketing, outreach, advertising and public relations as a funder of the Project/Promotion/Community Event. Specifics to be agreed upon by applicant and MCDC and included in an executed performance agreement;
- Organization's officials who have signed the application are authorized by the organization to submit the application;
- Applicant will comply with the MCDC Grant Guidelines in executing the Project/Promotion/Community Event for which funds were received.
- A final report detailing the success of the Project/Promotion/Community Event, as measured against identified metrics, will be provided to MCDC no later than 30 days following the completion of the Project/Promotion/Community Event.
- Up to 80% of the approved grant may be provided, on a reimbursement basis, prior to conclusion

of the Project/Promotion/Community Event with submission of invoices/receipts to MCDC. The final 20% will be paid following MCDC's receipt of unpaid invoices/receipts; documentation of fulfillment of obligations to MCDC; and final report on the Project/Promotion/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

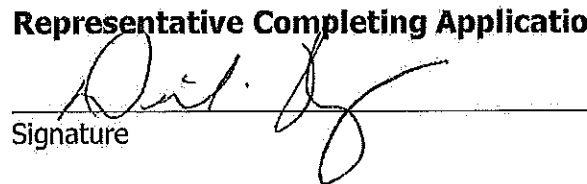


Signature

Danny Kistner
Printed Name

1/3/2013
Date

Representative Completing Application



Signature

Dirk Hedges
Printed Name

1/3/2013
Date

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

CHECKLIST:

Completed Application:

- Use the form/format provided
- Organization Description
- Outline of Project/Promotion/Community Event; description, goals and objectives
- Project/Promotion/Community Event timeline
- Plans for marketing and outreach
- Evaluation metrics
- List of board of directors and staff

Attachments:

- Financials: organization's budget for current fiscal year; Project/Promotion/Community Event budget; audited financial statements
- Feasibility Study or Market Analysis if completed (Executive Summary)
- IRS Determination Letter (if applicable)

A FINAL REPORT IS TO BE PROVIDED TO MCDC WITHIN 30 DAYS OF THE EVENT/COMPLETION OF THE PROJECT/PROMOTION/COMMUNITY EVENT.

FINAL PAYMENT OF FUNDING AWARDED WILL BE MADE UPON RECEIPT OF FINAL REPORT.

PLEASE USE THE FORM/FORMAT OUTLINED ON THE NEXT PAGE.



Warranties and Liabilities: Except for manufacturers fro materials used, there are no warranties written of implied. The City of McKinney is responsible for all insurance associated with the transportation, operation, and storage of this apparatus while in the care of the Museum

Sincerely,

William F. Carroll
Texas Fire Museum, Secretary
972-762-2091