

NEVADA COMMISSION FOR  
CULTURAL CENTERS AND HISTORIC PRESERVATION (CCCHP)  
**GRANT APPLICATION FOR FY2021-2022**

For SHPO use only

Initials: BLH  
Received: 2/22/2022  
Postmarked: 2/18/2022  
Delivery Svc: USPS

**APPLICATION COVER PAGE** (This *unaltered* form must be submitted with the application.)

Applicant Organization: DOUGLAS COUNTY HISTORICAL SOCIETY  
EIN (Taxpayer Identification Number): 88-6006988  
Mailing Address: 1477 US Highway 395 N., Suite B  
City: Gardnerville County: Douglas ZIP: 89410  
Project Contact: Janice Beerwinkle Title: Vice President, DCHS  
Daytime Phone: 775-782-2555 Evening Phone: Cell: 775-400-5564  
Fax: 775-783-8802 Email: dchs@historicnv.org  
Property Owner Name and Address: Douglas County School District 1638 Mono Ave #4212, Minden,  
NV 89423  
Project Title: Carson Valley Museum & Cultural Center exterior rehabilitation  
Project Address: 1477 US Highway 395 N  
City: Gardnerville County: Douglas ZIP: 89410

Project Type: ☒ Rehabilitation/Construction ☐ Planning/Construction  
☐ Architectural/Engineering Study/Construction

Historic Property Name: Douglas County High School Date Built: 1915-1916  
Property Insured: ☒ Yes; please enclose one copy of policy ☐ No; please explain: \_\_\_\_\_

Project Synopsis (brief): All existing exterior decorative woodwork, pillars, and windows on the Carson Valley Museum & Cultural Center will be rehabilitated and painted. All work will maintain the existing appearance of the building.

Proposed Start Date: Sept. 1, 2022

Proposed End Date: Oct.31, 2022

**Project Budget Summary:**

Amount Requested: \$ 21,075.00  
Proposed Match: Cash \$ 1850.00  
In-Kind/Donations: \$ 907.41  
Total Project Budget: \$ 23,832.41

**Applicant's authorized signature:**

Linda Lechien

Name (please print): Linda Lechien

Title: President

Date: 2/17/22

☒ I HAVE READ THE 2021-2022 CCCHP APPLICATION  
GRANTS MANUAL\*

**\*PLEASE NOTE—IF THIS PAGE IS NOT SIGNED, THE APPLICATION IS  
CONSIDERED INCOMPLETE, AND CANNOT MOVE FORWARD IN THE FUNDING  
PROCESS.\***

I HAVE READ THE GRANTS MANUAL AND COMPLETED THIS CCCHP  
APPLICATION FOR 2021-2022 AND CERTIFY THE INFORMATION CONTAINED  
HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

**Applicant's authorized signature:**

Linda Lechien

Title: DCHS President

Name (please print): Linda Lechien

Date: 2/17/22

## PART II – NARRATIVE

### **Project Description**

The building that the Douglas County Historical Society (DCHS) is rehabilitating is the former Douglas County High School now the Carson Valley Museum & Cultural Center (CVM&CC).

The historical significance of the building stems from its architect and its function in the community. The community chose Frederick J. DeLongchamps, a native Nevadan who served as the only State Architect during the 1920s, to design the first high school in Carson Valley. The Classical Revival building opened in 1916, later functioned as the junior high school, and was listed on the National Register of Historic Places in 1992. The building is owned by the Douglas County School District, from whom the DCHS has a lease.

The rehabilitation will refresh all the exterior woodwork and some concrete and metal on the building to include making minor repairs with wood dough, priming, caulking, and painting. The paint will match the existing color. The work will be done by a licensed Nevada painting contractor with experience painting historical buildings. There will be no changes to the existing exterior. The work is planned for September 1 through October 31 depending on contractor availability. See the detailed scope of work and existing condition photos attached.

### **Building Use/Community Involvement**

Carson Valley Museum & Cultural Center was established as a community center in 1988 when The DCHS leased the building from the Douglas County School District. The contract states that the premises are specifically for a museum and cultural center. The building is open to the public every Monday through Friday and one Saturday a month. People tour the museum, visit the research library, and/or attend community programs. In addition, evening and weekend programs are offered. Two other major uses of the building are by the people who visit the Carson Valley Chamber of Commerce and the Carson Valley Visitors Authority. Their offices are open Monday through Friday. The building and its programs are managed by the DCHS Board of Trustees, the paid staff, and volunteers.

The painting project will not directly involve the community other than the DCHS trustees and/or volunteers who are all local residents. However, the community has expressed its desire to preserve its historical buildings. This desire is documented in the 2018 Minden and Gardnerville Plan for Prosperity. The plan is part of the Douglas County 2020 Master Plan and is based on input from community residents. The section on Community Character includes the goals to preserve heritage resources and promote active use of historic buildings along the Highway 395 corridor. Additional support for maintaining the original Douglas County High School is from the local residents that attended this school. They and their families enjoy visiting the building and sharing stories of their anticks when they attended as a middle school or a high school student. Class reunions also enjoy special tours. The restoration of the Carson Valley Museum & Cultural Center supports these goals and the community's dedication to preserving their past.

The community will have complete access to the building and its offices during the project. When the contractor is using a boom lift at the front entrance, the community may enter through the back door.

The facility plays an important role in supporting tourism. Visitor information is collected for the museum and in 2021 over 2000 individuals from 28 states other than Nevada and 1 foreign country visited. California visitors accounted for 18% and 76% are from Nevada. Over 130 indicated they paid for lodging while visiting. In addition, the Douglas County Historical Society partners with the Carson Valley Chamber of Commerce and the Carson Valley Visitors Authority. Information about events is shared and promoted by all three entities through social media, web sites, and publications.

#### **Project Support/Financial**

The DCHS has not received (in the last three years) nor will receive grants or additional funding for this project.

No additional contributions are projected to be available to complete this project. The contractor has stated additional costs are likely due to inflation and increases in wages. If that occurs, the DCHS will cover the extra expenses through fundraising to supplement the budgeted building maintenance account.

The Historical Society has been self-sustaining since was founded in 1961. The organization continues to receive support from the surrounding communities through ongoing fund-raising events, donations and memorials, and admissions. That income is supplemented by two tenant rentals and two other rooms that are available for rent for community activities and meetings. In addition, we usually receive a grant from Douglas County. Funds for operational expenses are adequate; however, preservation grants through CCCHP are critical to maintain the two historical buildings the DCHS operates as museums.

The project will be completed while the historical society offers and manages all its usual programs and activities.

#### **Planning**

No professional planning is required to implement this project. The two volunteers who are responsible for the DCHS's buildings and grounds have participated in planning this project. The project will be coordinated by the Board Vice President who has prior grant management experience.

DCHS solicited bids for this project from six local contractors and received one response and one bid. If awarded funding, the DCHS will follow the guidelines to solicit additional bids before progressing with the project.



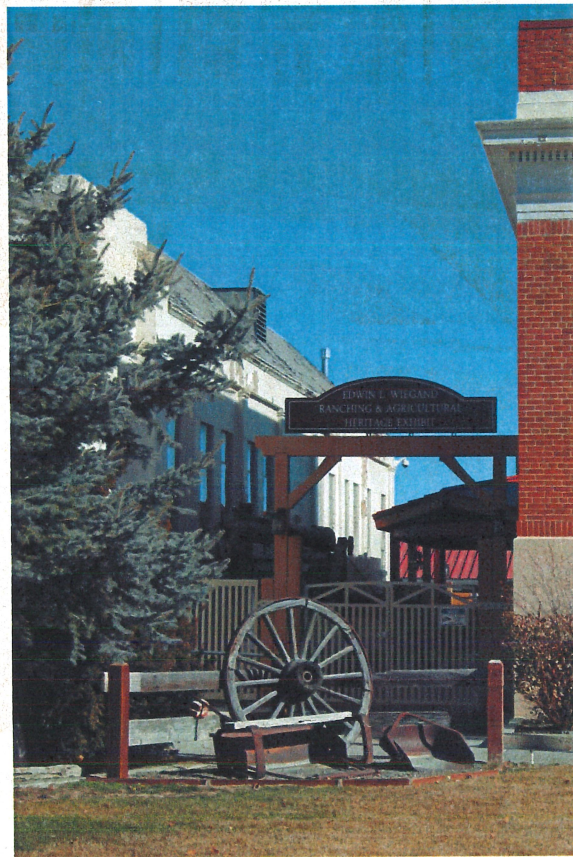
**Exterior Elevations and Site Plan**

- 1**     Carson Valley Museum & Cultural Center --- front entrance (southwest elevations)
- 2**     CVM&CC southeast elevation
- 3**     CVM&CC northeast elevation
- 4**     CVM&CC northwest elevation
- 5**     Site plan of building

**Photos of Rooms**

No work will be done inside of the building.

**Photo Exhibit #1**



**Carson Valley Museum & Cultural Center  
Southwest facing elevation**



**Photo Exhibit #2**



**Carson Valley Museum & Cultural Center  
Southeast facing elevation**

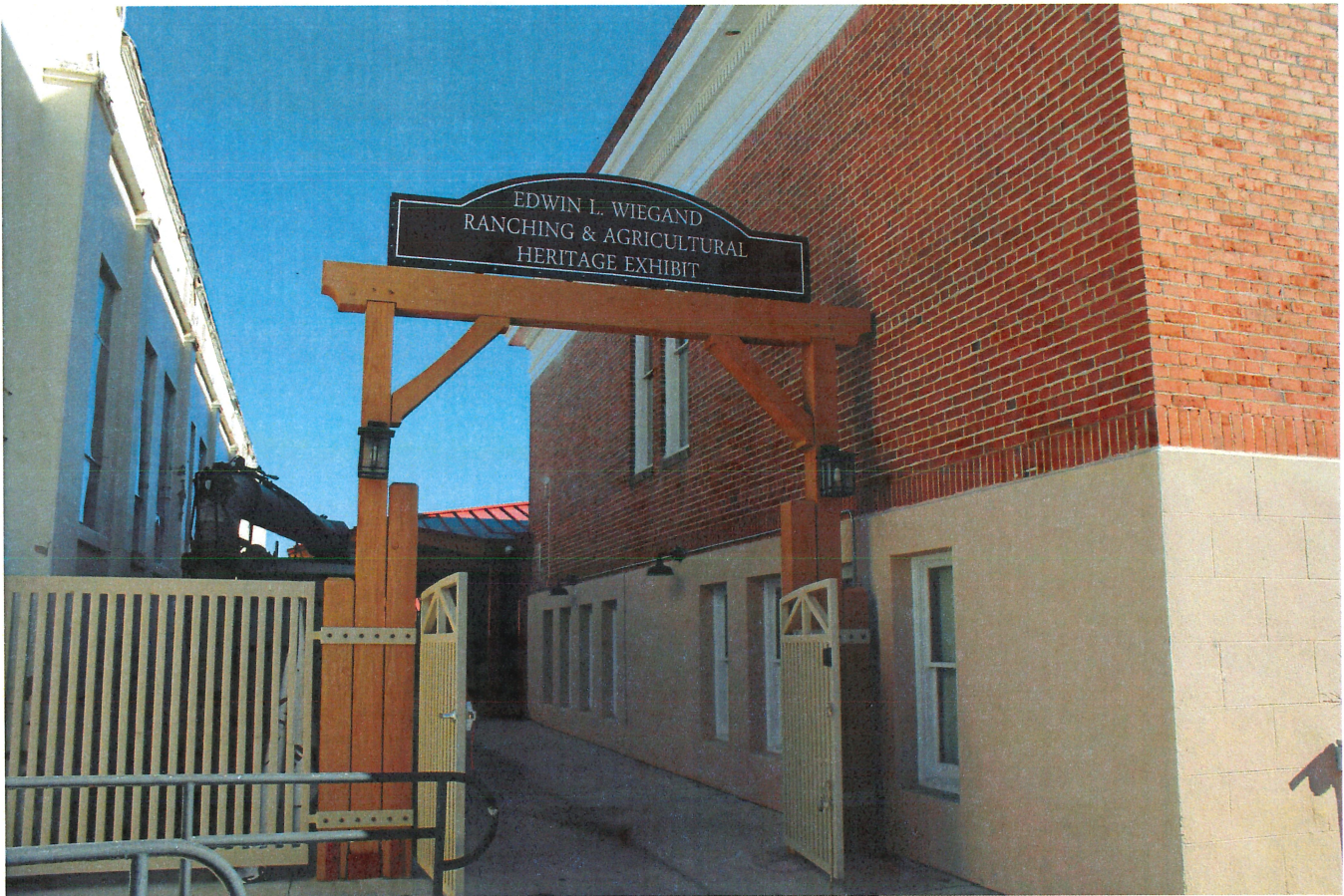
**Photo Exhibit #3**



**Carson Valley Museum & Cultural Center  
Rear Northeast facing elevation**



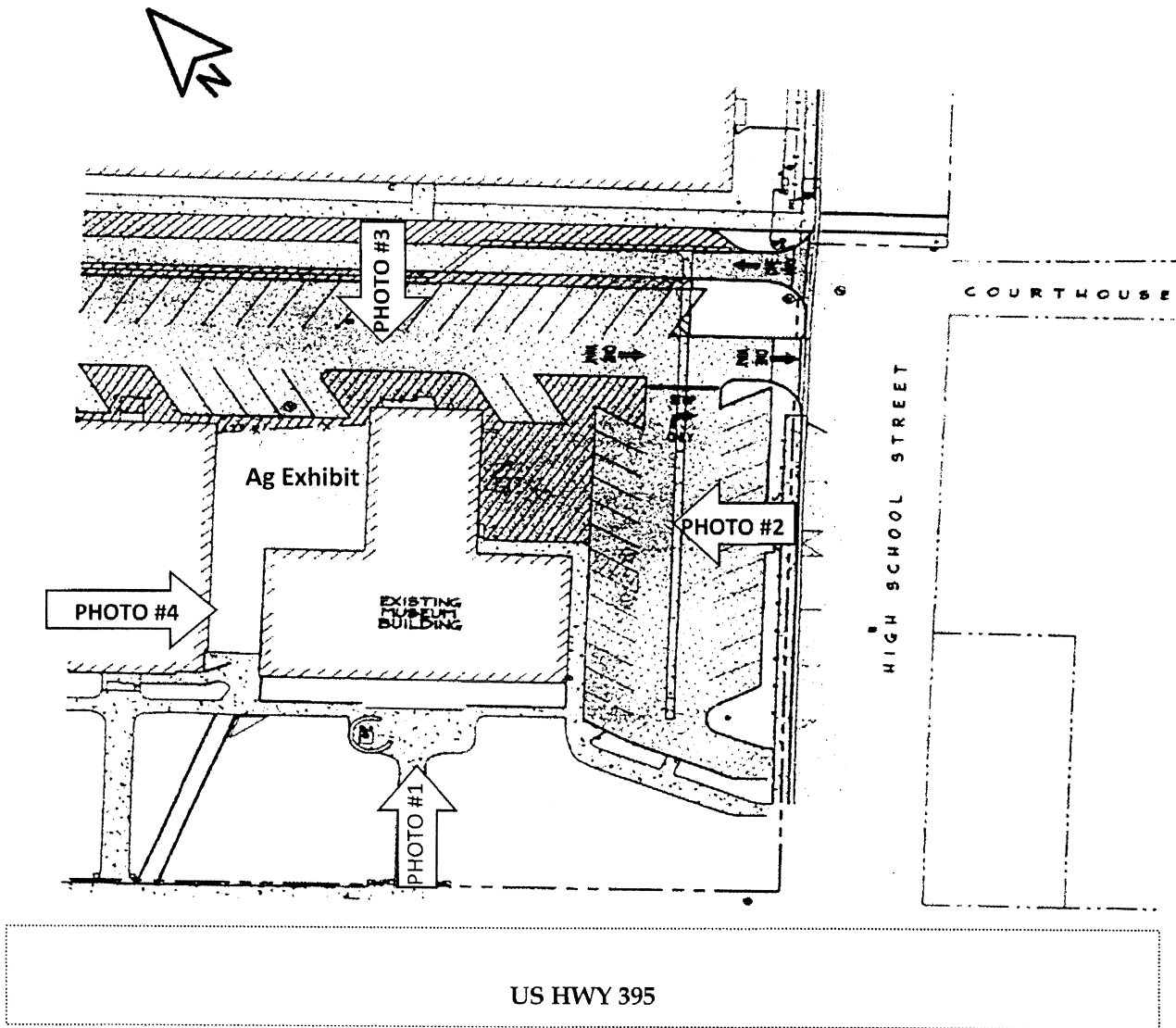
## Photo Exhibit #4

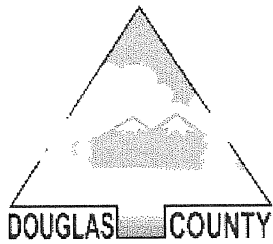


Carson Valley Museum & Cultural Center  
Northwest facing elevation



Carson Valley Museum & Cultural Center





# DOUGLAS COUNTY, NEVADA

## ASSESSOR'S OFFICE

Trent A. Tholen, Assessor

[Assessor Home](#)   [Personal Property](#)   [Sales Data](#)   [Annual Taxes](#)   [Recorder Website](#)

### Parcel Detail for Parcel # 1320-33-301-005

Prior Parcel # 1320-32-703-015

#### Location

Property Location 1477 N HWY 395  
 Town TOWN OF GARDNERVILLE  
 District 521.0 - TOWN OF GARDNERVILLE  
 Subdivision Lot Block  
 Property Name CARSON VALLEY MIDDLE SCHOOL

Add'l Addresses  
 Parcel Map

#### Ownership

DOUGLAS  
 Assessed Owner Name COUNTY SCHOOL DIST  
 Mailing Address 1638 MONO AV  
 MINDEN, NV 89423  
 DOUGLAS  
 Legal Owner Name COUNTY SCHOOL DIST  
 Vesting Doc #, Date Year / Book / Page  
 Map Document #s 488289

Ownership History  
 Document History

#### Description

Total Acres 25.720 Square Feet 0  
 Ag Acres .000 W/R Acres .000

#### Improvements

Single-family Detached 0 Non-dwelling Units 6  
 Single-family Attached 0 Mobile Home Hookups 0 Stories .0  
 Multiple-family Units 0 Wells 0 Garage Square Ft... 0  
 Mobile Homes 0 Septic Tanks 0 Attached / Detached  
 Total Dwelling Units 0 Buildings Sq Ft 42,217  
 Improvement List Residence Sq Ft 0  
 Improvement Sketches Basement Sq Ft 0  
 Improvement Photos Finished Basement SF 0

#### Appraisal Classifications

Current Land Use Code 400 Code Table

#### Zoning Code(s)

Re-appraisal Group 2 Re-appraisal Year 2021  
 Original Construction Year 1958 Weighted Year 1962

Current Exempt Code 05 - School

#### Assessed Valuation

Assessed Values	2022-23	2021-22	2020-21
Land	450,100	450,100	450,100
Improvements	1,845,076	1,821,688	1,785,137
Personal Property	0	0	0
Ag Land	0	0	0
Exemptions	2,295,176	2,271,788	2,235,237

**Net Assessed Value** 0 0 0

#### Increased (New) Values

Land	0	0	0
Improvements	0	0	0
Personal Property	0	0	0

#### Taxable Valuation

Taxable Values	2022-23	2021-22	2020-21
Land	1,286,000	1,286,000	1,286,000
Improvements	5,271,646	5,204,823	5,100,391
Personal Property	0	0	0
Ag Land	0	0	0
Exemptions	6,557,646	6,490,823	6,386,391

**Net Taxable Value** 0 0 0

#### Increased (New) Values

Land	0	0	0
Improvements	0	0	0
Personal Property	0	0	0

[Back to Search List](#)

### **Mission Statement and History**

#### **Our Mission**

The Douglas County Historical Society seeks to enrich lives by preserving local history and making it accessible to our communities and visitors.

#### ***The History of the Carson Valley Historical Society 1961-1968 as compiled by Grace Dangberg***

The Carson Valley Historical Society was founded in 1961 in response to a request by a UNR student for the history of Douglas County. Representatives of the pioneer families of Carson Valley met and formalized the organization to promote the history of the upper valley of the Carson River including portions of Douglas and Alpine counties. Their first research project surveyed the immigrants to Carson Valley from Europe. They collected demographic and background information from over 100 families. In addition, Jack Van Sickle, grandson of the pioneer owner of the Van Sickle Station at the foot of Kingsbury Grade, financed the foundation of the current Van Sickle Library now housed in the Carson Valley Museum & Cultural Center. Frederick C. Gale of the State Archives was in charge of the project.

The Carson Valley Historical Society received its 501 (c) (3) status in 1967. That same year they approached the Nevada State Park Commission about leasing the Genoa Courthouse.

#### ***The History of the Carson Valley Historical Society 1966-1979 as compiled by Mary Settlemeier***

In 1969 volunteers began ten-year restoration of the Courthouse to create a museum. It was deeded to the Carson Valley Historical Society In 1971 by the State Legislature. During the restoration, the Courthouse Museum was open to the public.

In the mid-1980s the old Douglas County High School/Junior High was declared unsafe and closed. The Carson Valley Historical Society offered to renovate the building, and in 1988 the Douglas County School Board agreed to lease it to them. In 1995 the Historical Society opened the Carson Valley Museum & Cultural Center.

In 2004 the Society changed its name to the **Douglas County Historical Society** to reflect the organization's mission to serve all of the County's residents and its visitors.

**Currant Grant**    CCCHP-19-14    \$53,000

Genoa Courthouse Museum Entrance improvement: brick and concrete repair, resurface porch deck and woodwork painting.

The porch concrete repair was completed. The porch deck was resurfaced after the removal of the balustrade. The brick repointing was completed. The existing wood covers at the base of the front columns were removed and replicated with like material and sealed. The balustrade was removed and will be replaced when the stainless-steel cable and fixtures are attached and the balustrades are replaced between the modified top and bottom rails. The balustrade is being constructed in the contractor's workshop. It will be installed next and the front pillars, woodwork, and window painting will be the last part of the project.

**Previous Grants**

**All project completed as required.**

DATE	GRANTOR	DCHS Grants Received		PURPOSE	RECEIVED
		ID	BUILDING/PROGRAM		
2019	Edwin L. Wiegand Trust	NA	CVM&CC	Construct Edwin L. Wiegand Ranching and Agricultural Heritage Exhibit	\$ 229,500
2019	NV Commission for Cultural Centers & Historical Preservation	CCCHP-17-05	CVM&CC	CVM&CC front entrance improvement, resurface steps & replace railings	\$ 35,400
2014	NV Historic Preservation Office	HPF P14AS00012(14)	CVM&CC	Building security update-alarms & video	\$ 5,000
2012	NV Historic Preservation Office	HPF 32-12-41935(12)	CVM&CC	Repair & replace CVM&CC roof	\$ 21,960
2009	NV Dept. of Cultural Centers & Historic Preservation (CCA)	CCA 09-09	Old Douglas Co HS	CVM&CC interior painting	\$ 15,000
2007	NV Dept. of Cultural Centers & Historic Preservation (CCA)	CCA 07-38	Genoa Courthouse	No information currently available	\$ 11,000
2007	NV Historic Preservation Office	CCA 07-38	Genoa Courthouse	Electrical	\$ 200
2007	NV Dept. of Cultural Centers & Historic Preservation (CCA)	CCA 07-38	Genoa Courthouse	2 <sup>nd</sup> floor access ramp & handrail; handicapped parking, concrete stairs & walkway; electrical	\$ 25,312
2005	NV Dept. of Cultural Centers & Historic Preservation (CCA)	CCA-05-08	Genoa Courthouse	Ext. paint, brick repair, ADA parking, gutters, block wall	\$ 27,000
2000	NV Dept. of Cultural Centers & Historic Preservation (CCA)	CCA-00-19	Genoa Courthouse	Interior painting, lighting, carpet, windows, retaining wall	\$ 37,413
1999	NV Dept. of Cultural Centers & Historic Preservation (CCA)	CCA-98-19	Genoa Courthouse	Brick, elect., windows, paint	\$ 51,456



**INSURANCE POLICY**

The three Declarations pages are attached. A full copy of the policy is on file at the Douglas County Historical Society office at 1477 US Highway 395 N., Gardnerville, NV.

**CHUBB®****Property Insurance****Declarations****Named Insured and Mailing Address**

DOUGLAS COUNTY HISTORICAL SOCIETY  
1477 US HIGHWAY 395 N UNIT B  
GARDNERVILLE, NV 89410

Producer No. 0007048-00004

**Producer**

WESTBRIDGE INSURANCE NETWORK (WARREN)  
10091 PARK RUN DR #200  
LAS VEGAS, NV 89145-0000

**Chubb Group of Insurance Companies**  
202B Hall's Mill Road  
Whitehouse Station, NJ 08889

Policy Number 3604-90-02 WCE  
Effective Date JULY 1, 2021

Issued by the stock insurance company  
indicated below, herein called the company.

**GREAT NORTHERN  
INSURANCE COMPANY**

Incorporated under the laws of  
INDIANA

**Policy Period:**

From: JULY 1, 2021  
12:01 A.M. standard time at the Named Insured's mailing address shown above.

To: JULY 1, 2022

**Deductible**

\$ 1,000

**Waiting Period**

24 HOURS

**Extended Period**

UNLIMITED

The information shown above applies to:

- all premises coverages;
- all additional coverages; and
- debris removal coverage,

and all premises shown in this and all other property declarations, unless corresponding specific information is shown as applicable to a specific premises or coverage.

**Premises Schedule**

1. 1477 US HIGHWAY 395 N, GARDNERVILLE, NV 89410
2. 2304 MAIN ST, GENOA, NV 89411

**Premises Coverages - Blanket Limits****Blanket Number and Coverages**

1. BUILDING
2. PERSONAL PROPERTY
3. BUSINESS INCOME WITH EXTRA EXPENSE

**Limits Of Insurance**

\$ 5,655,000  
\$ 115,000  
\$ 200,000

CHUBB®

**Premises Coverages** If "Blanket" or "Loss Limit" is shown under Limits Of Insurance as applicable to a Premises, please refer to the "Premises Coverages – Blanket Limits" section or the "Loss Limits Of Insurance" section above to determine the Limit Of Insurance applicable to such Premises. "Blanket" limits are numbered for ease of reference. If a specific limit is shown under Limits Of Insurance for a Premises Coverage, that Limit applies to such coverage, even if a "Blanket" limit applies to other Premises Coverage at such premises.

PREMISES # 1      1477 US HIGHWAY 395 N      BLDG # 1  
GARDNERVILLE, NEVADA 89410

BUILDING  
PERSONAL PROPERTY  
BUSINESS INCOME WITH EXTRA EXPENSE  
COLLECTIONS

Limits Of Insurance

BLANKET 1  
BLANKET 2  
BLANKET 3  
\$ 1,125,000

PREMISES # 1      1477 US HIGHWAY 395 N      BLDG # 2  
GARDNERVILLE, NEVADA 89410

BUILDING

Limits Of Insurance

BLANKET 1

PREMISES # 2      2304 MAIN ST      BLDG # 1  
GENOA, NEVADA 89411

BUILDING  
PERSONAL PROPERTY  
BUSINESS INCOME WITH EXTRA EXPENSE

Limits Of Insurance

BLANKET 1  
BLANKET 2  
BLANKET 3

PREMISES # 2      2304 MAIN ST      BLDG # 2  
GENOA, NEVADA 89411

BUILDING

Limits Of Insurance

BLANKET 1

**Additional Coverages**

MOBILE COMMUNICATION PROPERTY

DEDUCTIBLE

\$ 3,500

Limits Of Insurance

SEE PROPERTY  
SUPPLEMENTARY  
DECLARATIONS

**CHUBB®**

**Additional Coverages**  
(continued)

Limits Of Insurance

**COMMUNICABLE DISEASE CONTAMINATION**

ANNUAL AGGREGATE LIMIT

\$ 1,000

PROHIBITION OF ACCESS

PER OCCURRENCE LIMIT

\$ 50,000

ANNUAL AGGREGATE LIMIT

\$ 100,000

**Chubb. Insured.™**

# Douglas County Historical Society

## Trustees and Officers

President:	Linda Lechien	Secretary: Judy Farrell
Vice President:	Janice Beerwinkle	Treasurer: Guy Proto
Trustees	Linda Avance 1412 Berry Lane Gardnerville, NV 89410	Janice Beerwinkle 2559 Nye Drive Minden, NV 89423
	Clint Celio 422 Chambers Lane Markleville, CA 96120	Judy Farrell P.O. Box 1011 Genoa, NV 89411
	Mike Henningsen 1509 Hussman Ave. Gardnerville, NV 89410	Linda Lechien 1420 Douglas Ave., #1 Gardnerville, NV 89410
	Alicia Main P.O. Box 1721 Minden, NV 89423	Tom McManus P.O. Box 1044 Gardnerville, NV 89410
	Mary Orr 2867 San Juan Minden, NV 89423	Guy Proto 1251 Santa Barbara Dr. Minden, NV 89423
	Dennis Little, Past President 1161 Country Club Drive Minden, NV 89423	



**Resumes**

No professionals were required for planning, designing, or managing this project.

**Long Range Plan**

The 2020 Strategic Plan is attached. It will be updated in 2022.

**Douglas County  
Historical Society  
Strategic Plan  
February 2020**

# **Douglas County Historical Society Strategic Plan**

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## **I. Statement of Purpose**

The purpose of this planning document is to provide the Trustees of the Douglas County Historical Society with the structure by which to examine the current nature of the organization, develop a mission and vision for the future, and chart courses of action that will enable us to meet our goals. The resulting plan will serve to communicate, in a uniform manner, the direction in which management is headed and the steps that are to be taken. It should serve as a consistent test for the actions of management at all levels so they may judge performance in a manner that is supportive of the organization's strategies and goals.

The plan is intended to formulate strategies and tactics for the Douglas County Historical Society and attempts to envision a three year time span at a minimum.

## **II. Planning Methodology**

The planning process is composed of two stages, initially, the Strategic or Long Range Plan that describes the strengths and weakness of the organization and general plans as to how to correct the weaknesses and deficiencies of the Historical Society and improve on its strengths, and secondarily, Tactical Plans developed annually by each organizational area that cover specific plans and projects for the next fiscal year and include estimated costs and revenues associated with those plans.

Financial information from Tactical Plans will be input to the budgeting process and justify the need for specific funding.

The plan will be reviewed and updated as necessary every twelve months at a minimum and sooner if there are significant changes to strategies or directions.

## **III. Mission Statement**

The Douglas County Historical Society seeks to enrich lives by preserving local history and making it accessible to our communities and visitors.

## **IV. Objectives**

- Significant Community Involvement.
- Providing Community Education on History and Culture.
- Financial Stability.

# Douglas County Historical Society Strategic Plan

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## **IX. Strategies**

### **A. Management**

#### **1. General Objectives**

- Provide overall management of both museums.
- Conform to goals, strategies and directives outlines by the Board of Trustees.
- Manage visitor traffic for both museums.
- Manage volunteer assignments for both museums.

#### **2. Specific Strategies**

- Develop a succession plan to insure that a smooth transition can be made when key individuals leave the organization.
- Develop an Operations Manual for each museum.
- Greater networking with other historical societies and museums.
- Improve volunteer and docent training on exhibits, upcoming events and memberships.
- Trustees need to be at more events.  
Pursue process for accreditation(s).

### **B. Membership**

#### **1. General Objectives**

- Encourage growth in memberships.
- Attract greater number of younger members.

#### **2. Specific Strategies**

- Follow-up with all visiting guests.
- Have a museum representative at all DCHS functions specifically for the purpose of promoting memberships.
- Encourage youth groups to offer museum trips and to volunteer at some museum events.
- Develop corporate sponsorship program.

### **C. Budget and Finance**

#### **1. General Objectives**

- Create, maintain and report accurate financial records of all accounts, grants and endowments.
- Develop budget that ensures the financial solvency of the Historical Society.
- Provide financial guidance to the Board of Trustees on all financial matters.

#### **2. Specific Strategies**

- Increase endowment fund with a goal of funding the Historical Society with earnings from the fund.
- Document in detail all transactions (In and Out) for all grants.
- Set aside a small amount of funds each month to be used at the discretion of the Board.
- Update Quickbooks to current version.

# Douglas County Historical Society Strategic Plan

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- Establish a Grants Committee/Subcommittee to identify and prioritize grant needs and report regularly to board.
- Implement automatic monthly donation program as an option.

## **G. Collections and Exhibits**

### **1. General Objectives**

- Acquire, compile, maintain and preserve artifacts and records that illustrate the history and culture of Douglas County.
- Ensure public accessibility to artifacts and records.
- Follow standard professional practices in collecting, using and exhibiting materials.

### **2. Specific Strategies**

- Document annual exhibit plan with grant requirements.
- Complete implementation of the ranching exhibit that includes exterior storage for Society.
- Develop interactive electronic exhibits using QRC or other scan code technology.
- Continue to expand Exhibit Team so that more exhibits can be offered and exhibits can be changed more frequently and can offer special exhibits.
- Insure that curator's time at beginning and end of exhibit projects is taken into consideration.
- Upgrade existing exhibit cases to be safer and environmentally controlled.
- Improve professional and appropriate lighting for all exhibits.
- Ensure that all artifacts and donated gifts for both museums are properly inventoried, labeled and cataloged in Inventory database software (PastPerfect).

## **H. Education**

### **1. General Objectives**

- Provide both adult and youth education programs.
- Provide supplemental educational information to accommodate special exhibits.

### **2. Specific Strategies**

- Increase involvement with the school system in order to introduce the youth to the history of Douglas County and increase the potential of attracting younger memberships.
- Develop a 4<sup>th</sup> grade level interactive curriculum on local history and attempt to introduce it to the school system.
- Maintain and annual Young Chautauqua Program.
- Retool "Family Day" to include educational and cultural programs specifically geared to young families.

## **I. Marketing, Publicity & Public Relations**

### **1. General Objectives**

- Increase visitor numbers
- Build "DCHS" brand, i.e., values for which we want to be known
- Increase public awareness of services and events
- Increase revenue through the promotion of special events and exhibitions
- Attract new audiences



### **DCHS 2020-2021 Activities**

#### **Events and Programs 2020**

July	Young Chautauqua programs starts on-line class Gardnerville Main Street Wine Walk booth Museum Matters quarterly publication sent to members Museum Happenings newsletter distributed via Constant Contact
August	Edwin L Wiegand Ranching & Agricultural Exhibit ribbon cutting ceremony; partnered with NV Dept. of Agriculture & UNR Extension *Heritage Lecture Series with Ted Borda sheep ranching history Gardnerville Main Street Wine Walk booth
September	Participated in Chamber of Commerce Shop Small Program Provided guest speaker on new V&T exhibit on Lake Tahoe Talk TV program Heritage Lecture Series with Jacobs Berry Farm presentation Volunteer Appreciation BBQ picnic
October	Sarah Winnemucca exhibit dedication at Genoa Courthouse Gardnerville Main Street Wine Walk booth
November	Veteran's Day program – Armistice Day ringing of the bells at Carson Valley Museum Fall pie baking contest sponsored by Sierra Chef in Genoa Heritage Lecture Series with local historical author Karen Dustman Holiday Art & Wine event
December	Holiday Gala: Gallery of Trees, Gingerbread houses, selfies with Santa, Letters to Santa program – volunteers responded to all letters Parade of Lights front yard party

### Events and Programs 2021

January	Eagles & Ag participants receive free museum admission Museum Matters quarterly publication sent to members Museum Happenings newsletter distributed via Constant Contact
February	“Who’s That in Our Photos” reception
March	Women In History program to celebrate local women in agriculture Docent tour for elementary school students from Las Vegas Heritage Lecture Series
April	Community Flea Market Docent tour for elementary school students Museum Happenings newsletter distributed via Constant Contact Museum Matters quarterly publication sent to members Courthouse Museum opens for the season
May	Art & Wine on the Green Lady’s Tea Heritage Lecture Series Docent tours for 115 middle school students Gardnerville Main Street Wine Walk
June	Kid’s Old Time Carnival Carson Valley Days front yard party Heritage Lecture Series with Dave Nishikida: a family’s history from Samurai Japan to early Gardnerville Docent tours for small groups of school students Community Flea Market Hosted Car Rally luncheon Museum Happenings newsletter distributed via Constant Contact

The first Saturday of every month is Family Day at the Carson Valley Museum, free admission. A special children’s program is offered that day.

\* Some of the monthly Heritage Lectures were cancelled due to Covid-19 restrictions or lack of presenters.

**Scope of Work and Existing Condition of Building**

The work will include the following.

Front entrance

6 portico pillars will be primed, caulked and painted

The portico entablature and the frieze and cornice on all four sides will be primed and painted

2 concrete walls that support the front two pillars will be scraped, primed and painted

Windows will be primed, including repairs with wood dough as necessary, caulked, and painted

7 windows in the portico

6 windows on the lower level

10 windows on the upper level

Southeast facing wall

9 windows on the upper level

Northeast facing wall

3 windows on the lower level

Northwest facing wall

8 windows on the lower level

2 windows on the upper level

Photos showing typical condition of wood windows, columns, and trim are attached.



**TOPS OF COLUMNS – CURRENT CONDITIONS**

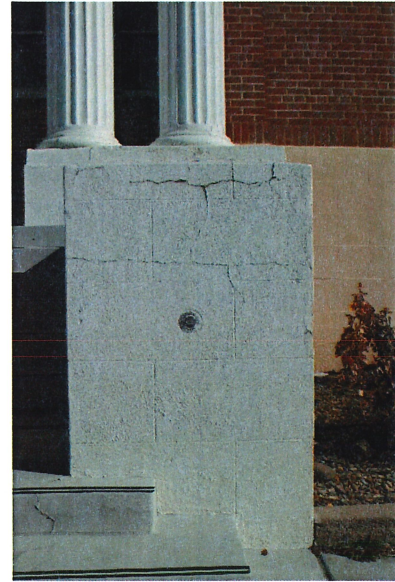


**BASE OF COLUMNS – CURRENT CONDITIONS**





**WINDOW – CURRENT CONDITIONS**



**CONCRETE WALL – CURRENT  
CONDITIONS**



**CORNICE – CURRENT CONDITIONS**

PART III – BUDGET  
Attached

AUDIT REPORT

No recent audit report is attached. The prior internal audit is five years old, and the DCHS will complete a new internal audit in 2022.

GRANT APPLICATION FOR 2021-2022  
PART III BUDGET FORM

Applicant: Douglas County Historical Society

1. Personnel:

	Position Title	Hours	Hourly Rate (HR)	✓ if HR includes Fringe Benefits	% of HR that is a fringe benefit	Amount of fringe benefit	Total Amt	State Share	Non-State Share
a.	Project Dir	40	9.75			0.00	390.00		390.00
b.	Project Sup	15	9.75			0.00	146.25		146.25
c.	Fiscal Mgr	5	9.75			0.00	48.75		48.75
d.						0.00	0.00		0.00
e.						0.00	0.00		0.00
f.						0.00	0.00		
g.						0.00	0.00		
h.						0.00	0.00		
i.						0.00	0.00		
j.						0.00	0.00		
<b>Sub-total:</b>							<b>\$585.00</b>	<b>\$0.00</b>	<b>\$585.00</b>

2. Travel: (see GSA rates in the application document)

		Rate	Miles/# of days	Total Amount	State Share	Non-State Share
a.	<b>Mileage</b>					
	1. Person #1- Project Mgr	0.56	109.2	61.15		277.61
	2. Person #2- Project Super	0.56	80	44.80		44.80
b.	<b>Per Diem (Breakfast)</b>			0.00		
	<b>Per Diem (Lunch)</b>			0.00		
	<b>Per Diem (Dinner)</b>			0.00		
c.	Transportation costs (parking fees, taxi, etc.)			0.00		
d.	<b>Lodging</b>					
	1. Weeknight (Sun-Th)			0.00		
	2. Weekend (Fri-Sat only)			0.00		
e.	Other:			0.00		
f.	Other:			0.00		
<b>Sub-total:</b>				<b>\$105.95</b>	<b>\$0.00</b>	<b>\$322.41</b>

## GRANT APPLICATION FOR 2021-2022

## PART III BUDGET FORM

Applicant: **Douglas County Historical Society**

**3. Contractual Services:** Attach itemized lists or contractor quotes showing the breakdown of materials and labor costs for all proposed work items. Add columns as needed.

\*When listing materials, break out by type \*When listing labor, define specific activities

	Contractual Service	Total Amount	State Share	Non-State
a.	Materials	1,375.00		150.00
b.	Equipment rental	2,800.00		
c.	Labor- prep. and painting	16,900.00		1,700.00
d.				
e.				
f.				
g.				
h.				
i.				
j.				
Sub-total:		\$21,075.00	\$21,075.00	\$1,850.00

**4. Operating:** List estimated operating expenses relating to the proposed project.

		# of	Rate	Flat Rate	Total Amount	State Share	Non-State
a.	Photocopying						
b.	Film and Processing						
c.	Maps						
d.	Postage						
e.	Telephone						
f.	Utilities						
g.	Supplies (specify):						
h.	Other (specify):						
i.	Other (specify):						
Sub-total:					\$0.00	\$0.00	\$0.00

**5. Other (please specify or attach detailed budget):**

		Rate	Amount	State Share	Non-State
a.					
b.					
c.					
d.					
Sub-total:			\$0.00	\$0.00	\$0.00



## GRANT APPLICATION FOR 2019-2020

## PART III BUDGET FORM

Applicant: Douglas County Historical Society

## 6. Section #1- 5 Subtotals:

		Amounts	State Share	Non-State Share
1.	Personnel	585.00	0.00	585.00
2.	Travel	105.95	0.00	322.41
3.	Contractual Services	21,075.00	21,075.00	1,850.00
4.	Operating	0.00	0.00	0.00
5.	Other	0.00	0.00	0.00
	Sub-total:	\$21,765.95	\$21,075.00	\$2,757.41

7. Requested State Share Total:

Subtotal: **\$21,075.00**

8. Potential Non-State Share:

Subtotal: **\$2,757.41**

10. Proposed Project Costs Grand Total:

**\$23,832.41**