

# Partner Agency Application for Funding ~ FY 2021

<b>Agency Name:</b>	Rappahannock Railroad Museum, Inc				
Physical Address:	11700 Main Street, Fredericksburg, VA 22408				
Mailing Address/PO Box:	PO Box 9088				
City:	Fredericksburg	State:	VA	Zip:	22403
Telephone Number:	(540) 429-1201	Fax Number:			
Federal Tax ID #:	54-1576763				
Web Address:	<a href="http://www.rrmuseum.org/">http://www.rrmuseum.org/</a>				
General Email Address:	<a href="mailto:mt_boxcar@hotmail.com">mt_boxcar@hotmail.com</a>				
<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>	30 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 30 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 2020 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 2021 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 seeks to improve existing exhibits while adding new ones reflecting Maintenance Of Way equipment and tools railroad workers used to perform Right Of Way Maintenance. Install interpretative placards to portray educational guide lines and instruct visitors to interact with Museum offerings, personnel and County related historical sites.

## 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 and Board Of Directors have met and toured with Museum Curators at both the Spotsylvania County Museum and the Shannon Airport Museum. In this way cooperative measures of support are discussed to improve agency awareness towards directives promoting an increase in tourism. Members have agreed to meet during the year to discuss strategies that evaluate growth while presentations support each Museum's themes.

## Collaborative Impact

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

The Rappahannock Railroad Museum is a unique destination operating within an active railroad industrial park. The Museum is run by area volunteer residents who accommodate 40-80 visitors each Saturday. The Museum admission is donation funded by our visitors. We also host birthday parties, school groups, special needs groups and daycare trips.

## 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 30 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.

### Community Impact

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

**Example 1.** St. Patrick's Day parade (3/16/2019). Adventure Brewery hosted a fundraiser donating funds to the Spotsylvania Fire Department. The RRM provided all parade goers with train ride tours throughout the Industrial Park.

**Example 2.** August 17, 2019, RRM hosted a group of 25 Veterans with their families. This group assists with Veterans to reconnect with outside activities as each are coping with PTSD.

**Example 3.** September 7, 2019, a grandmother requests information about the Museum. She's writing a book that will be focused and published with area things to do for grandparents with their grandchildren.

### 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

FY 2021 Total Agency Expenditures						
	List Program Title/Name	Salary	Benefits	Operating Expenses	Capital Expenses	Total
Program 1	Visitor Donations	0	0	\$7,000	\$0	\$7,000
Program 2	RF&P Caboose Paint	0	0	0	\$5,800	\$5,800
Program 3	Sea Container Paint	0	0	0	\$8,000	\$8,000
Program 4	Scale Caboose Exhibit	0	0	0	\$600	\$600
Program 5	Equipment Plaquards	0	0	0	\$1,600	\$1,600
Program 6	Parking Lot Beautification	0	0	0	\$3,000	\$3,000
Program 7	Model Train Exhibits	0	0	0	\$2,000	\$2,000
Program 8	Velocipede Exhibit	0	0	0	\$4,000	\$4,000
<b>Total Agency Expenditures</b>		<b>\$0</b>	<b>\$0</b>	<b>\$7,000</b>	<b>\$25,000</b>	<b>\$32,000</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.*

Total Agency Revenues			
	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Projected
Spotsylvania	0	\$25,000	\$25,000
United Way	0		0
Grants	0		0
Client Fees	0		0
Fundraising	0		0
Other <i>(explain below)</i>	\$5,146	\$6,500	\$7,000
<b>Total Agency Revenues</b>	<b>\$5,146</b>	<b>\$31,500</b>	<b>\$32,000</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 2021. 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).

## 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 2: paint RF&P Caboose - inside and out with original company markings.  
Program 3: paint four sea containers - inside and out and provide electrical lighting for two units.  
Program 4: scale wooden caboose exhibit - a table mounded wooden caboose built, painted and stenciled to represent early steam example.  
Program 5: equipment placards - will be placed at each example of railroad equipment describing its importance to railroad operations.  
Program 6: parking lot beautification - grading parking lot and adding crushed stone. Add signage and plantings.  
Program 7: model train exhibits - build railroad themed projects to represent railroading found in Spotsylvania County and throughout the country.  
Program 8: Velocipede Exhibit - a inspection vehicle used by a railroad track inspector during the early years.

## 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 of the US. For 30 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.

**Program Service Data:**

**Service Period:**

**to**

Locality Served	Total Served		Gender		Race					
	FY2018	FY2019*	Male	Female	Caucasian	African American	Asian	Hispanic	American Indian	Other
Fredericksburg										
Caroline										
King George										
Spotsylvania	3556	3593								
Stafford										
Other										
<b>Total</b>	<b>3556</b>	<b>3593</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.