



Twin Falls Historic Preservation Commission Agenda

Monday, July 12, 2021, 3:00 PM

203 Main Avenue East
Twin Falls, ID 83301

COUNCIL CHAMBERS

SPECIAL MEETING

Members: Samra Culum Chairperson, Doug Baughman Vice Chairperson, Jennifer Shaffer, Ben Woodbury, Lisa Maas

Council Liaison: Craig Hawkins

- 1) Confirmation of Quorum/Call Meeting to Order
- 2) Consent Calendar
 - a) **ACTION ITEM:** Request for approval of minutes from the following meeting: June 21, 2021
- 3) Certificate of Appropriateness
 - a) **ACTION ITEM:** Request for a Certificate of Appropriateness to allow for installing a sign on property located at 106 Main Avenue North c/o Fox Floral.
By: Lisa Strickland, City Planner
- 4) Old Business
 - a) **DISCUSSION:** Lobby Photo Display - Lost & Found Buildings
 - b) **DISCUSSION:** Lobby Photo Display - Twin Falls Women of Influence
- 5) New Business
 - a) **ACTION ITEM:** CEG- Community Enhancement Grant
 - b) **DISCUSSION:** CLG- Certified Local Government Grant
 - c) **DISCUSSION:** Idaho Heritage Trust
 - d) **DISCUSSION:** Idaho Humanities Council Grant
 - e) **DISCUSSION:** Project Coordination - Action Plan
- 6) Upcoming Meeting(s)
 - a) Monday, July 19, 2021
- 7) Adjournment

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Kelli Ebersole (208) 735-7267 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208) 735-7287.

CITY OF TWIN FALLS

PLANNING & ZONING COMMISSION

Public Hearing Procedures for Zoning Requests

1. Prior to opening the first Public Hearing of the session, the Mayor or Chair shall review the public hearing procedures.
2. Individuals wishing to testify or speak before the City Council or Planning & Zoning Commission shall wait to be recognized by the Mayor or Chair, approach the microphone/podium, state their name, and then proceed with their comments. Following their statements, they shall write their name and address on the record sheet(s) provided by the staff. The staff shall make an audio recording of the Public Hearing.
3. A City Staff Report shall summarize the application and history of the request.
4. The Applicant, or the spokesperson for the Applicant, will make a presentation on the application/request (request). No changes to the request may be made by the applicant after the publication of the Notice of Public Hearing. The presentation should include the following:
 - **A complete explanation and description of the request.**
 - **Why the request is being made.**
 - **Location of the Property.**
 - **Impacts on the surrounding properties and efforts to mitigate those impacts.**
5. Applicant is limited to 15 minutes, unless a written request for additional time is received, at least 72 hours prior to the hearing, and granted by the Mayor or Chairman.
6. The City Council or Planning & Zoning Commission may ask questions of staff or the applicant pertaining to the request.
7. The general public will then be given the opportunity to provide their testimony regarding the request. The Mayor or Chair may limit public testimony to no less than two (2) minutes per person.
 - **Individuals are not permitted to give their time to other speakers.**
 - **However, five (5) or more individuals that received written notice of the public hearing may appoint, by written petition, a spokesperson. The written petition must be received at least 72 hours prior to the hearing and must be granted by the Mayor or Chair. The spokesperson shall be limited to 15 minutes.**
 - **Written comments, including e-mail, received by 12:00 p.m. on the date of the hearing shall be either read into the record or displayed to the public on the overhead projector.**
8. Following the Public Testimony, the applicant is permitted five (5) minutes to respond.
9. Following the Public Testimony and Applicant's response, Council or Commission members, as recognized by the Mayor or Chair, shall be allowed to question the Applicant, Staff or anyone who has testified. Responses shall be limited to answering the questions asked. The Mayor or Chair may limit the time permitted for the answer.
10. The Mayor or Chair shall close the Public Hearing. The City Council or Planning & Zoning Commission shall deliberate on the request. Deliberations and decisions shall be based upon the information and testimony provided during the Public Hearing. Once the Public Hearing is closed, additional testimony from the staff, applicant or public is not allowed. Legal or procedural questions may be directed to the City Attorney.

* Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Mayor or Chairman.



Twin Falls Historic Preservation Commission Minutes

Monday, June 21, 2021, 3:00 PM

203 Main Avenue East
Twin Falls, ID 83301

Council Chambers

Members: Samra Culum Chairperson, Doug Baughman Vice Chairperson, Jennifer Shaffer, Ben Woodbury, Lisa Maas, Allen Easterling

Council Liaison: Craig Hawkins

1) Confirmation of Quorum/Call Meeting to Order

Chairperson Culum called the meeting to order at 03:01 PM
A quorum was present.

Members Present: Culum, Easterling, Baughman, Maas, Woodbury

Staff Present: Hart, Strickland, Ebersole

2) Consent Calendar

MOTION: Commissioner Woodbury moved to approve the Consent Calendar, as presented.
Commissioner Easterling seconded the motion.

Unanimously Approved by a vote of 5-0.

- a) Approval of Minutes from the following meeting: May 17, 2021

3) Certificate of Appropriateness

- a) Request for a Certificate of Appropriateness for the purpose of installing a sign located at 161 6th Avenue East c/o St. Edwards Church (PZ21-0088).

Staff Presentation:

City Planner Strickland presented Request for a Certificate of Appropriateness for the purpose of installing a sign located at 161 6th Avenue East c/o St. Edwards Church (PZ21-0088).

The Certificate of Appropriateness process requires a public meeting in which interested persons can be heard, with regards to the application.

The Historic Preservation Commission shall review the "design guidelines" as they exist or as amended for compliance before issuing a certificate of appropriateness.

The Commission may approve, approve with conditions, or deny the request. Any conditions placed by Commission shall be specifically listed on the Certificate and shall be completed as part of the approval.

Any decision of the Commission may be appealed to the City Council.

Per the Twin Falls City Park Historic Guidelines, the following apply: 2.2 General Guidelines and 3.5 Signs. These sections have been provided in the staff report packet.

Based on these guidelines the Commission is charged with deciding as to whether the project helps to preserve the character of the district. Whether the materials are durable, compatible and appropriate.

The Commissions can approve the request, approve with conditions, or deny the request. Upon conclusion should the Commission approve this request staff recommends the following conditions:

1. Subject to site plan amendments as required by City Code Standards.
2. Subject to the applicant obtaining permits as required by City Code Standards.

Applicant Presentation: not present

HPC Questions & Comments:

- Commissioner Woodbury asked if the sign is a free-standing sign and if the cabinet is being removed?
- City Planner Strickland answered they would like to put the free-standing sign behind the flower bed and the cabinet sign has not been removed yet.
- Commissioner Easterling stated he thinks this is better than the reader box.
- Chairperson Culum stated she does not believe that the reader box is original and this new sign is pedestrian friendly.
- City Planner Strickland stated the picture in the packet was taken in the 1970's.
- Commissioner Woodbury stated he would like the corner stone unobstructed.
- Commissioner Baughman stated he would like the sign shrunk a bit to not obscure the white elements on the building.
- City Planner Strickland will inform Lytle Signs of the requests.
- Commissioner Maas asked if the bricks will be replaced if damaged with the removal of reader board.
- City Planner Strickland stated the damage repair is part of the sign design guidelines.
- Discussion ensued regarding the concern of the height of the sign.

MOTION: Commissioner Easterling moved to approve the motion for a Certificate of Appropriateness for installing a sign located at 161 6th Avenue East c/o St. Edwards Church (PZ21-0088), as presented, with conditions that the sign not exceed the height of the existing sign and the width of the sign not to cover the St. Edward's keystone on bottom right hand corner of building.
Commissioner Woodbury seconded the motion.

Unanimously Approved by a vote of 5-0.

4) Old Business

a) CEG & CLG Grant Discussion

City Planner Strickland stated the applications and materials have been submitted, but has not heard back from State regarding the approval of the grants.

CEG Grant -

Rock Creek sign will be installed this week by Lytle Signs at Dennis Bowyer Park. City Planner Strickland will take photos to send to State when installed. Discussions ensued regarding possible publicity, once installed.

Idea: Have a mini Warehouse District tour starting at the new sign.

CLG Grant –

Documents submitted 5/27/21. Lisa is waiting on invoice for the editing portion and will follow up with Melissa Barry.

7/15/21 is deadline for the next CEG Grant. Commissioner Woodbury is working with Lytle Signs regarding blade signs recognizing the historic districts or building at the lamp posts. Chairperson Culum asked about logos for the different historic districts.

Action Plan: City Planner Strickland and Commissioner Woodbury to have working meeting with the Streets Dept. to discuss signs.

CLG grant application due in December.
Idea - surveying the historic areas and update districts.

5) New Business

- a) Review of Commission Member Terms
City Planner Strickland reviewed member terms. Commissioners Baughman and Easterling 1st term is up at the end of June.

Action Plan: Commissioners to email staff if interested in second term.

One vacancy for a building owner in a historic district on Commission.
Commissioners were asked to email staff with potential candidates.

Discussion ensued regarding have an end of year recap of HPC decisions/approvals in December.

6) Upcoming Meeting(s)

- a) Monday, July 12, 2021-Special Meeting
Monday, July 19, 2021

7) Adjournment

The meeting adjourned at 04:06 PM



Date: Monday, July 12, 2021
To: Historic Preservation Commission
From: Lisa Strickland, City Planner

ACTION ITEM

Request:

Request for a Certificate of Appropriateness to allow for installing a sign on property located at 106 Main Avenue North c/o Fox Floral.

Time Estimate:

Approximately 5-10 minutes presentation with questions/comments to follow.

Background:

The subject property is located within the C-B (Commercial Business) Zoning District and the Twin Falls Downtown Historic District. The projecting will be for wooden framed sign with the business name made with metal lettering.

Approval Process:

The Certificate of Appropriateness process requires a public meeting in which interested persons can be heard, with regards to the application.

The historic preservation commission shall review the "design guidelines" as they exist or as amended for compliance before issuing a certificate of appropriateness.

The Commission may approve, approve with conditions, or deny the request.

Any conditions placed by Commission shall be specifically listed on the Certificate and shall be completed as part of the approval.

Any decision of the Commission may be appealed to the City Council.

Budget Impact:

N/A

Regulatory Impact:

Per City Code 10-13-1 states for those properties located within the Twin Falls Downtown Historic District.

A certificate of appropriateness shall be required whether a building permit is required.

Per the Twin Falls Downtown Historic Guidelines the following apply: 2.1 General Guidelines and 3.5 Signs. These sections have been provided in the staff report packet.

History:

Analysis:

Based on these guidelines the Commission is charged with deciding as to whether the project helps to preserve the character of the district. Whether the materials are durable, compatible and appropriate.

The Commissions can approve the request, approve with conditions, or deny the request.

Conclusion:

Upon conclusion should the Commission approve this request staff recommends the following conditions:

1. Subject to site plan amendments as required by City Code Standards.
2. Subject to the applicant obtaining permits as required by City Code Standards.

Attachments:

1. PZ21-0094 HPC SR



Comprehensive Staff Report

To: Historic Preservation Commission

Presenter: Lisa Strickland, City Planner

Request: for a **Certificate of Appropriateness** to allow for proposed installing a sign on property located at 106 Main Avenue North

Application: PZ21-0094

Applicant & Representative:

Fox Floral
c/o Twin Falls Signs
106 Main Ave N
Twin Falls, ID 83301

Public Hearing: July 12, 2021

Background:

This is a request to grant a Certificate of Appropriateness for the property located at 106 Main Avenue North.

The subject property is located within the C-B (Commercial Business) Zoning District and the Twin Falls Downtown Historic District. The projecting will be for wooden framed sign with the business name made with metal lettering.

Approval Process:

The Certificate of Appropriateness process requires a public meeting in which interested persons can be heard, with regards to the application.

The historic preservation commission shall review the "design guidelines" as they exist or as amended for compliance before issuing a certificate of appropriateness.

The Commission may approve, approve with conditions, or deny the request.

Any conditions placed by Commission shall be specifically listed on the Certificate and shall be completed as part of the approval.

Any decision of the Commission may be appealed to the City Council.

Applicable Zoning Regulations:

Per City Code 10-13-1 states for those properties located within the Twin Falls Downtown Historic District.

A certificate of appropriateness shall be required whether a building permit is required.

Applicable Design Guidelines:

Per the Twin Falls Downtown Historic Guidelines the following apply: 2.1 General Guidelines and 3.5 Signs. These sections have been provided in the staff report packet.

Based on these guidelines the Commission is charged with deciding as to whether the project helps to preserve the character of the district. Whether the materials are durable, compatible and appropriate.

The Commissions can approve the request, approve with conditions, or deny the request.

Conclusion:

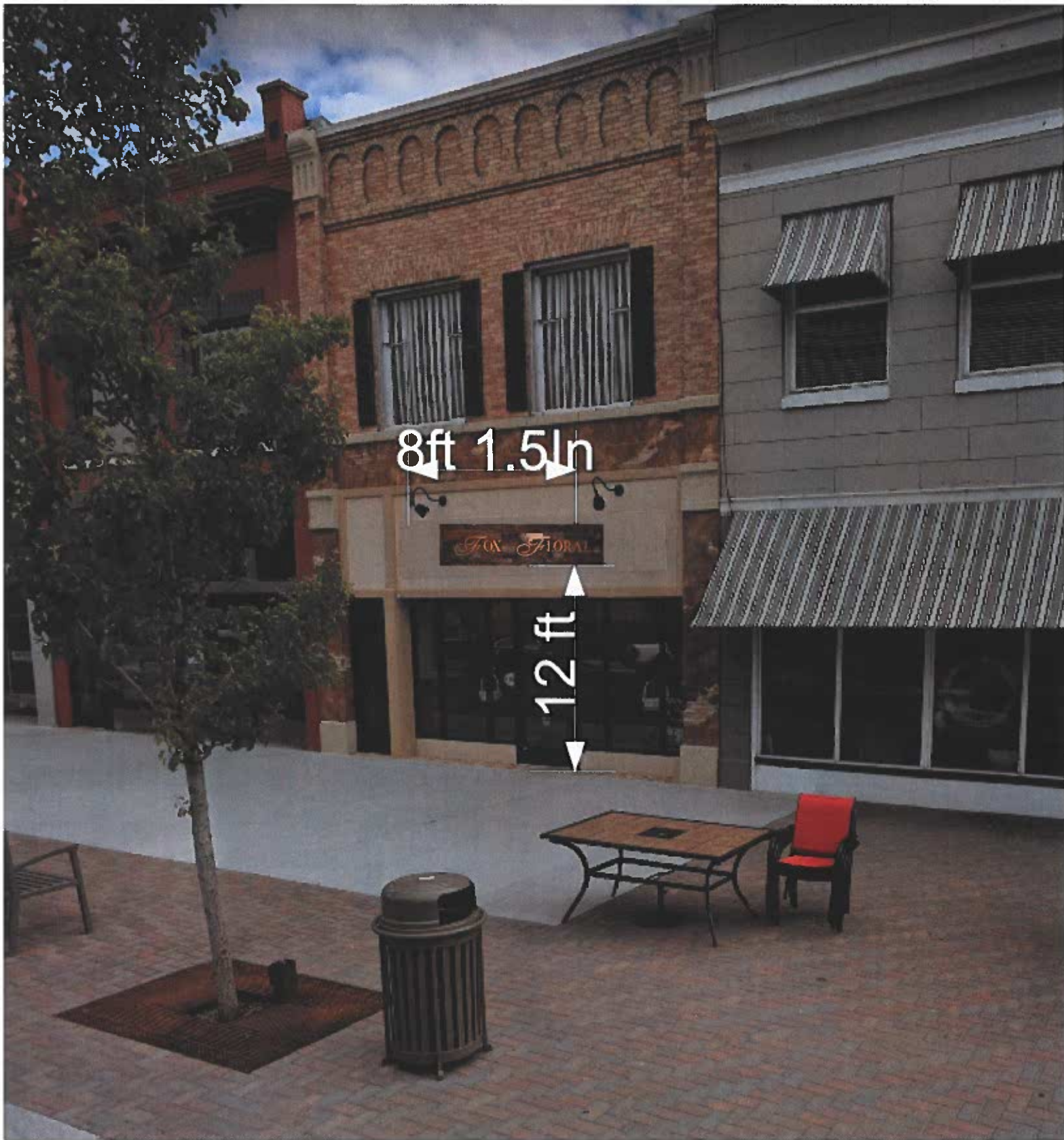
Upon conclusion should the Commission approve this request staff recommends the following conditions:

1. Subject to site plan amendments as required by City Code Standards.
2. Subject to the applicant obtaining permits as required by City Code Standards.

Attachments:

1. Vicinity Map
2. Narrative
3. Exhibits
4. Guideline Worksheets
5. National Registry Information





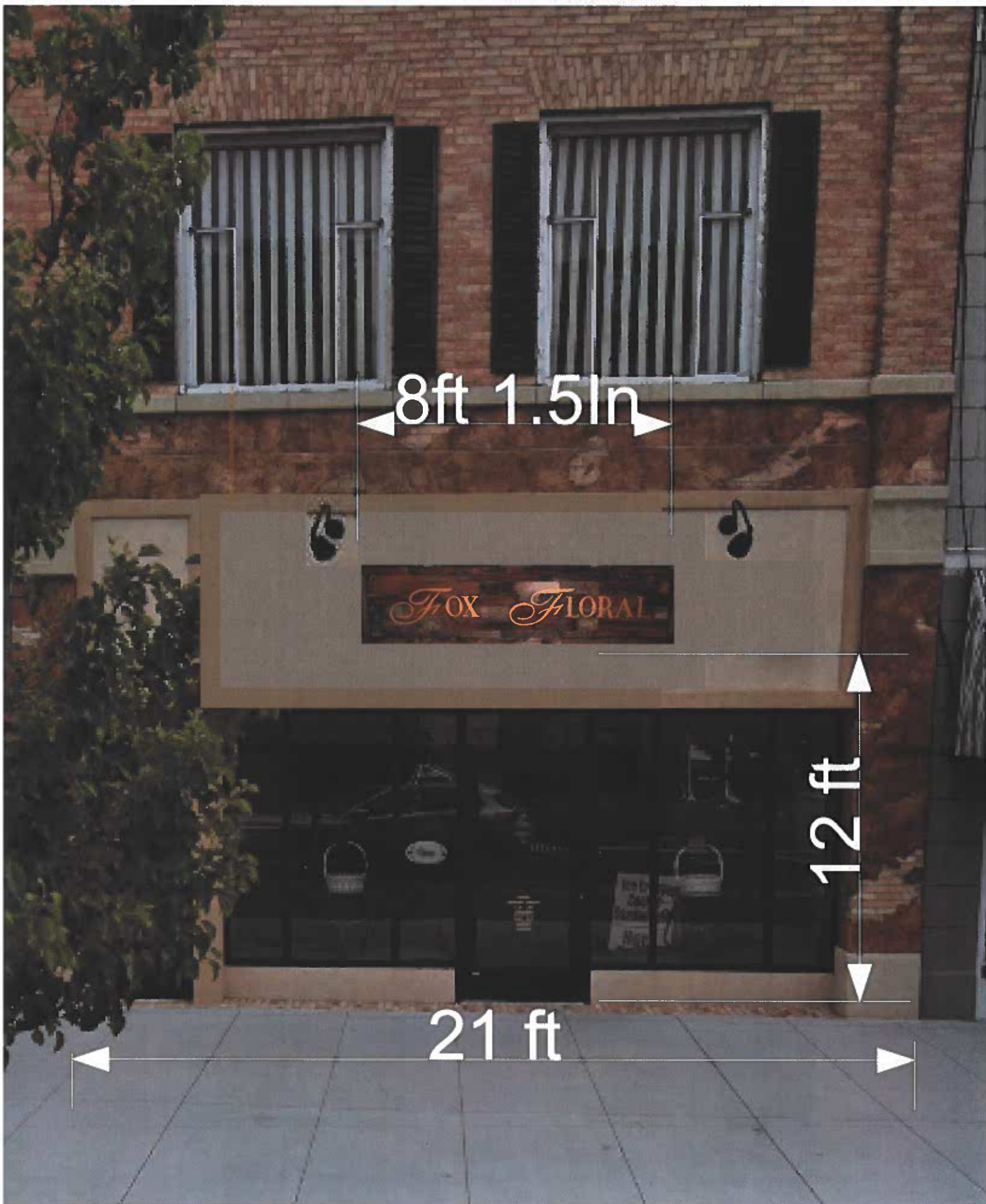
8ft 1.5in

12 ft



8ft 1.5in

12 ft



8ft 1.5in

12 ft

21 ft



Design Guideline Worksheets
Application No: PZ21-0094

alterations have occurred. If additions have been made more than 50 years ago, the additions may be seen as part of the evolution of the property.

Noncontributing Structure is a property which is outside the period of historical significance or is within the period of significance but has been altered to the degree in which its integrity and historical character has been compromised.

2.1.4 DESIGN GOALS

Maintain and enhance the unique historic character and pedestrian scale of the buildings and their relationship to each other and the street.

GENERAL GUIDELINES 2.1.5 TWIN FALLS DOWNTOWN DISTRICT

POLICY Ensure preservation of the unique character with improvements that respect the historic scale and materiality of existing historic structures, with focus on preservation of key details in high-style buildings.

Appropriate	Meets	Does Not Meet	N/A	Comments
• Repair and restore buildings before considering replacing them, highlighting key details.				
• Maintain the prevalent historic and architectural styles of the district.				
• When adding to an historic building, maintain the prevalent historic and architectural qualities of the district by restoring the historic building and keeping the additions in scale and compatible.				
• Set the street facades with a zero setback to maintain a continuous 'streetwall' consistent with historic properties on the block.				
• Cultural and civic structures are allowed to have 'pride of place' with setbacks and form differences, while maintaining compatible human scale elements at street level.				
• Step back new story additions above the prevalent parapet line of existing and/or adjacent historic structures.				
• Maintain a visual horizontal break element on the facade between the first and second floors.				
• Create ornament and detail for new buildings and additions that are compatible with the existing building. Details should be compatible in providing substantial 'depth' with materials and finishes found traditionally on the building or in the district.				



Design Guideline Worksheets
Application No: **PZ21-0094**

Appropriate	Meets	Does Not Meet	N/A	Comments
• When installing new sidewalks or plazas, maintain compatibility with the character of the streetscape.				
• Preserve existing historic outbuildings and significant landscape features including accessible paths and ramps.				
• Locate parking spaces to the rear of the property and/or screened from streets.				
• Preserve the character of the building in adapting it to meet the requirements of the Americans for Disabilities Act.				
• Comply with guidelines for new construction, additions, and methods for construction, maintenance, and repair in the following chapters.				
NOT Appropriate				
• Demolish viable historic structures.				
• Remove existing buildings for surface parking				
• Use incongruous materials such as un-faced concrete, plastic, vinyl, fiberglass, concrete block (CMU), glass block, stucco, EIFS, and corrugated or other metal siding as the dominant building material on additions and new buildings, unless proven as original materials.				
• Locate parking in front of the building on the property unless proven historically located.				
• Conflict with The Secretary of the Interior's Standards for Rehabilitation as state in Chapter 1.2. I				

Signature: _____

Date: _____



CITY OF TWIN FALLS
HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS ACTION SHEET

Application No: _____

DOWNTOWN & CITY PARK HISTORIC DISTRICT CHAPTER 3: DESIGN GUIDELINES FOR ALL PROJECTS

Contributing Structure is a property which retains a high degree of integrity; the historic fabric is intact and few alterations have occurred. If additions have been made more than 50 years ago, the additions may be seen as part of the evolution of the property.

Noncontributing Structure is a property which is outside the period of historical significance or is within the period of significance but has been altered to the degree in which its integrity and historical character has been compromised.

3.5 SIGNAGE

POLICY Signs should support the character of the district, helping support its particular identity. Signs should generally enhance the architectural features of the building and be of an appropriate pedestrian scale: flat or (minimally shaped), wall mounted or perpendicular from wall, enameled or painted.

Appropriate	Meets	Does Not Meet	N/A	Comments
Locate signs such that they fit within the architectural features of a facade, such as the panel band above the transom windows, above entryways, awnings, or display windows; or project from these areas.				
Line up signs with other signs along the block.				
Scale and orient signs based on pedestrian traffic.				
Use painted/enameled metal or wooden signs.				
Paint signs or gold-leaf directly on windows.				
Preserve or lightly repaint faded or "ghost signs" on brick exteriors.				
Create one sign or aggregate multiple signs for multiple upper floor tenants.				
NOT Appropriate				
Install electronic displays or reader boards.				
Install internally lit/backlit plastic signs				
Include illuminated signs with flashing, moving, or brightness changing elements				
Use plastic on the exterior of a sign.				
Install free standing or roof mounted signs.				

Signature: _____

Date: _____

Community Enhancement Grants



The Idaho State Historical Society is now Accepting FY22 Community Enhancement Grant Applications

The Idaho State Historical Society's Community Enhancement Grant (CEG) program serves the history needs of Idaho. The CEG program is an important way the Idaho State Historical Society supports Idaho's historical organizations in preserving and interpreting community history. CEG grants provide funds annually for collections management, educational programming, public access, interpretive enhancements, and heritage tourism.

The application deadline is July 15th each year.

How Much Money Can We Get?

The minimum grant amount is \$500; the maximum is \$2,500. Projects may be partially funded based upon funds available. All grants must be matched on a dollar for dollar basis, either cash or in-kind.

How Long Do we Have to Spend the Money?

All applicants will be notified of award decisions in October. Grant recipients will receive an award letter and report packet. Project completion, grant funds expensed, and final report must be submitted to ISHS by May 13th of the fiscal year (July 1-June 30) in which the grant was awarded. The State of Idaho fiscal year runs from July 1 through June 30.

What are the focus areas for funding?

- Operations and Administration: Membership recruitment, fundraising, development of board policies and procedures, management assessments.
- Collections Management: Storage materials and shelving, equipment for digitization of collections.
- Public Access/Interpretation: Improvements in non-permanent exhibit lighting, exhibit design and construction, exhibit signage, educational programming, and heritage tours.
- Oral/video history projects
- Design and construction of outdoor interpretive signs, kiosks, and exhibits (must comply, if applicable, with city, county, state and/or federal signage regulations, including environmental regulations)
- Support for assistance, including professional contract assistance, for membership enhancement, fundraising, and developing board policies and procedures
- Events (must be historically accurate if depicting a historical event)
- Non-structural enhancements to buildings to better preserve and/or exhibit materials such as non-permanent lighting, security systems, and fireproof/waterproof filing cabinets
- Projects designed to enhance cultural/heritage tourism
- Exhibits
- Publications/brochures and website development (website maintenance and/or hosting costs are excluded)
- Purchase of supplies and equipment (computers, audio/video/camera equipment, software, conservation materials, archival materials, and storage shelving)
- Educational programs (symposia, curriculum development, teacher workshops, speakers, programs, traveling trunks)

Certified Local Government



Certified Local Government (CLG) communities are those that shown a commitment to historic preservation. They have done this by adopting a local ordinance and creating a historic preservation commission. The program is a dynamic partnership between local governments, the Idaho State Historic Preservation Office (SHPO), and the [National Park Service](#) (NPS). It assists local communities in preserving their unique historic character. The Certified Local Government program also provides technical assistance and small grants to local governments. Most importantly, communities use the grants to preserve their historic resources for future generations. The CLG program gives local communities a more active level of participation in the National Register of Historic Places program and a greater say in any federally funded projects in their area.

The application deadline is December 31st of each year.

What are the focus areas for funding?

- The proposed project will have a beneficial impact on present and future preservation efforts of the CLG.
- The proposed project has been carefully planned.
- The CLG has the committed resources to successfully carry out the proposed project to completion.

What type of projects are acceptable?

- Surveys - projects identify and record information about properties and sites in a given geographic area or on a specific theme
- Nominations - projects result in the preparation and submission of a completed nomination to the National Register of Historic Places. Nominations can be for individual properties/objects, sites, or districts.

- Historic Preservation Plans -- development or updating of a local Historic Preservation Plan.
- Workshops and Training - projects can be for members of the public, city staff, and/or members of the historic preservation commission to aid them in carrying out the goals of the National Historic Preservation Act and advancing the National Register of Historic Places.
- Design Guidelines-- development of design guidelines. Helping to ensure that historic properties, and especially those listed on the National Register of Historic Places, are being preserved in accordance with the appropriate Secretary of the Interior's Standards.
- Other Administrative Tools - development and implementation of databases or other digital tools for improving administration of the

preservation program and historic resources, or hiring a professional to evaluate a National Register-listed property and develop a plan for its rehabilitation and provide recommendations for redevelopment opportunities

- Publications and Marketing Materials These projects include things such as walking/driving tour brochures or mobile apps, calendars, and other promotional materials. Publications and marketing materials must be focused on National Register-listed resources. CLG Grant funds cannot be used for signage or memorial plaques.

Idaho Heritage Trust



The Idaho Heritage Trust preserves Idaho's rich cultural history by providing grants and technical assistance to preservationists in every nook and cranny of the Gem State. Our grassroots efforts on behalf of all Idahoans honor the legacy of our ancestors, enrich our present, and ensure our collective heritage will be enjoyed for generations to come.

Serving all Idahoans by preserving our cultural legacy.

The application deadline is September 30th each year.

How Much Money Can We Get?

- The grant funding is provided by earnings from our endowment. Depending upon the market, the available amount varies.
- The grant funding is provided upon receipt of work complete and receipt of final report. They will reimburse 50% of the out-of-pocket costs up to the total grant award amount. Grants must be matched dollar-for-dollar by the recipient. Other gifts of cash, either through donations, fundraising, or grants may be used as a match to our grant funding.
- An average grant award is \$5,000. A few grants have been as high as \$15,000 and sometimes as small as \$750.
- Projects must be for the preservation of sites and items of historical and cultural significance. Special consideration is given to projects on sites listed in the National Register of Historic Places and projects in communities of fewer than 5,000 people.
- Community support
- Time Sensitivity - Consideration is given to projects that lack funding from other sources, or a building that is in imminent jeopardy due to decay, demolition, or deterioration by neglect.
- Available Resources
- Long-Term Permanence

How Long Do We Have to Spend the Money?

- The project must be completed and documented to IHT within three years of the grant award.

What are the focus areas for funding?

What type of projects are acceptable?

- The Trust champions preservation or conservation of the historic fabric of Idaho, meaning approved projects must result in the preservation of historic buildings and artifacts. Such work includes brick and mortar projects to stabilize historic buildings or preserve the historic character,

defining features, and period-correct materials, architectural or engineering plans for this type of work, or conservation of historic artifacts. For a better idea of the types of projects we fund, see the Champion Heritage That Matters page for recent examples.

- To help ensure preservation projects are successful, Idaho Heritage Trust provides technical assistance to public organizations planning to submit a grant application to us. We encourage potential applicants to reach out as early as possible in their project, as our experts can provide invaluable insights and advice on how best to proceed, potentially saving the project significant time and money. Our experts enjoy collaborating with applicants and are adept at planning around any budgetary limitations. Initial assistance is provided free of charge.



The IHC is dedicated to serving Idaho citizens by promoting greater public awareness, appreciation, and understanding of the humanities. The Council accomplishes its mission by awarding grants to organizations statewide, and by working with organizations as partners to develop local humanities projects and programs, and by sponsoring its own Council-conducted programs, such as summer institutes in the humanities for K-12 teachers, library reading/discussion programs in small communities, traveling exhibitions from the Smithsonian Institution, a Humanities Speakers Bureau, Distinguished Humanities Lectures, and other projects and programs limited only by the imagination.

The application deadlines are as follows:

Spring deadlines

Required draft application: December 15
Final submission: January 15

Fall deadlines

Required draft application: August 15
Final submission: September 15

How Much Money Can We Get?

- Applications for specific humanities programs may not request more than \$10,000*.
- Cost-share includes project costs not being paid by IHC. It must be at least equal to the amount requested from IHC. Cost-share may not include other federal funds. In-kind cost-share includes donated time, facilities, supplies, duplicating, travel costs, etc. In-kind does not involve cash outlays but is calculated at a cash value. Cash cost-share includes any items that require a cash outlay.
- Scholars and the audience are involved in disciplined dialogue benefiting both.
- Members of the intended audience participated in the planning and implementation of the project. The topics and formats proposed are suitable to the audience and promote active participation.
- The roles of all scholars and resource persons are appropriate to the content and format of the project.
- The budget is clear and reasonable in view of its scope and has sufficient cost-share match.

How Long Do We Have to Spend the Money?

- All grant activities must be completed by November 30, 2022.

What are the focus areas for funding?

- The project is centered in one or more of the humanities disciplines.
- The project is focused on a topic, text, or idea that is analyzed and discussed using the methodology of the humanities.
- Humanities scholars are involved in the project, and critical thinking and interpretation are evident throughout the program.

What type of projects are acceptable?

- General Operating Support for eligible humanities organizations (salaries, rent, utilities, other costs key to operation).
- Costs for specific programs grounded in the humanities.

Photo Display – Project Milestones

1. Decide on a topic
2. Research the topic
3. Select photos to include
4. Prepare the script
5. Have the photos & script printed
6. Display the photos

Commissioner Education/Training

1. Decide on a topic
2. Find a presenter
3. Schedule the presentation for HPC Meeting
4. Research online Historic Preservation education opportunities

Interpretive Sign – Project Milestones

1. Decide on a topic
2. Find a location for the sign
3. Seek permission to install sign at the location
4. Research the topic
5. Select photos to include
6. Prepare the script
7. Get a quote for sign design/installation
8. Submit grant application
9. Write an article or press release (if grant is awarded)
10. Thank Legislators (if grant is awarded)
11. Submit final reimbursement grant request
12. Share on Facebook (the story and photos of the sign)

Idaho Historic Preservation Month (May)- Project Ideas

1. Plan a special event (repurpose buildings tour)
2. Create a project that could be done by students
3. Plan for an exhibit

Spring, Summer, Fall Walking Tour/Horse Trolley Tour-Project Milestones

1. Arrange for the trolley (if possible)
2. Decide on a time and date
3. Decide on the historic district
4. Decide on a route
5. Decide which buildings are to be discussed
6. Research the buildings history
7. Select photos or articles about the district or building that may be of interest on the tour
8. Prepare a script for the tour
9. Arrange for inside tours (if possible)
10. Advertise the event/registration (if necessary)
11. Narrate the tour

Virtual Walking Tour - Project Milestones

1. Decide on the historic district
2. Decide on a route
3. Decide which buildings are to be discussed
4. Write proposal for grant
5. Submit grant application
6. Research the buildings history
7. Arrange for drone footage
8. Arrange for inside tours (if possible)
9. Prepare a script for the tour
10. Arrange the recording of the script
11. Arrange for the editing of the footage
12. Submit interim progress report for grant
13. Finalize the footage
14. Arrange for the tour to go live
15. Submit finalized tour to the state
16. Submit final reimbursement request for grant

4th Grade Idaho History Curriculum/Project – Project Ideas

1. Coordinate with School District
2. Suggest possible field trip for walking tour
3. Narrate walking tour
4. Arrange for inside tours (if possible)
5. Make a presentation to 4th grade classes

Travel Trunk/Museum

Travel Trunks are designed to assist teachers in highlighting various chapters in our nation's history. ... Objects in the trunks vary on topic, however all trunks come with artifacts, books for teachers and students, music from the time period, and DVDs about the time period and topic

Update National Registry Survey – Project Milestones

1. Research for surveyor
2. Research cost
3. Write proposal for grant
4. Submit grant application
5. Arrange for surveyor (travel coordination)
6. Submit interim progress report for grant
7. Finalize project
8. Submit final reimbursement request for grant

Preservation Workshop (local towns)-Project Ideas

1. Identify preservation groups around the magic valley
2. Host a meet and greet event
3. Host a training about preservation

Create Digital Presence

1. Facebook Page - Enhancement
2. Possible You Tube Channel
3. Oral Histories
4. Historic Photos with narration

Host the National Alliance of Preservation Commission Forum (long term goal)