

# Partner Agency Application for Funding ~ FY 2022

<b>Agency Name:</b>	Rappahannock Railroad Museum, Inc				
Physical Address:	11700 Main Street, Fredericksburg, VA 22408				
Mailing Address/PO Box:	P.O. Box 9088				
City:	Fredericksburg, Spotsylvania County	State:	VA	Zip:	22403-9088
Telephone Number:	(540) 429-1201	Fax Number:			
Federal Tax ID #:	54-1576763				
Web Address:	<a href="https://rrmuseum.org">https://rrmuseum.org</a>				
General Email Address:	mt_boxcar@hotmail.com				
<b>Agency Main Contact:</b>	Michael W. Thomas	Title:	Board Of Directors Chairman		
Telephone Number:	(540) 429-1201				
E-Mail Address:	mt_boxcar@hotmail.com				

## Agency General Information

### Agency Mission

Provide the traveling public and area visitors an affordable, safe, interactive, instructional historical resource focusing on Railroad Worker Maintenance Of Way, repair and operations.

<b>Number of years agency has been in operation</b>	31 years
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<b>Localities Served</b>	Spotsylvania County and surrounding localities.
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## REQUIRED items to be submitted with the application: *(include 1 copy of each)*

✓ IRS 501(c)(3) Letter

✓ Audit Report *(with Audit Management Letter)*

✓ Current Financial statement

✓ IRS 990

✓ Accountant Contact Information

✓ Organizational Chart

✓ Current Board Roster *(with contact information)*

✓ Agency's Current Strategic Plan

# Agency Overview

## Purpose/Description

The Rappahannock Railroad Museum has provided area resident families and visitors throughout the US and abroad using not only member volunteer man hours, but generous donations both through publicly funded monetary gifts and or estate artifact gifts to share and display. The Museum has always operated in a way as to minimize overhead costs while promoting resources made available to take advantage of an opportunity introducing a safe educational interactive family environment. The Museum over the 31 years has hosted activities for school groups, special needs groups, birthday parties, Girl Scout, Boy Scout and Cub Scout activities. GeoCash sponsored activities, research request projects and historical society inquiries for book projects. The Museum looks to fiscal 2021 to prepare a critical path milestone in upgrades to exhibits and acquisitions for Maintenance Of Way equipment and implement these funds directly towards the fiscal 2022 calendar year improvements.

## Justification of Agency and Requested Funding

**Please state clearly why this service should be provided to the citizens of Spotsylvania County and why the County should consider this funding request.**

The Rappahannock Railroad Museum operates in large part to demonstrate the impact of railroading on Spotsylvania County's economy, promote awareness of railroad safety, growth and development.

## Program Collaboration

**The following should describe, in detail, examples of collaborative efforts and key partnerships between your agency and other programs or agencies in the area.**

- The Rappahannock Railroad Museum hosted, The Skylum Company, of Falls Church, Virginia. They requested a full day at our Museum to test and train employees on newly acquired video/editing equipment. They wanted to use an industrial railroad background for the training. The Company was happy with their results. They plan to air the video they shot here and will send us a CD of the program.
- The Rappahannock Railroad Museum met associates from the Monument Companies regarding the upper Spotsylvania Development Project.

## Collaborative Impact

**Please describe how the community would be impacted if your agency were dissolved or merged with another partner agency.**

Currently, no other Agency in the County, has an active railroad operation in which it promotes tourism, transportation and historical preservation of Virginia's Railroads.

## Agency Overview *cont'd*

### Program Audience and Service Delivery

The following should describe the agency's intended audience or client base and how those clients are served. This should include the location of the service and what geographic areas are served or targeted for service. If your agency has specific entry or application criteria, please describe it below.

- The Rappahannock Railroad Museum serves area resident families and visitors from the US and abroad. While providing an opportunity for a safe family interactive educational environment. The Museum for 31 years has hosted activities for school groups, special needs groups, veteran organizations, birthday parties, Girl Scouts, Boy Scouts, Cub Scout activities, GeoCash sponsored activities, research request projects, historical society inquiries for book projects and Civil War railroad events. The Museum's collection has helped authors to investigate subject matter sometimes to include old photos.
- We spotlight the Sylvania Cellophane Plant, one of the County's most historic business locations, by continuing to conduct live railroad operations on this historic property.

### Community Impact

Please provide at least two examples of how your services have impacted members of our community.

- April 2020 the Rappahannock Railroad Museum provided railroad themed Connect-The-Dots, Word Search and Crossword Puzzle for the University Of Mary Washington sponsored student workbook for the Fredericksburg and County Museums.
- On numerous occasions the Rappahannock Railroad Museum has provided the background for staging professional wedding and artistic photo productions.

### Client Fees

Please describe the fees clients must pay for the services provided by your agency, and how those fees are determined.

No client fees. Donations are accepted from visitors of the Museum.

# Agency Financial Information

<b>FY 2022 Total Agency Expenditures</b>						
	List Program Title/Name	Salary	Benefits	Operating Expenses	Capital Expenses	Total
Program 1	Administration and COVID-19			\$5,000		\$5,000
Program 2	Capital			\$3,000		\$3,000
Program 3	Chain-link Fence				\$7,500	\$7,500
Program 4	Security Cameras				\$6,000	\$6,000
Program 5	Rail Car Steps				\$1,000	\$1,000
Program 6	Computer				\$3,500	\$3,500
Program 7	HVAC Museum Exhibit				\$7,000	\$7,000
<b>Total Agency Expenditures</b>		<b>\$</b>	<b>\$</b>	<b>\$8,000</b>	<b>\$25,000</b>	<b>\$33,000</b>

- If your application includes funding increases for personnel (to include new positions or merit /COLA increases), please check here and explain in detail the need for this type of increase in the Salary/Benefits Costs section under Agency Budget Justifications.*

<b>Total Agency Revenues</b>			
	FY 2020 Actual	FY 2021 Budgeted	FY 2022 Projected
Spotsylvania	\$25,000	0	\$25,000
United Way	0	0	0
Grants	0	0	0
Client Fees	0	0	0
Fundraising	0	0	0
Other <i>(explain below)</i>	\$3,259	\$7,000	\$8,000
<b>Total Agency Revenues</b>	<b>\$28,259</b>	<b>\$7,000</b>	<b>\$33,000</b>

**Detail below what is included in the 'Other' category:**

Donations are collected from visitors.



**On the following page titled "Agency Budget Justifications", please indicate, in detail, reasons for increases or decreases in the amounts requested for FY 2022. Include whether these changes come from increases in personnel, benefits, or operating expenses. If an increase is being requested, please describe the impact not receiving an increase would have on the agency. In particular, please describe in detail if any increase is sought for new positions or personnel.**

# Agency Budget Justifications

## Salary/Benefit Costs

In the box below, provide an overview of any increases or decreases in general personnel expenses for the agency. This would include any planned or projected merit or COLA increases, or new positions being requested. Also include a description of any changes to agency benefits structure or cost.

N/A

## Operating Costs

In the box below, provide an overview of the administrative costs detailed on the Total Agency Expenditures table for the agency as a whole. Please provide justification for and specific amounts of operating costs that are defrayed by locality funds. If your agency is requesting an increase or decrease in operating funding, please describe, in detail, the reasons for these changes.

Visitor donations are directed towards Museum overhead expenses (i.e., insurance, power, porta johns and fuel for equipment). However, due to the COVID-19 pandemic restrictions our donations have been greatly reduced. The Museum has incurred extra expenses in order to adhere to the CDC guidelines.

- Program 1. Operation cost includes insurance, power, website, porta-potty, lease, fire safety, equipment fuel and lube. Estimated cost \$5,000.
- Program 2. Caboose glass replacement, loading platform painting, stain for ADA access rail and decking. Estimated cost \$3,000.

## Capital Outlay Costs

In the box below, provide an overview of the capital costs detailed on the Total Agency Expenditures table for the agency as a whole. Please provide justification for and specific amounts of capital costs that are defrayed by locality funds.

- Program 3. The RRM requires an 8' **chain-link fence** between our property and the neighboring Family Counseling Center for Recovery to restrict trespassing and vandalism to our property. Estimated costs \$7,500.
- Program 4. **Security Cameras** needed during the week and also to monitor visitors during open hours for their safety and Museum security. Estimated cost \$6,000.
- Program 5. **Rail car steps** are needed to safely enter and exit static rail car displays. These cars were not designed for regular access by the public. Estimated costs \$1,000.
- Program 6. Computer is now needed for inventory, documentation, security and other administrative functions as the Museum expands. Estimated cost \$2,500.
- Program 7. **HVAC** is needed to provide climate-controlled spaces for exhibits, artifacts and visitors. Estimated cost \$7,000.

## Agency Budget Issues

Please detail below any legislative initiatives or issues that may impact the agency for the upcoming year and how you are planning for them. This could include new legislation that may increase or decrease projected funding at any level (Federal/State/Local), or could affect grants or designated funds as they are currently received. If you are aware of "outside" funding sources that will expire or be reduced on a set cycle or date, please note those below and how you are planning for them.

N/A

Please detail below any identified agency needs or areas of concern that are currently not being addressed in your funding request. This could include training or technical assistance for specific areas, administrative support for a program or service, evaluation of current programs, or consultation for strategic planning, board support, or fundraising.

N/A

## Other Agency Information?

Is there any additional information that the agency would like to provide, and that hasn't already been provided in this application, that will help Spotsylvania County in the review of your application and funding determination?

The Rappahannock Railroad Museum is unique in its educational and interactive offerings to the residents of Spotsylvania and visitors from all the US. For 31 years area volunteers have donated time to support the Museum without cost to our visitors. We have encountered many families of all ages and diverse walks of life. Many have expressed a genuine appreciation for RRM's commitment in promoting a Spotsylvania historical experience. Even during COVID-19 pandemic shut-down we frequently receive inquires as to when we can re-open.

**Program Service Data:**

**Service Period:**

**to**

Locality Served	Total Served		Gender		Race					
	FY2019	FY2020*	Male	Female	Caucasian	African American	Asian	Hispanic	American Indian	Other
Fredericksburg										
Caroline										
King George										
Spotsylvania	3,593	1,649								
Stafford										
Other										
<b>Total</b>	<b>3,593</b>	<b>1,649</b>								

*\*Please include the projected number to be served in each locality for the upcoming fiscal year.*

Locality Served	Age Groups								Income Levels				
	0-4	5-10	11-13	14-18	19-25	26-40	41-60	60 +	Under \$10,000	\$10,000 - \$19,000	\$20,000 - \$39,000	\$40,000 - \$59,000	Over \$60,000
Fredericksburg													
Caroline													
King George													
Spotsylvania													
Stafford													
Other													
<b>Total</b>													

**Please describe below your data collection methodology and tracking measures. Indicate systems or processes that are used and responsible parties. Please also describe how your projections are determined for the upcoming year. If any of the above information is not available, please indicate why:**

The Museum uses two methods of collecting data. Method 1: A Museum greeter counts heads as families arrive. A second Museum representative surveys Museum grounds and records headcount. Method 2: Sign in sheets for visitors are located within strategic museum exhibits. Each are checked at the end of the day, tallied and recorded. We do not ask nor presume to identify gender, race or locality of our guests. Some visitors volunteer their home of record, such as other States, Canada, Europe and New Zealand.