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CALIFORNIA STATE QUESTERS
STATE PRESERVATION & RESTORATION PROJECTS

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REVISED May 2014

CALIFORNIA STATE QUESTERS
STATE PRESERVATION AND RESTORATION PROJECTS

GUIDELINES

1. The purpose in establishing a State Preservation and Restoration Fund is to encourage active projects within the State of California through participation of the local Quester Chapters.
2. The State Preservation and Restoration Fund shall be financed through voluntary contributions from Quester members, Quester chapters and State-sponsored fund raisers.
3. The State Treasurer shall maintain a separate bookkeeping account for all Preservation and Restoration moneys.
4. The amount of money to be awarded to a chapter shall be determined by the State Executive Board depending on funds available at the time and the number of eligible applicants. The minimum amount shall be \$300 and the maximum amount awarded shall be \$5,000 per phase(s). Grants will be rounded to the nearest dollar amount.
5. The State Preservation and Restoration Committee shall consist of Past State Presidents who are active members in a Quester chapter. The Chairman of the committee shall be the Immediate Past State President. The current State President is an-officio member and shall be invited to all meetings
6. California State Grants require that a chapter must have on hand one third of the monies requested. Those monies plus the requested grant amount should equal the project total.

There are two categories.

- A. A State Grant may be awarded to chapter/chapters whose project meets the criteria (as outlined in Criteria for Grants)
 - B. A State Matching Grant may be awarded to chapter/chapters whose project meets the criteria (as outlined in Criteria for Grants) and for which the chapter/chapters have raised funds which they wish the State to match.
7. The Preservation and Restoration Committee may recommend a Statewide Project to the Executive Board for approval. Chapters are invited to support this project through donations to the Preservation and Restoration fund.
 8. A Chapter planning any fund-raising project where financial support is solicited outside the chapter membership, even from other Quester chapters, must
 - A. have the approval of the California State Executive Board (California State Bylaws Article XIII, Section 6) -
Form A

- B. use those funds for Preservation and Restoration projects (International Bylaws Article III, Section 2).

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GUIDELINES (cont'd)

- 9. Applications for State Grants or State Matching Grants (Form B) shall be sent to the Chairman of the Preservation and Restoration Committee. The Chairman and the Committee will study all applications and, with a majority committee agreement, will present the recommendation to the State Executive Board for approval.
- 10. Moneys granted to chapters must be used on an active project as designated in the Application (Form B) and within the completion of one year. If this compliance is not met, the moneys will be subject to recall by the California State Preservation and Restoration Committee.
- 11. Chapter Project Chairman shall notify the State Preservation and Restoration Chairman in writing when the Project has started and also when the Project is completed.
- 12. For each project awarded a California State Grant, the California Questers shall request permanent acknowledgment on the premises (a donor plaque or nameplate, etc.) and/or in official, printed brochures. Further credit in local publicity shall be encouraged. The chairman of the Project shall forward photographs and clippings to the California State Preservation and Restoration chairman.
- 13. Payment of approved grants:
 - A. Initial grants are approved and awarded at the Fall and Spring Meetings.
 - B. Final payment is made upon the submittal of an approved Form C that the project is completed.

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CALIFORNIA PRESERVATION AND RESTORATION COMMITTEE

1. The Chairman of the State Preservation and Restoration Committee is appointed by the State President; frequently it is the Immediate Past California State President. The Committee consists of Past California State Presidents who are active Questers. The current State President is an ex-officio member of the committee and shall be invited to all meetings.
2. The State Preservation and Restoration Committee shall meet prior to State meetings and at any other time deemed necessary.
3. The purpose of this committee is to examine and study carefully all applications for State Grants and State Matching Grants. The committee, after a majority decision, shall recommend action to the California State Executive Board.
4. It is the responsibility of the Preservation and Restoration Committee Chairman
 - a. to be sure that all committee members have copies of all grant requests, and to provide each member the opportunity to vote on recommendations.
 - b. to inform a Chapter that its grant application has been accepted or denied; and if denied, give the reasons for the denial.
 - c. to arrange for letters of appreciation be sent to Chapters/individuals contributing to the State Preservation and Restoration Fund.
 - d. to publish pertinent information in the Poppy Trails.
 - e. to prepare a report to the State Executive Board of activities since the last State Executive Board Meeting and an annual report to the Board listing activities.
 - f. to maintain a file of all Preservation and Restoration projects proposed for consideration and all projects approved, included amount of money granted.
 - g. forward files to the next Preservation and Restoration Chairman.
5. All written and oral communication concerning submitted Preservation and Restoration projects among committee members shall be held in confidence.
6. Committee members shall be reimbursed from the State General Fund for administrative expenses, such as telephone and postage.
7. The Preservation and Restoration Committee shall be governed by the California State Bylaws and the Questers International Bylaws.

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CRITERIA FOR JUDGING AN APPLICATION FOR STATE GRANTS

1. Adherence to the following guidelines:
 - a. Funds for grants must be for the Preservation and Restoration of existing memorials, historical buildings, the contents of the buildings, and/or historical landmarks. All buildings considered shall be listed on the State or National Historic Site Register and/or owned by a local historical society, village, township, city, etc.
 - b. All furnishing approved for purchase must be authentic or authentically reproduced and of the period to be represented.
2. Compliance with International Bylaws Article III, Section 2. "All profits from money making projects where financial support is solicited outside the chapter membership (even from other Quester chapters) must be used for Preservation and/or Restoration [projects]."
3. Compliance with California State Bylaws Article XIII, Section 6. "Chapters in an organized state which solicits financial support from other chapters or the public for Preservation and/or Restoration must obtain prior approval from the California State Executive Board."
4. Inclusion of a statement of an active project:
 - a. nature and extent of local chapter involvement
 - b. historical significance of the project
 - c. benefit to the community
5. Feasibility of completing the project within the year.
6. Completion of the Application for Grant (Form B).

**CALIFORNIA STATE QUESTERS
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**PROCEDURES FOR OBTAINING
CALIFORNIA PRESERVATION & RESTORATION GRANTS**

1. Read State Preservation and Restoration Project Guidelines to determine eligibility for grant. Grants are made to active projects, not completed projects.(6/13)
2. Choose a project that can be completed within one year, *or complete the project in phases. Note: This is especially important when working with local historical societies or local government agencies. Public Organizations takes a great deal of time to get permission to facilitate the project.
3. Send Form A to the California Preservation and Restoration Chairman for approval for all fundraising outside of your chapter. All money must be dedicated to P&R.
4. Complete application Form B and send it to the Chairman of the Preservation and Restoration Committee.
5. *Chapters should submit forms to the Preservation and Restoration Chairman in the proper order,
 - A. Form A, request for fundraiser
 - B. Form B, application for a grant or matching grant
 - C. Form C, project completion

IF GRANT APPROVED:

1. Inform local Contact Person that one-half the granted money will be paid when approved by Preservation and Restoration at the Spring and Fall meeting and the balance will be paid when the project is completed.
2. Request permanent acknowledgement of CA State Questers as well as the local chapter (donor plaque, nameplate, etc.). Publicity in local newspapers is encouraged. The Chapter Project Chairman shall forward photographs and clippings to the State Historian and Preservation and Restoration Chairman.
3. Upon completion of the project, have Form C signed by the Contact Person and the Chapter Project Chairman; submit to P&R Chairman for authorization of final payment.
4. Upon completion of the project, the chapter shall submit a report to the State Preservation and Restoration Chairman itemizing all expenditures of funds. All money not applied as designated and/or not within the specified time limits shall be subject to recall by the State Preservation and Restoration Committee under the direction of the California Executive Board.