



August 18, 2025

Courtney Beebe  
Kootenai County Historic Preservation Commission  
451 N Government Way  
Coeur d Alene, ID 83814

Dear Courtney Beebe:

On behalf of the Idaho State Historical Society (ISHS), I am pleased to inform you that your application for the FY 2026 Community Enhancement Grant (CEG) program has been approved for funding. We are delighted to support your project, *Kootenai County Courthouse Centennial Photo Exhibit*, which aligns strongly with our mission to preserve and increase online access to Idaho's historical records, develop and promote archival and records management best practices, and support work that connects people to primary sources in their communities and online.

<b>Organization Name:</b>	Kootenai County Historic Preservation Commission
<b>UEI:</b>	JDGLH97AM1R1
<b>Project Name:</b>	Kootenai County Courthouse Centennial Photo Exhibit
<b>Award Amount:</b>	\$2,500.00
<b>Cash Match:</b>	\$5,100.00
<b>In-Kind Match:</b>	\$0.00
<b>Primary Contact:</b>	Courtney Beebe

This letter serves as an agreement between ISHS and **Kootenai County Historic Preservation Commission** regarding the FY26 CEG Program. The following outlines the terms and expectations agreed upon by both parties. **Please carefully read this letter then sign and submit via AmpliFund as acceptance of the grant and agreement with the grant terms.**

1. **Scope of Work**

The scope of work for this agreement consists of the project as outlined in the approved application submitted by **Kootenai County Historic Preservation Commission** and accepted by ISHS. All activities, timelines, objectives, and deliverables described in that application are considered the full scope of this agreement, unless otherwise amended in writing and approved by both parties.

2. **Payment and Budget**

This is a reimbursable grant. Funds will be disbursed only after eligible expenses have been incurred and documented. All expenses must be recorded in AmpliFund either during the project or at its completion. Payment Requests must be submitted through AmpliFund and include supporting documentation (e.g., receipts, invoices, proof of payment) for all claimed expenses.

A dollar-for-dollar match is required. All matching expenses must be documented in AmpliFund and included at the time the reimbursement request is submitted. Further match guidelines can be found in your FY26 CEG Award Packet found in the Documents section of your award in AmpliFund.



The approved budget submitted with the grant application will be reviewed and must align with the payment request.

**3. Reporting**

Final reports must be submitted and approved in AmpliFund before the final reimbursement can be processed. Failure to submit the final report by the deadline may result in forfeiture of remaining grant funds.

**4. Project Period**

The project period begins once the agreement is fully executed (i.e., signed by both parties) and ends on May 15, 2026.

All project activities receiving reimbursement or counted as match must be completed within this timeframe. Final reports and all payment requests must be submitted in AmpliFund no later than May 15, 2026. Expenses incurred outside of the project period or submitted after the deadline are not eligible for reimbursement.

**5. Amendments**

Any changes to the approved project—such as modifications to the scope of work, budget, timeline, or key personnel—must be formally requested and approved through AmpliFund. Each amendment request must be submitted separately in AmpliFund and will not be considered approved until the grantee receives written confirmation through the system. Amendments are subject to review and approval by ISHS and must be submitted prior to the end of the project period.

**6. Acknowledgement**

Grant recipients are encouraged to acknowledge the Idaho State Historical Society (ISHS) on publications, exhibits, or other publicity or promotional activities as appropriate. The preferred method of credit is to use this wording followed by the ISHS logo: **This project is supported in part by the Idaho State Historical Society.**

The ISHS logo is available at <https://history.idaho.gov/branding>. For vector or high-resolution files, contact [mark.breske@ishs.idaho.gov](mailto:mark.breske@ishs.idaho.gov).

Further recognition and branding guidelines can be found in your FY26 CEG Award Packet found in the Documents section of your award in AmpliFund.

**7. Publicity**

Grant recipients are encouraged to publicize their projects through press releases, newsletter announcements, newspaper articles, social media postings, or other outreach. Please provide copies of all announcements with the final report.

**8. Photos and Other Deliverables**

Please provide photos of the project for ISHS to help promote your work and the ISHS CEG Program.



If brochures, print products, or outside publicity materials are developed, include copies or clippings with the final narrative report.

**9. Legislator Letters**

Please thank your Idaho legislators for their support of the ISHS CEG program. To find your district's legislators, visit:  
<https://legislature.idaho.gov/legislators/whosmylegislator/>.

**10. ISHS Board of Trustees**

The individuals on the ISHS Board of Trustees serve as community connections to ISHS. If applicable, appropriate trustee members should be invited to any event that promotes the grant project. A list of trustee members can be found in your FY26 CEG Award Packet found in the Documents section of your award in AmpliFund.

**11. Contact Information**

The primary contact for Kootenai County Historic Preservation Commission is Courtney Beebe and the primary method of contact for ISHS to reach you is [kchpc.rmo@gmail.com](mailto:kchpc.rmo@gmail.com).

The primary contact for ISHS is Mark Axtell, Grants Manager, at [grants@ishs.idaho.gov](mailto:grants@ishs.idaho.gov).

**12. Signatures**

**For Kootenai County Historic Preservation Commission:**

Name: Bruce Mattre

Title: Chair, Kootenai County Board of Commissioners

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Idaho State Historical Society (ISHS):**

Name: Janet L. Gallimore

Title: Executive Director

Signature:  Date: 8/18/2025

Thank you for all you do to promote Idaho's history in your community. We couldn't fulfill our mission of preserving Idaho's heritage without the support of dedicated partners like you. Please keep us informed of your activities, and don't hesitate to reach out if we can assist you.