

McKINNEY COMMUNITY DEVELOPMENT CORPORATION

Project Grant Application

Fiscal Year 2019 **December 27, 2018 Submission**

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
- **Contact us to discuss your plans for submitting an application prior to 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.

2019 Project Grant Application Schedule

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: December 28, 2018	January 24, 2019	February 28, 2019
Cycle II: March 30, 2019	April 25, 2019	May 23, 2019
Cycle III: June 28, 2019	July 25, 2019	August 22, 2019

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
- Entertainment, Tourist and Convention Facilities
- Projects Related to Low Income Housing
- Mass Transit-Related Facilities
- Airport Facilities

INFORMATION ABOUT YOUR ORGANIZATION

Name: Heard-Craig

Federal Tax I.D.: 75-1362043

Incorporation Date: August 24, 1971

Mailing Address: 205 W Hunt Street

City McKinney

ST: TX

Zip: 75069

Phone: 972-569-6909

Fax: 972-542-5092

Email: director@heardcraig.org

Website: www.heardcraig.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: Smithsonian Affiliate, Museums for All, Association of Children's Museums, Blue Star Museums, American Association for State and Local History, Society for Human Resources Management, Women in the Boardroom (Dallas), Dallas Arboretum, Dallas Women's Council, Dallas Museum of Art

REPRESENTATIVE COMPLETING APPLICATION:

Name: Linda Bonner

Title: Heard-Craig Center Museum Records

Mailing Address: 205 W Hunt Street

City: McKinney

ST: TX

Zip: 75069

Phone: 972-569-6909

Fax: 972-542-5092

Email: Membership@heardcraig.org

CONTACT FOR COMMUNICATIONS BETWEEN MCDC AND ORGANIZATION:

Name: Karen Zupanic

Title: Chief Executive

Mailing Address: 205 W Hunt Street

City: McKinney

ST: TX

Zip: 75069

Phone 972-569-6909

Fax: 972-542-5092

Email: director@heardcraig.org

FUNDING

Total amount requested: 12,790

Matching Funds Available (Y/N and amount): N

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

☐ Yes

☒ No

Please provide details and funding requested: The Carriage House is used extensively by organizations within and outside of McKinney. Two upgrades (one structural and one amenity) are planned for early 2019. The roof redesign and re-construction is \$7,790 and the installation of the Artists in Cellophane museum amenity is \$5,000. We are requesting funding for both Carriage House upgrades. Thank you.

PROJECT

Start Date: March 1, 2019

Completion Date: April 30, 2019

BOARD OF DIRECTORS 2019

Linda Dugger, President

Judy Edenburn, V.P.

Stephanie Tyson, Secy

Nate Pike, Treasurer

Mary Beth Williams, Board

Kelly Close, Board

Amy Smith, Board

LEADERSHIP STAFF

Karen Zupanic, Chief Executive

Linda Bonner, Manager, McKinney Heritage Alliance

Georgia Hilliard, Events

Debbie Janssen, Finance

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

I. Applying Organization

The Heard-Craig Center, a downtown landmark historical center built in 1900, formally became a non-profit organization on August 24, 1971. The Center provides "NO COST" meeting facilities to over 20 local educational and fine arts groups and is run as an event center and art museum. Its mission is threefold – education, preservation, and enlightenment. The Heard-Craig partners with many other organizations for the benefit of the City of McKinney. There is 1 full-time staff, 3 part-time staff and a large group of volunteers.

II. Project

The project request is for 2 Carriage House upgrades. The Carriage House is used extensively by organizations within and outside of McKinney. There are two 2019 upgrades requested (one structural and one amenity)

The first Carriage House upgrade is structural - a re-design of the flat roof. Currently, 30% of the roof is flat and the water drain is located on the side of the flat roof that is closest to the center of the building. When it rains extensively (as it did this past September and October, 2018), the water drain cannot keep up with the amount of water on the roof and the water backs up in the center of the building. An overflow of water on the flat roof then creates leakage through the walls of the Carriage House, running down through the second story and into the first floor. A roof redesign and re-construction has been quoted between \$7,000 - \$10,000.

The second Carriage House upgrade is for the installation of a museum amenity. We would like to install a very cool machine that is stocked by the Artists in Cellophane organization and allows visitors to the City of McKinney and to the Heard-Craig to purchase an original art piece for \$5.00. The mission is to encourage art consumption by expanding access to artists' work via an innovative form. The Heard-Craig becomes the Host location, joining other notable locations such as the Boston Museum of Art, Houston Museum of Art, etc.

We are requesting funding for both Carriage House upgrades.

The timeline is indicated below:

January 24, 2019	MCDC Presentation
February 28, 2019	MCDC grant award information
March 1, 2019	Notify organizations of go/no go decision
March 4, 2019	If approved, schedule work to begin immediately.
April 26, 2019	Projects completed
May 31, 2019	Final report to MCDC

Please provide the information requested below:

- An expansion/improvement?
- A replacement/repair?
- A multi-phase project?
- A new project?

☐ Yes
☐ Yes
☐ Yes
x☐ Yes

☐ No
☐ No
☐ No
☐ 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 aligns with one or more of the goals and strategies adopted by McKinney City Council and McKinney Community Development:*

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

The following strategies adopted by McKinney City Council are supported by these projects:

- A) Support cultural projects that attract resident and visitor participation and contribute to quality of life, business development and growth of McKinney sales tax revenue.
- B) Highlights and promote McKinney as a unique destination for residents and visitors alike.

The re-design of the Carriage House roof assists in preservation of a structure that is historically significant to McKinney. Furthermore, the addition of the Art machine provides a very unusual structure that has to be seen and used to appreciate the full coolness of how unique this is. Since McKinney would be the only one having such an amenity in the northern part of the state of Texas, we'd have something else to promote our uniqueness.

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

☐ Yes x☐ No

III. Financial

- Organization's budget and financials (All four documents attached in Excel spreadsheet)

What is the total estimated cost for this Project?

\$12,790

Please provide a detailed budget specific to the proposed Project.

What percentage of Project funding will be provided by the Applicant? Applicant organization will be picking up shipping costs not covered by agreement (under \$1,000).

Are Matching Funds available? ☐ Yes x☐ No

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

Please provide details regarding other potential sources for funding. Include name of organization(s) solicited; date of solicitation; amount of solicitation and date that notice of any grant/award/loan is expected. No other grant is expected at this time.

IV. Marketing and Outreach

The structural project will not have outreach associated with it. The museum amenity will be advertised on all event literature for the Center. If MCDC awards the grant, the MCDC logo will also be included in all event literature.

V. Metrics to Evaluate Success

The metrics to evaluate the roof redesign will depend on the timing of heavy rains. If heavy rains occur during the period prior to the final report, metrics can be shared. If not, then metrics will have to be submitted later than 30 days. The metrics used to evaluate the success of the Artists in Cellophane machine will be in direct art sales. Each art purchase is quantifiable and helps the economy for the City.

Acknowledgements

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

- The Project 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.
- Applicant owns the land, building or facility where the proposed project will be located. 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.
- MCDC will be recognized in all marketing, advertising, outreach and public relations as a funder of the Project. 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 for which funds were awarded.
- A final report detailing the successful completion of the Project, as measured against identified metrics, will be provided to MCDC no later than 30 days following the 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 awarded may be withheld **until the final report on completion of the Project is provided to MCDC.**

- 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 on file
Signature

Karen E. Zupanic
Printed Name

December 26, 2018
Date

Representative Completing Application

Signature on File
Signature

Linda Bonner
Printed Name

December 26, 2018
Date

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

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

Department of the Treasury

District Director

Internal Revenue Service

Date:

AUG 24 1971

In reply refer to:

A:EO:RT:309

DAL-EO-71-341



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

Accounting Period: December 31

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 purposes 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 waiver of exemption certificates as provided in the Federal Insurance Contributions Act.

Sincerely yours,

Ellis Campbell, Jr. (TSE)

Ellis Campbell, Jr.
District Director

cc: Robert L. Trimble
2030 Republic Bank Tower
Dallas, Texas 75201

John L. McCraw, Jr.
211 North Tennessee Street
McKinney, Texas 75069

Heard-Craig Center for the Arts
Profit & Loss
January through December 2017

	A	B	C	D	E	F	G
1						Budget 2018	2018
2						Ordinary Income/Expense	
3						Income	
4						2091 · Intra Fund Transfer	100,000
5						3050 · Grants	9,000
6						4000 · Contributions (Contributions)	0
7						4025 · Club donations	2,400
8						4000 · Contributions (Contributions) - Other	600
9						Total 4000 · Contributions (Contributions)	0
10						4012 · Tea & Conversation	0
11						4012.1 · Tea & Conversation - Member	1,800
12						4012.2 · Tea & Conversation - Nonmember	3,200
13						4012.3 · Granddaughter Tea	3,500
14						Total 4012 · Tea & Conversation	0
15						4013 · McKinney Heritage Alliance	1,575
16						4014 · Heard Craig Membership (Museum Memberships)	2,600
17						4015 · Garden	100
18						4030 · Fundraising (Fundraiser)	50,000
19						4057 · Music in Garden	1,200
20						4058 · Event Revenue	0
21						4058.1 · Private Tours	700
22						4058.2 · Women's Technology Series	0
23						4058.6 · Programs/Lecture Series	50
24						4058 · Event Revenue - Other	2,500
25						Total 4058 · Event Revenue	0
26						4059 · Exhibit Revenu	70
27						4060 · Tour Income (Tour of House)	1,200
28						4062 · Gift Shop	1,400
29						4065 · Misc. Revenue (Miscellaneous)	2,000
30						4066 · Catering Revenue	400
31						4067 · CH-Garden Rentals	0
32						4067.1 · Canasta (rental fee for carriage house)	1,200
33						4067 · CH-Garden Rentals - Other	9,000
34						Total 4067 · CH-Garden Rentals	0
35						4068 · House Rentals	1,000
36						4075 · Rentals (Rentals of tablecloths and other equipment)	50
37						4201 · Interest Income	10,000
38						4206 · Dividend Income	10,000
39						Total Income	215,545
40						Cost of Goods Sold	
41						4500 · Gift Shop Items	400
42						Total COGS	
43						Gross Profit	202,745
44						Expense	
45						Ask my accountant (Asset Account - Employee Deductions)	
46						5200 · Carriage House Expense	
47						5220 · CH Electricity (C. H./Electricity)	1,042.06
48						5221 · CH Gas (Carriage House/Gas)	824.49
49						5223 · CH Water-Sewer (C. H./Water & Sewer)	505.01
50						5243 · CH Maintenance (C.H./Maint/Heat & Air)	0.00
51						5245 · CH Plumbing/Electrical (Maint/Plumbing/Elect/C.H.)	387.65
52						5253 · CH Cleaning (Carriage House/Cleaning)	1,350.00
53						5256 · CH Decorations (Carriage Hosue/Decoration)	0.00
54						5265 · CH Supplies	600.00
55						5268 · CH Pest Control (CarriageHouse/PestControl)	600.00
56						5280 · CH Security	1,600.00
57						Total 5200 · Carriage House Expense	6,909.21

Heard-Craig Center for the Arts
Profit & Loss
January through December 2017

	A	B	C	D	E	F	G
1						Budget 2018	2018
58						5300 · Education	0.00
59						5400 · House Expenses	
60						5420 · House Electricity (H. C. House/Electricity)	5,430.52
61						5421 · House Gas (H. C. House/Gas)	1,554.11
62						5423 · House Water-Sewer (H. C. House/Water & Sewer)	1,700.77
63						5430 · House Landscape/Maint. (House/Landscape Mainten.)	7,506.20
64						5432 · House Watering (Hse/Land.Sprink.WaterCost)	4,140.25
65						5443 · House Heat/Air Maint. (House/Maint/Heat & Air)	794.00
66						5445 · House Plumbing/Electric (Hse/Maint/Plumb/Electric)	2,000.00
67						5446 · House Maintenance	0.00
68						5453 · House Cleaning (H. C. House/Cleaning)	2,076.00
69						5456 · House Decorations (H. C. House/Decoration)	0.00
70						5465 · House Supplies	0.00
71						5468 · House Pest Control (H. C. House/Pest Control)	800.00
72						5475 · House Preservation Account	20.00
73						5480 · House Security (H. C. House/Security)	1,300.00
74						5483 · House Cleaning Supplies (H. C. House/Supplies)	63.84
75						Total 5400 · House Expenses	27,385.69
76						5500 · Garden Expenses	6,000
77						5510 · Property Decorations	0.00
78						5566 · Catering Expense	400.00
79						5600 · Administrative Expenses	
80						Contract Labor (contract labor)	0
81						5622 · Telephone (Gen./Telephone)	2,268.07
82						5655 · Technology (computers, projectors, wifi and any technology expense o	776.60
83						5665 · Office Supplies (Gen/Office Supply/Expense)	1,925.62
84						Total 5600 · Administrative Expenses	4,970.29
85						5663 · Professional Training/Ed	0.00
86						5664 · Professional Dues	275.00
87						5676 · Tea & Conversation Supplies	3,377.66
88						5677 · Internet	1,000.00
89						5680 · Event Expense	3,820.25
90						5685 · Marketing	9,000.00
91						5688 · Recognition	149.43
92						5690 · Tax/Legal (General Overhead/Audit)	1,620.00
93						5692 · Insurance (General Overhead) (GeneralOverhead/Insurance)	22,000.00
94						5699 · Other Taxes	380.00
95						5800 · Investment Fees	6,049.41
96						5801 · Bank Charges	152.45
97						5802 · Paypal Fees	401.93
98						6550 · Wages	120,800.00
99						Total 6550 ·	178966.71
100						Total Expense	212,861.61
101						Net Ordinary Income	2,683.39
102							