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

THEODMATION ABOUT VO	UD ODCANIZAT	TON		
INFORMATION ABOUT YO	UK UKGANIZAT	ION		
Name: Heard-Craig				
Federal Tax I.D.: 75-1362043				
Incorporation Date: August 24,	1971			
Mailing Address: 205 W Hunt St	treet			
City McKinney	ST: TX	(Zip: 75069	
Phone: 972-569-6909	Fax: 972-542-	-5092 Email:	director@heardcraig.org	
Website: www.heardcraig.org				
Check One:				
x Nonprofit – 501(c) A Governmental entity For profit corporation Other	.,	Determination Le	etter	
for All, Association of Children's	Museums, Blue Stai anagement, Womer	r Museums, Amer	belongs: Smithsonian Affiliate, Museums rican Association for State and Local History, n (Dallas), Dallas Arboretum, Dallas	,
REPRESENTATIVE COMPL	ETING APPLICA	TION:		
Name: Linda Bonner				
Title: Heard-Craig Center Museu	um Records			
Mailing Address: 205 W Hunt St	treet			
City: McKinney		ST: TX	Zip: 75069	
Phone: 972-569-6909 Fa	x: 972-542-5092	Email: Members	ship@heardcraig.org	

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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 ar	mount): N						
Will funding be requested from any of Support Grant)?	ther City of McKinney en	entity (e.g. TIRZ Grant, City of McKinney Community					
☐ Yes	k□ No						
and outside of McKinney. Two upgra	des (one structural and of and the installation of	House is used extensively by organizations within d one amenity) are planned for early 2019. The roof of the Artists in Cellophane museum amenity is e upgrades. Thank you.					
PROJECT Start Date: March 1, 2019	Completic	ion Date: April 30, 2019					
BOARD OF DIRECTORS 2019 Linda Dugger, President	Judy Edenbur	ırn, V.P.					
Stephanie Tyson, Secy	Nate Pike, Tre	Nate Pike, Treasurer					
Mary Beth Williams, Board	Kelly Close, Bo	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. <u>There are two 2019 upgrades requested</u> (one structural and one amenity)

The <u>first Carriage House upgrade</u> 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 guoted between \$7,000 - \$10,000.

The <u>second Carriage House upgrade</u> 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:

	Cash \$ In-Kind \$	Source Source	% of T % of T	
	Cash \$	Source	% OT 1	otal
			0/ -6-	
	Are Matching Funds available	e? 🗌 Yes	x N	0
	What percentage of Project f be picking up shipping costs not	-		cant? Applicant organization wil
	Please provide a detailed L	budget specific to	the proposed P	<u>roject.</u>
	\$12,790			
	What is the total estimated o	ost for this Project?	•	
	 Organization's budget and fir 	nancials (All four docun	nents attached in E	excel spreadsheet)
III.	Financial			
	☐ Yes x☐] No		
Has a	a request for funding, for this F	Project been submit	ted to MCDC in tl	ne past?
McKir and u	e-design of the Carriage House roonney. Furthermore, the addition of sed to appreciate the full coolness an amenity in the northern part of t	the Art machine provio of how unique this is.	des a very unusual Since McKinney w	structure that has to be seen rould be the only one having
•	Highlights and promote McKinne	•		
A)	Support cultural projects that attr business development and grow		-	contribute to quality of life,
	The following strategies adopted	by McKinney City Cou	ıncil are supported	by these projects:
	Has a feasibility study or man please attach a copy of the Exec Project aligns with one or mo and McKinney Community De Indicate which goal(s) will be	outive Summary. Provore of the goals and evelopment:	ide specific infor strategies adopt	mation to illustrate how this ed by McKinney City Council
	A replacement/repair?A multi-phase project?A new project?	×	Yes Yes Yes	No No
	An expansion/improvement?A replacement/repair?	一	Yes	No

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 Representative Completing Application Signature on file Signature on File Signature Karen E. Zupanic Printed Name December 26, 2018 Date Representative Completing Application Signature on File Signature Printed Name December 26, 2018 Date

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

Address any reply to:

1600 Patrason St., Dallas, Tex. 75201

Der....timent of the Treasury

nofaction of the second

Internal Revenue Service

in reply refer to:

AUG 2 4 1971

A: E0: RT: 309

DAL-EO-71-341

The Heard-Craig Women's Club Trust 205 West Humt McKinney, Texas

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

Robert L. Trimble 2030 Republic Bank Tower Dallas, Texas

Heard-Craig Center for the Arts Profit & Loss

January through December 2017

	Α	В	С	D	E F	G
1					Budget 2018	2018
2		Ordi				
3				Inco		
4					2091 · Intra Fund Transfer	100,000
5					3050 · Grants	9,000
6 7					4000 · Contributions (Contributions)	2,400
8					4025 · Club donations	600
9					4000 · Contributions (Contributions) - Other Total 4000 · Contributions (Contributions)	000
10					4012 · Tea & Conversation	
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	(
15					4013 · McKinney Heritage Alliance	1,57
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	(
21					4058.1 · Private Tours	700
22					4058.2 · Women's Technology Series	(
23					4058.6 · Programs/Lecture Series	50
24					4058 · Event Revenue - Other	2,500
25					Total 4058 · Event Revenue	(
26					4059 · Exhibit Revenu	7(
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	(
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	
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					al Income	215,54
40				Cos	et of Goods Sold	40.
41					4500 · Gift Shop Items	400
42					al COGS	202.741
43			Gro		rofit	202,74
44				⊨xp	ense	
45 46					Ask my accountant (Asset Account - Employee Deductions)	
47					5200 · Carriage House Expense	1.042.0
48					5220 · CH Electricity (C. H./Electricity)	1,042.0 824.4
49					5221 · CH Water Sower (C. H. Water & Sower)	
50					5223 · CH Water-Sewer (C. H./Water & Sewer) 5243 · CH Maintenance (C.H./Maint/Heat & Air)	505.0
51					5245 · CH Plumbing/Electrical (Maint/Plumbing/Elect/C.H.)	387.6
52					5253 · CH Cleaning (Carriage House/Cleaning)	1,350.0
53					5256 · CH Decorations (Carriage Hosue/Decoration)	0.0
54					5265 · CH Supplies	600.0
→ T					5268 · CH Pest Control (CarriageHouse/PestControl)	600.0
55						
55 56					5280 · CH Security	1,600.0

Heard-Craig Center for the Arts Profit & Loss

January through December 2017

	Α	В	С	D	Ε	F	G
1						Budget 2018	2018
58					530	0 · Education	0.00
59					540	0 · 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					Tota	al 5400 · House Expenses	27,385.69
76						0 · Garden Expenses	6,000
77						0 · Property Decorations	0.00
78						6 · Catering Expense	400.00
79						0 · Administrative Expenses	400.00
80					300	T	0
81						Contract Labor (contract labor)	2,268.07
82						5622 · Telephone (Gen./Telephone)	· · · · · · · · · · · · · · · · · · ·
83						5655 · Technology (computers, projectors, wifi and any technology expense o	776.60
						5665 · Office Supplies (Gen/Office Supply/Expense)	1,925.62
84 85					-	al 5600 · Administrative Expenses	4,970.29
						3 · Professional Training/Ed	0.00
86						4 · Professional Dues	275.00
87					†	6 · Tea & Conversation Supplies	3,377.66
88						7 · Internet	1,000.00
89	-					0 · Event Expense	3,820.25
90						5 · Marketing	9,000.00
91					1	8 · Recognition	149.43
92					1	0 · Tax/Legal (General Overhead/Audit)	1,620.00
93						2 · Insurance (General Overhead) (GeneralOverhead/Insurance)	22,000.00
94					569	9 · Other Taxes	380.00
95	<u> </u>					0 · Investment Fees	6,049.41
96	_				580	1 · Bank Charges	152.45
97					580	2 · Paypal Fees	401.93
98					655	0 · Wages	120,800.00
99	L_				Tota	al 6550 ·	178966.71
100				Tota	al Ex	pense	212,861.61
101		Net	Ordi	nary	Inco	ome	2,683.39
102							