

**LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM  
GRANT ROUND 15 (2016)**

**HISTORIC RESOURCE PROJECT GRANT PROPOSAL INSTRUCTIONS**

---

NEW For 2016

The Project Budget sheet has been moved to the last page of the application, allowing for easier attachment of supplemental budget materials.

The Project Budget now lists all sources of funding **first** and projects expenses **second**.

A site plan or map showing the location of the resource (attachment #4) needs to be included in all copies of the application.

WHEN TO SUBMIT YOUR PROPOSAL

No later than **Noon Friday, June 24, 2016**

You may submit via USPS, commercial carrier or by hand.

For hand delivery other than 9 a.m. to noon on June 24, phone for an appointment.

Proposal packages submitted via E-mail or fax will not be accepted.

WHERE TO SUBMIT YOUR PROPOSAL

Land and Community Heritage Investment Program  
13 West Street, Suite 3  
Concord NH 03301  
(603) 224-4113

HOW TO SUBMIT YOUR PROPOSAL<sup>1</sup>

Follow the separate **Checklist** to be sure to submit all required materials in the correct order and with the appropriate number of copies. Please fasten pages together with paper clips or binder clips only.

The application is a fillable PDF form. Open the application using Adobe Reader. (Learn how to download [Adobe Reader](#) here) Save the application to your computer. (Choose "Save as" and save the application to your computer. Do not exit the application without saving or your work will be lost.)

WHAT TO INCLUDE IN YOUR PROPOSAL PACKAGE (Page by page guidance for the entire proposal package)

**Checklist** The separate checklist is provided to assist you in putting your proposal packages together correctly. Put one completed copy of the checklist at the front of your Original Project Proposal.

**PROJECT SUMMARY** (Page 1)

**Project Name** Enter the name of the project as it will be referred to by the stewarding organization.

**Grant Request** Enter the grant amount requested. The project budget must include other sources of funding equal to or exceeding 50% of your LCHIP grant request. LCHIP can fund no more than:

- a. 50% of the Total Project Value
- b. 50% of the appraised market value of the resource
- c. 50% of other eligible expenses

**Resource Location** Provide the location of the resource. Street, city/town, and county are required fields.

**Total Project Value** Total Project Value (TPV) is the sum of the appraised value of the resource (or the sale price of the resource, up to but not exceeding its appraised value), and other eligible expenses. Eligible expenses are defined as:

- a. Acquisition of real property in fee simple;
- b. Acquisition of easement interests in real property;

---

<sup>1</sup> The "application" is the 11 page form you fill out. The "Proposal" is the application plus the checklist and all the attachments.

- c. Restoration or rehabilitation of cultural or historic buildings or structures which are publicly-owned, or which are owned by a qualified publicly-supported nonprofit corporation, **except for** the following activities: routine maintenance and/or modernization that does not require specialized historic preservation services, unless the routine maintenance and/or modernization is necessary to fulfill the recommendations of a Historic Structure Report or preservation plan for the property and furnishings (modern or historic);
- d. Surveys, appraisals, title work, and other legal or ancillary work necessary to carry out acquisitions that can demonstrate linkage to the permanent protection or restoration and rehabilitation of eligible resources;
- e. Resource inventories and planning that can demonstrate linkage to the permanent protection or restoration and rehabilitation of eligible resources;
- f. Other professional services that can demonstrate linkage to the permanent protection or restoration and rehabilitation of eligible resources and limited to: in-house or contracted services for the purposes of project application development to LCHIP; plans and drawings; feasibility studies; historic structures reports; architectural renderings; environmental reviews; archaeological reviews; engineering studies; condition assessments; baseline documentation; and historic building assessment with preservation guidelines.

Applicants may use up to 5% of the requested grant amount for administrative costs associated with preparation of the application or other due diligence as cash or non-cash match. No other administrative costs may be used as cash or non-cash match.

All eligible expenses must directly link to the permanent protection of the property.

You may want to complete the Grant Request and TPV lines after completing the project budget in Question 10

<b>Applicant</b>	Enter the name of the organization applying for LCHIP funds.
<b>Tax ID#</b>	Enter your 9-digit federal tax or employer identification number (e.g.: #12-3456789)
<b>Mailing Address</b>	Enter the address at which the applicant organization receives mail.
<b>Organization Type</b>	Eligible applicants must be either municipalities or other political subdivisions of the state; or publicly-supported nonprofit corporations exempt from federal income taxation under section 501(c) of the Internal Revenue Code
<b>Contact</b>	The primary contact for your organization during the application process. You will be allowed to change the contact name if/when the project receives funding.
<b>Phone, Email</b>	Enter the phone number and Email address for the project contact.
<b>Year Built</b>	If the structure has been moved or altered please address in question 1.
<b>Project Type</b>	Please select all that apply.
<b>Easement Holder</b>	This is only required for historic resource projects that are requesting \$400,000 or more in funding or have received \$400,000 in cumulative LCHIP funding.
<b>Register Listing</b>	Projects are only eligible to apply if they have been determined eligible for listing or are listed on the State or National Register. Include proof of listing in Attachment 4. If your property is listed as a National Historic Landmark as part of the National Historic Landmark Survey, please explain designation in question 1.
<b>Overview</b>	Provide a <u>brief</u> description of the resource and the significance of the proposed project. There is room for a more detailed history of the resource and the proposed work in question 1.

## Resource Values

1. **Resource Attributes** (Page 2)
  - a. Give a brief history of the resource, including specific details of its significance. Your response may address such information as: proximity to other historic resources, whether the resource is part of a community organization's long term plan or Master Plan? Are the resource values unusual? Does the property define the community or an important viewscape? Is this one of the last examples of its type in the community? Do recreational, educational, or interpretive uses occur on the property?
  - b. What is your proposed project and how was it identified? Were the needs addressed in a Building Assessment or at a town or committee meeting? Is this part of a larger phased project at the resource? Build upon this answer in question 2 by relating the proposed work to the Secretary's Standards.
  
2. **Adherence to the Secretary of the Interior's Standards** (Page 3)
  - a. Review the different treatment approaches by clicking [here](#) and select the approach that best aligns with the proposed project. Most LCHIP projects follow the rehabilitation treatment approach. Explain why the selected approach was chosen, tying it to the current condition of the resource, its proposed use, and mandated code requirements.
  - b. All the Standards of the selected treatment approach should be addressed in this question. You need to address the building's proposed use, the retention of character-defining features, repair and replacement techniques, and any additional treatment methods. If there is no component of new construction or ground disturbance then those standards may not be applicable to the project.
  - c. If ground disturbance is part of the proposed project, does your project contain a plan for an archeological investigation? Who would you contact and how would it be funded? Archeological reviewers are an eligible expense so the cost of the review can be factored into your LCHIP budget. **If foundation work, drainage, site work, etc. are part of your project then this question needs to be answered.**
  
3. **Imminence of Threat** (answer only the questions which apply to your project) (Page 4)
  - a. Has an engineering report or building assessment shown that the structural integrity of the building has been compromised? How else has the threat been identified?
  - b. Explain how the use of the resource is marginal/limited and what factors limit its use. Are code requirements limiting the use of all or part of the building? Does the current building lack modern amenities that prevent its use?
  - c. Is the property for sale or has demolition been proposed? Is it currently vacant and at risk of vandalism or arson?
  - d. Examples of opposition could include vocal opposition at town meetings, denial of town warrants, or negative press.
  - e. Use this question to address any other threats to the property that haven't been discussed in previous questions.
  - f. Information on NHPA's [Seven to Save](#) from previous years
  - g. Population Trends : Information may be found here: [NH Community Profiles](#)

## Current Capacity

4. **Planning and Community Support** (Page 5)
  - a. Has the project been embraced by the local historical society, Historic District Commission, your organization's membership, or other parties? How have they been promoting the project and moving it forward? Please list and describe all partners. LCHIP will not review letters of support.

- b. Has the project been publically endorsed by elected officials? If so, please describe the endorsement.
- c. Answer only if the project has been discussed at town meeting or a comparable event.
- d. Have there been events or fundraisers to promote the project? Have there been other forms of public outreach such as mailers, or a social media campaign?

5. **Capacity to Implement Project Through to Completion** (Page 6)

- a. Summarize the applicant organization’s experience completing projects of this scale. Describe who will be involved in managing the project, and provide a brief summary of their knowledge, skills and experience.
- b. Summarize the applicant organization’s history working with LCHIP. Include past grant applications, as well as projects that have been completed or are currently underway. If this is the organization’s first LCHIP application, but individuals involved in the project have worked on other LCHIP projects (for other organizations, for example) you may wish to describe that experience, and the individual’s role with this project.

6. **Financial Need** (Page 7)

- a. Have other grants been applied for? If yes, what was the outcome? Has the project been funded through a town warrant or private fundraising efforts? Please explain.
- b. If you have not secured your match, how do you plan to do so? Please be specific.
- c. Describe what other funding sources may be considered if LCHIP funds are not awarded. How might a partial LCHIP award impact the project’s ability to succeed? Would the project be delayed until the additional funds could be raised? Would the project be completed but would your organization be drained of all financial resources?

**Future Strength**

7. **Stewardship** (Page 8)

- a. Provide the name of the organization that will be responsible for the long-term stewardship of the property, including annual monitoring, response to potential violations or challenges, and other stewardship duties. Will this be handled by a town employee, a committee, volunteers or a paid consultant?
- b. If an endowment is not already in place, is establishing one a goal of this proposed project? Please explain.
- c. Does the stewardship organization have existing stewardship responsibilities for this or other properties? Briefly explain any existing stewardship policies.
- d. **This question DOES apply to historic resource projects and adopting the applicable LTA Standards is a requirement for receiving LCHIP funding.**
- e. If your organization dissolved, what would happen to the resource? Would it be sold, donated to the town, etc? Saying your organization is too old or stable to dissolve is not an acceptable answer. (Only 501(c) applicants need to answer this question.)

8. **Future Activities** (Page 9)

- a. Will the public be allowed to access the property during normal business hours, as part of special events, or will access be primarily visual? What role will the resource play within the community?
- b. Will this project lead to better interpretation of the property’s importance through education or recreational programming? Will new programming be created if the project is completed?
- c. If this project is successfully completed, could it lead to further work on the resource or other potential preservation projects in the immediate area or in the community?

- d. Will the supplies for the project be purchased locally or will local contractors be selected to perform the work? Will any new, local jobs be created once the project is finished? Will this project create a new form of revenue for the applicant organization (rental income, additional ticket sales, etc.)?

9. **Additional Information** (Page 10)

- a. Will this project also help protect any associated natural resources? Does it have cultural values, such as use for events that help to define the community? (e.g. Is it home to the longest running town meeting in the state or does it have earliest known New Hampshire wall murals?)
- b. Use this space to tell us anything else you want LCHIP to know about the project. For example, does your project include a large amount of volunteer hours that are not reflected in your budget? Is there any interesting stories or people associated with the resource?
- c. If your project is part of a larger building project (such as a window restoration project as part of a town hall rehabilitation) information about the larger project must be included. If the information is not provided it could result in a denial of the application or a retraction of funding.

10. **Budget** (Page 11)

- a. View a complete explanation of cash and non-cash requirements in Section 8 of LCHIP's *Criteria, Guidelines and Procedures (CGP)*
- b. LCHIP can fund a maximum of 50% of the total eligible expenses
- c. 50% of the applicant's match must be cash. Matching beyond the minimum is encouraged.
- d. Stewardship payments must be listed as non-cash expenses as stated in *CGP* Section 8C1g.
- e. A maximum 5% of the grant request can be included as eligible (cash or non-cash) administrative time, as stated in *CGP* Section 8B6.
- f. You may include income that has not been secured such as town warrants, planned fundraisers or future grants, but the income sources must be identified.
- g. Provide an appropriate level of detail for project expenses. We don't need to see the cost of each nail but we do need to know what kinds of expenses your project entails.
- h. If your project is very complex, you may provide a summary on the budget page provided and also submit additional page(s) showing further budget details.
- i. Round all values to the nearest whole dollar.
- j. With the exception of cash used to purchase an eligible resource, all eligible expenses incurred within two years prior to the opening date of the grant round are eligible as part of the non-cash match, as stated in Section 8D2. Expenses incurred after the opening of the grant round may be used as part of the cash match as long as they meet the eligibility requirements outlined in *CGP* Sections 7A-D.
- k. LCHIP staff is available to assist you in handling a confusing project budget.

## Attachments

**Attachment 1** Maximum of ten color photos of the resource. Color, digital images printed on regular paper are preferred. Photos should be no larger than 4"x6" and may be printed two or more per page. Images should include one exemplary exterior shot of the structure and immediate surroundings (for context) and general interior and exterior shots, plus any specifics to application target. Photos showing people using the resource are valued. Label each photo numerically, followed by a brief description of the image. Include this attachment in every package. Be sure that electronic (.jpg) file names correspond with photo labels.

**Attachment 2** Documentation for Total Project Value (i.e. contractor/consultant estimates or appraisals). There should be documentation for each expense shown in the budget. Include this attachment in every package.

**Attachment 3**            Brief proof of National or State Register listing or eligibility. Please do not include the entire nomination form. Include this attachment in every package.

**Attachment 4**            Site plan or map of resource location. Map should provide enough information to guide a visitor to the resource without the aid of GPS (National Register District Map, Google Map with exact pinpoint location). Include this attachment in every package.

**Attachment 5**            Historic Building Assessment with Preservation Guidelines or Historic Structures Report only if the Total Project Value is over \$50,000. Please include a full report with the original proposal package, three full proposal packages and the electronic application package. Please include only the applicable sections of the report with the five summary proposal packages. If a full report is already on file with LCHIP, submit 9 copies of applicable section(s) of report.

**Attachment 6**            Acknowledgement Form. Please have the appropriate parties read and sign this form, noting that certain parties are responsible for reading and understanding the LCHIP *Criteria, Guidelines and Procedures*. Signatures can be provided on more than one copy of this form if necessary. Include this attachment in the original package, the three full proposal packages and in the electronic application package.

**Attachment 7**            Authorization to Use Photographs, Photo Release Form. Make more copies of this page if necessary to provide one photo release form for each photographer/recognizable person in photo(s). Include this attachment in the original package, the three full proposal packages and in the electronic application package.

**Attachment 8**            Authority to Sign Form. This form is required only if this application and other official LCHIP documents will be signed by someone other than the person authorized to enter into contracts for the organization (such as Town Administrator being authorized to sign on behalf of the Board of Selectmen.) Include this attachment, if applicable, in the original package, the three full proposal packages and in the electronic application package.

Attachments 6-8 need to be printed, filled out, signed, and saved electronically.

**The following Attachments are required from 501 (c) organizations only and should be included in the original package, the three full proposal packages and in the electronic application package.**

**Attachment 9**            Copy of 501(c) determination letter

**Attachment 10**          List of Current of Board Directors with affiliations

**Attachment 11**          The Organization's most recent financial statements in summary form (audited preferred).