



**SFY 2011
GEORGIA HERITAGE GRANT PROGRAM
Development Project
Application Instructions**

General Application Instructions:

- Submit **three** copies of the application (one with original ink signatures and two copies), and **three** copies of all supporting documentation. Additional sheets may be attached if more space is necessary to answer questions. Photocopied photographs are acceptable.
- The application must be signed by an authorized representative of the applicant.
- Late or incomplete applications will not be considered for funding.
- Applications must be postmarked **by July 13, 2010**.

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Submit applications to:

Georgia Heritage Grants Program
Historic Preservation Division
Georgia Department of Natural Resources
Attn: Carole Moore, Grants Coordinator
254 Washington St. NW
Ground Level
Atlanta, GA 30334

*For questions, please contact Grants Coordinator Carole Moore
at (404)-463-8434 or at Carole.moore@dnr.state.ga.us*

Before preparing this application, please read the application instructions carefully. The section numbers in the application instructions correspond with the section numbers in the actual application.

1. APPLICANT

A) Name of Organization: The nonprofit organization or local government that is applying for funding for the publicly accessible historic property or site.

B) Chief Executive Officer: This person must have the legal authority to accept a state grant on behalf of the organization and to authorize work on the property.

C) (1) Federal Identification Number: The IRS assigned taxpayer identification number. (2) Please attach a copy of the federal tax exemption letter if you are a non-profit organization.

D) Mailing address: The mailing address and phone number of the organization applying.

E) Indicate whether the organization seeking grant assistance owns the property. If it does not own the property, explain the organization's relationship to the property. If the organization is leasing the property, indicate the time frame of the lease. *F) Property Owner:* If the property owner is different from the grant applicant organization, the name of the owner of the property should be indicated. The owner and applicant are both required to sign the application.

G) Project Manager/Financial Manager: Indicate the name, mailing address, phone number, and email address of the project manager. The project manager should be a representative of the grant recipient organization most knowledgeable about the project, who will be the contact person with HPD to insure proper communication and coordination. The project manager, in conjunction with HPD's grants coordinator, will insure that all grant requirements are met, and will be the acknowledged person at the local level with authority to make decisions concerning project work.

2. APPLICATION PREPARED BY

Identify name, title, address and phone number of person who completed the grant application.

3. PROJECT COST

Total Project Cost: Indicate the estimated cost of the total project outlined in the grant application. This is equal to the grant amount requested plus the local match to be provided.

Grant Amount Requested: Indicate the amount of Georgia Heritage Program grant funding being requested in the application.

Matching Share: Indicate the amount a local matching funds that have been committed for this project.

4. PROPERTY INFORMATION

A) Property Name: Indicate the name of the property seeking grant assistance. If the property is listed in the Georgia Register and/or the National Register of Historic Places, use the name that appears in the GR/NR. In addition, if the property is a contributing resource in a NR/GR district, indicate the name of the district.

B) Georgia Register/National Register Status: Indicate whether the property is currently listed in the Georgia Register and/or National Register of Historic Places. The property seeking assistance must be listed in, or *eligible* for listing in, the Georgia Register of Historic Places, either individually or as a contributing resource to a district. (Buildings or archaeological sites listed in the National Register are automatically listed in the Georgia Register). If the applicant is uncertain as to whether a building or site is listed in the Georgia Register, contact the National Register Unit of HPD at 404-656-2840 to determine the status of listing. If the property is not listed, the applicant must submit with the grant application a "Historic Property Information Form", or (HPIF), also available from the National Register Unit, for documenting the building or site to the Georgia Register standards. ***If the property is not yet listed on the Georgia Register, the HPIF must be submitted with the grant application in order for the application to be reviewed.*** (Note: Only one copy of the HPIF is required to be submitted). Only if the property is eligible for the Georgia Register will the grant application be reviewed. It is the applicant's responsibility to

provide any additional information required to complete the Georgia Register listing in a timely manner. The property must be listed in the Georgia Register prior to the disbursement of grant funds. Please also indicate whether applicant wishes to pursue National Register/Georgia Register listing if grant funding is not awarded. This question is for administrative purposes only, and does not affect project selection.

C) Property Address: Provide the address of historic property/site. (This is the street address of the property).

D) County/RDC: Provide name of county in which property is located, and the name of the Regional Development Center in which property is located.

E) Georgia General Assembly Districts and United States Congressional Districts: HPD will notify state legislative representatives in the project's district in the event of award. Provide the district number and the name of the legislators for the area where the project is located, including the state senator, the state representative, and the United States (Federal) District Representative.

5. PROPERTY DESCRIPTION

A) Photographs: Include with the grant application three sets of at least five photographs (3" by 5" or larger). The photos should show both a general overview of the property from all exterior sides, photographs of the interior, and specific areas where grant assisted work is needed. (For example, if project work is being completed on the windows, pictures should be taken of a general view of the property and specifically of the windows, showing their deterioration and any related damage). Three sets may consist of one set of printed photographs and two photocopied sets or all three sets may be photocopies, as long as the quality is good. Photographs may be color or black and white.

B) Property Use and Community Role: Describe the use of the property, for which it was originally constructed. Indicate the present use of the structure. Describe how the resource presently benefits or serves the community in which it is located. If property is currently not in use, indicate the planned role and benefit of the resource for the community.

C) Physical Condition of the property: Describe the current condition and setting of the property in the space provided. Indicate the amount of historic material remaining in the property. Be specific.

D) Legal Description: Please attach the legal description of the property, which can be found within the deed for the property.

E) Predevelopment Information: If a master plan, report, or architectural plans have been prepared, please attach to the application. Three sets of these documents should be included. (The documents can be copies of original documents, and in the case of plans and specifications, the copies can be reduced as long as they are clearly legible). Any predevelopment information *must* be submitted or the application will not be considered complete and therefore will not be considered for funding.

6. PROJECT PURPOSE AND DESCRIPTION

A) Purpose and Description: Indicate the desired end result of project work on the property seeking grant assistance. The project purpose may result from only project work seeking grant-assistance in this application, or from several phases of project work. Indicate how the project purpose will impact the condition, use, and/or role of the resource and how it will enhance its contribution to the community. The project description should indicate a summary of the project work to be completed with grant-assistance, as well as specifics of the project work. The project work description must be clearly related to the major work elements outlined in the project work cost breakdown in question #6. The methodology of the proposed project must be consistent with, and limited to, allowable treatments as defined in the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

B) Additional Steps: The grant-assisted project work may fully answer the goals of the project purpose. In the case of some multi-phased projects, it is possible that the grant-assisted project work is one step among several in addressing the long-term goals for the property. If additional phases are needed, identify these phases, and indicated a plan for how these might be completed. Also indicate the estimated total costs to complete all phases of work.

C) Project Potential: Indicate how the successful completion of this project could have the potential to increase public awareness of historic preservation and support of historic preservation in your local community or region or in the state of Georgia.

7. PROJECT SCHEDULE

Schedule for project work: Indicate if project can begin immediately. Indicate any reasons for delay of the start of project work. The project schedule should be planned so that all project work can be completed by September 30 of the year after funding is awarded. Project work commencement *must be* preceded by a site by HPD staff. Allow for one to two months for HPD to review proposed development work after the date of project awards in October before project work begins.

8. PROJECT WORK COST BREAKDOWN

A) Development work budget: The project estimates submitted should reflect the most current and accurate professional estimates for detailed work available. The budget should be as thorough as possible. ***Development costs should be itemized*** according to work elements (such as windows, doors, roof, finishes, etc.) The project budget is the total amount of the project, both grant and matching shares.

B) Estimates: Please indicate how project cost estimates were determined (estimate from contractor, architect, other).

C) Other funding: List sources and grant amounts awarded to the project during the last three calendar years and any pending applications for this year.

D) Partial Funding: If the Historic Preservation Division could not provide full funding, indicate if the project work seeking grant assistance could be completed in phases. Prioritize project work from most important to least important, and indicate which components of work are critical in order to proceed.

9. APPLICANT FUNDING COMMITMENT

A) Matching Share: Match must be cash. Matching share information must indicate donor, source, and amount. The match must be equal to, or exceed, the 40% required amount of the total project cost.

B) Statement of Commitment: A statement from the donor(s) indicating commitment of matching funds must be attached. This resolution should indicate that the funding described above is presently available or will be available as of **October 2008**; that the organization has funds available to keep the project financed until reimbursed by HPD; and that the organization has scheduled all grant-assisted project work to be completed within one year.

Georgia Heritage Program grants are *reimbursable* grants. The grant recipient must pay project costs up front, then receive reimbursement from HPD. Reimbursement requests can be made at interim periods during the project work period, but it is the grant recipients' responsibility to keep the project financed through completion. Grant funds cannot be advanced to keep project work financed.

10. SUPPORT LETTERS

Attach letters of recommendation from the relevant Georgia General Assembly Legislators. These are the state senator and state representative from the district in which the property is located, as indicated in question #2-E. (A letter from the United States Representative is not required). In addition, at least three letters of support from the community must be submitted with the application.

11. CERTIFICATION AND STATEMENT OF ASSURANCES: The application must be signed by a representative of the organization that is applying for funds, and also by a representative of the organization that owns the resource, if different. ***The representative of the organization that is applying for funds must also initial each condition.*** The representative must have the legal authority to bind the organization to a contract.

CHECKLIST FOR COMPLETION

To assure that your development grant application is complete, following is a checklist for your review prior to mailing the application:

- ❑ Completed the application form.
- ❑ Prepared one original application (with original ink signatures and marked "original" on the front), plus two copies of the application form.
- ❑ Included HPIF or HPIF-A form (for properties not yet listed in the Georgia Register).
NOTE: *Only one copy of this form is required for submission*
- ❑ Obtained required signatures, and initialed all assurances. If applicant does not own the property, the application also must be signed by the property owner.
- ❑ Obtained two letters (minimum) of recommendation from members of legislature for district in which project will be undertaken, and three other letters of support from the community.
- ❑ Attached 3 sets of all enclosures, one set to each copy of application: **photos** (3"x5" or larger, color or black and white, which reflect both a general view of the property and specific work areas for which funds are requested); **letters of recommendation**; **statement of commitment of cash match**; and, if applicable, **architectural plans and specifications**, **archaeological reports** or **other reports** on existing conditions that form the basis for the proposed work.