

**LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM
GRANT ROUND 17 (2018)**

HISTORIC RESOURCE PLANNING GRANT PROPOSAL INSTRUCTIONS

SUBMITTING YOUR PROPOSAL¹

Proposals are due no later than **Noon Friday, June 22, 2018.**

You may submit via USPS, commercial carrier or by hand. For hand delivery other than 9 a.m. to noon on June 22, phone for an appointment. Proposal packages submitted via e-mail or fax will not be accepted.

Land and Community Heritage Investment Program

13 West St. Suite 3
Concord, NH 03301
(603) 224-4113

HELPFUL HINTS

Completing the Application

- The application is a fillable PDF form.
- Open the application file using Adobe Reader. (Learn how to download [Adobe Reader](#) here)
- To save the application to your computer choose “Save as” and save the application to your computer with a new name (we recommend “Project Town, Project Name, LCHIP Applications 2018”).
- Save the file again (with the same name) every time you open and work on it. Save just before closing the file or your work will be lost.

Assembling the Proposal Package

- Follow the check list provided to be sure to submit all required materials in the correct order and with the appropriate number of copies.
- Fasten pages together with **paper clips or binder clips only, no staples, binder or folders.**
- Do not submit Letters of Support.

Electronic Files:

- Do not merge the application form and attachments into one .pdf file. Submit individual files for the application and each attachment submitted (see check list)
- Electronic file names should adhere to the following format: Project Town, Resource Name, File Name.
Example: “Concord, Meetinghouse, GR16 Application”, or “Concord, Meetinghouse, TPC Documentation”

CHECKLIST

Use the provided checklist to assemble application and proposal materials in the correct order and with the appropriate number of copies. Complete the checklist as you assemble the proposal packages. Place the completed checklist on top of your *original* Project Proposal.

¹ The “Proposal” is the application and all attachments. The “application” is the fillable .pdf form.

APPLICATION

PROJECT SUMMARY (Page 1)

Project Name	Enter the name of the project as it will be referred to by the stewarding organization.
Grant Request	The grant amount requested may not exceed 50% of the Total Project Cost. You may wish to complete the Total Project Cost and Grant Request lines after completing the project budget.
Resource Location	Provide the location of the resource. Street, city/town, and county are required.
Total Project Cost	The sum of all eligible expenses. All eligible expenses must directly link to the permanent protection of the property. Refer to Section 7 B. of LCHIP's <i>Criteria, Guidelines, and Procedures</i> to review LCHIP eligible expenses.
Applicant	The organization applying for LCHIP funds
Tax ID#	The applicant's 9-digit federal tax or employer identification number (e.g.: 12-3456789)
Mailing Address	Enter the address at which the applicant organization receives mail.
Organization Type	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
Contact	The full name and title of LCHIP's primary contact <u>during the application process</u> .
Phone, Email	The contact's phone number and email address.
L.T.A. Standards	This question DOES apply to historic resource projects! Adopting the applicable Standards and Practices of the Land Trust Alliance is a requirement for receiving LCHIP funding.
Year Built	If the structure has been moved or altered please address in question 1.
Project Type	Please refer to the LCHIP " Historic Building Assessments Guidance Document " to determine which report is right for the needs of the resource. <u>Other:</u> Other eligible study activities include such things as feasibility studies, National-Register nominations for districts, archeological reviews, engineering studies, or other planning activities that directly relate to the permanent protection of the resource.
Register Listing	Resources are only eligible to apply if they have been determined eligible for listing or be listed on the State or National Register of Historic Places. Include proof of eligibility or listing in Attachment 4. If the property is listed as a National Historic Landmark, please explain in question 1.
Page 1 Boxes	What ails the resource? How will the study help solve its problems?

If any other planning studies have been completed, include the reason for the previous study, date of completion, and the consultant who completed the study. Having previously completed studies does disqualify the project, but raises a question about why an additional study is needed.

Resource Values

1. Resource Attributes (Page 2)

- a. The response may address such information as:
What is the resource's proximity to other historic resources? 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. Explain why the organization is pursuing a planning study and how the need was identified. Are there visible issues with the building? Were the needs identified at a town or committee meeting? Does your organization plan to pursue grant funding and need an assessment to meet the funder's requirements?
- c. All work outlined in LCHIP-funded studies must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties. A successful LCHIP study must include short, mid, and long-range preservation priorities.
- d. Will this project protect or enhance natural or cultural resource values, as defined in the *LCHIP Criteria, Guidelines and Procedures*? If so, please explain how the study will address those values.
- e. LCHIP-funded planning studies are intended to provide a path forward for successful preservation of a resource, which could include a successful rehabilitation or the sustainable reuse of a property. How will the identified priorities be implemented? Has the organization or town already set aside funds to complete the project? Will the planning study serve as a catalyst for a large-scale capital campaign?

2. Imminence of Threat (Page 3)

Answer yes or no to each question listed and use the box below to expand upon those answers. Consider the following: are there structural issues with the building? Are code requirements limiting the use of all or part of the building? Does the current building lack modern amenities that prevent or limit its use? Is the property for sale or has demolition been proposed? Is it currently vacant and at risk of vandalism or arson? -Information on NHPA's [Seven to Save](#) from previous years

e. Using the [NH Population Data](#) provided in the "Submit a Project Proposal" section of the LCHIP website, figure out if the project area is in a densely developed or rapidly developing area of the state. If so, briefly explain the impact of existing or future development on the property, its conservation attributes or future uses.

Current Capacity

3. Planning and Community Support (Page 3)

- a. Has the planning study or larger rehabilitation project been embraced by the local historical society, Historic District Commission, your organization's membership, or other parties? If there are not currently project proponents, who supports this project?
- b. Do the project proponents' plan on hosting events, launching a social media campaign, develop a website, etc? If there are not currently project proponents, how do you anticipate future proponents will engage the public?
- c. Examples of opposition could include vocal opposition at town meetings, denial of town warrants, or negative press, etc.
- d. Have planning processes taken into account the resource?
- e. Is there a local board charged with safeguarding the preservation values of the resource?

- f. Please estimate if attendance is not tracked.
4. **Capacity to Implement Project Through to Completion** (Page 4)
- Summarize the applicant organization’s experience completing projects of this scale
 - Summarize the applicant organization’s history working with LCHIP and/or similar funders. 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.
 - What are the varying professional and occupational competencies that need to be a part of the team that does the work?
 - Do you have a consultant in mind? How did you come to favor this one?
5. **Funding Plan** (Page 4)
- Explain how you plan to raise the money to pay for the planning study and who will be responsible for leading the fundraising efforts.
 - Describe what other funding sources or options 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 planning study be completed but would your organization be drained of all financial resources?

Future Strength

6. **Stewardship** (Page 5)
- Provide the name of the organization that will be responsible for the long-term stewardship of the property. Please describe the organization’s stewardship experience, including
 - how long the organization has owned the building;
 - how the organization funds maintenance and larger building projects; and
 - explain any current stewardship responsibilities for this or other properties;
7. **Future Activities** (Page 5)
- What role will the resource have within the community? Will the use of the building change or improve as a result of the study or subsequent projects? For example, the resource is currently home to town offices, but the second floor hall is currently closed off or underused due to code issues. A planning study and successful rehab project will reopen the second floor to public use and will serve as a space for meetings, rentals and educational activities.
 - How will the completed study benefit the community? Will it lead to further work on the resource or other potential preservation projects in the immediate area or in the community? Will the study lead to better interpretation of the property’s importance through new or expanded educational or recreational programming? Will any new, local jobs be created once the project is finished or will the completed project create a new form of revenue for the applicant organization (rental income, additional ticket sales, etc?)
8. **Budget** (Page 6)

These are sample expenses and may not be applicable to every project.

LINE	FUNDING SOURCES	CASH	NON-CASH (DONATED VALUE)	TOTAL	SECURED YES OR NO (DATE EXPECTED)
1	LCHIP REQUEST	\$10,000		\$10,000	DECEMBER 2018

2	OPERATING BUDGET	\$7,000		\$7,000	JANUARY 2019
3	PRIVATE FUNDRAISING	\$5,000		\$5,000	OCTOBER 2017
4	TOTAL FUNDING	\$22,000		\$22,000	

Line	Explanation
1	LCHIP request may not exceed 50% of Total Project Cost (11)
2	The applicant organization will set aside \$7,000 of its 2019 operating budget in January, 2019.
3	Enter the total private funds still to be raised.
4	Total cash funding + total non-cash funding = Total Funding. Must be greater than or equal to line 11. 50% of the applicant's match must be cash. Matching beyond the minimum is encouraged.

	LCHIP-ELIGIBLE EXPENSES	CASH	NON-CASH (DONATED VALUE)	TOTAL	EXPENDED NO OR YES (DATE)
5	PRIMARY CONSULTANT	\$10,000		\$10,000	No
	<i>OTHER SPECIALISTS</i>				
6	ARCHITECTURAL HISTORIAN	\$4,000		\$4,000	No
7	ARCHEOLOGIST				
8	ARCHITECT				
9	ENGINEER	\$4,000		\$4,000	No
10	ENERGY AUDITOR	\$2,000		\$2,000	No
11	MASONRY ANALYST	\$2,000		\$2,000	
12	TOTAL PROJECT COST	\$22,000		\$22,000	

5	The primary consultant has provided an estimate of \$10,000 for their firm's services
6	An architectural historian will act as a consultant and has estimated \$4,000 for their services
7	An archeologist has not been contracted as part of the planning study
8	The primary consultant for this project is a qualified architectural firm, no additional architect is needed
9	An engineering firm will act as a consultant and has estimated \$4,000 for their services

10	An energy auditor will act as a consultant and has estimated \$2,000 for their services
11	A masonry analyst will act as a consultant and has estimated \$2,000 for their services
12	Total cash expenses + total non-cash expenses = Total Project Cost. Must be equal to or less than line 4

- Every planning study does not need to include all of the specialists listed. Project teams should be based on the individual needs of the resource. We find that the most successful building assessments have project teams that include a qualified architectural historian. Regardless of who is selected as the primary consultant, we strongly recommend that an architectural historian be part of the team.
- If the project is a feasibility study, or if the proposed assessment includes a feasibility component, a professional with experience in market feasibility analysis, real estate development and management or appraisal, or business planning acumen must be included in the consulting team.
- If ground disturbance is part of the long-term plan (foundation work, new septic system, etc.) and you plan to apply to LCHIP for the rehabilitation project, costs for archeological work should be included in the report and/or budget.
- View a complete explanation of cash and non-cash requirements in Section 8 of LCHIP’s *Criteria, Guidelines and Procedures(Guidelines)*
- 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.
- Provide an appropriate level of detail for project expenses.
- 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. Submit digital photos in JPEG form. **Applications with photos embedded in PDFs will not be accepted.** Be sure that electronic (.jpg) file names correspond with photo labels.

Attachment 2 Documentation for Total Project Value (i.e. consultant estimates). There should be documentation for each expense shown in the budget.

Attachment 3 Brief proof of National or State Register listing or eligibility, such as the first page of the approved National Register form or the letter from the New Hampshire Division of Historical Resources confirming eligibility. Please do not include the entire nomination form.

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 (such as a National Register District Map or a Google Map with exact pinpoint location). Include only one map.

Attachment 5 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.

Attachment 6 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).

Attachments 5-6 need to be printed, filled out, signed, and saved electronically.

The following Attachments are required from 501 (c) organizations only

Attachment 7 Copy of 501(c) determination letter

Attachment 8 List of Current of Board Directors with affiliations

Attachment 9 The Organization's most recent financial statements in summary form (audited preferred)