

**LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM  
GRANT ROUND 18 (2019)**

**HISTORIC-RESOURCE REHABILITATION PROJECT GRANT PROPOSAL INSTRUCTIONS**

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**SUBMITTING YOUR PROPOSAL<sup>1</sup>**

Proposals are due no later than **Noon, Friday June 28, 2019**. You may submit via USPS, commercial carrier, or by hand. For hand delivery other than 9 a.m. to noon on June 28, please phone for an appointment. Proposal packages submitted via e-mail or fax will not be accepted.

**Land and Community Heritage Investment Program**

3 North Spring St., Suite 100  
Concord, NH 03301  
(603) 224-4113

**HELPFUL HINTS**

**Completing the Application**

The application is a fillable PDF form. To complete the form, follow these steps:

- a. Download the most recent version of [Adobe Reader](#).
- b. Open the application file using Adobe Reader.
- c. 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”).
- d. 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, binders, 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: “Elmville, Meetinghouse, GR18 Application”, or “Elmville, Meetinghouse, TPC Documentation”

**CHECKLIST**

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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.

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<sup>1</sup> The “Proposal” is the application and all attachments. The “application” is the fillable .pdf form.

## APPLICATION

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### PROJECT SUMMARY (Page 1)

<b>Project Name</b>	Enter the name of the project as it will be referred to by the stewarding organization.
<b>Town &amp; County</b>	Enter the town and county in which the proposed project is located.
<b>Resource Location</b>	Enter the specific street address of the resource.
<b>Applicant</b>	The organization applying for LCHIP funds.
<b>Organization Type</b>	<u>Municipality</u> includes political subdivisions of the state, such as towns, cities, and counties. <u>501(c)</u> means publicly-supported nonprofit corporations exempt from federal income taxation under section 501(c) of the Internal Revenue Code.
<b>Tax ID#</b>	The applicant's 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>Contact</b>	The full name and title of LCHIP's primary contact <u>during the application process</u> .
<b>Phone, Email</b>	The contact's phone number and email address.
<b>Grant Request</b>	The grant amount requested may not exceed 50% of the Total Project Cost. Consider entering Total Project Cost and Grant Request lines after completing the project budget.
<b>Total Project Cost</b>	Total Project Cost (TPC) is the sum of all eligible expenses. All eligible expenses must directly link to the permanent protection of the property. Please refer to Section 7 B. of LCHIP's <i>Criteria, Guidelines, and Procedures</i> to review LCHIP eligible expenses.
<b>Year Built</b>	If the structure has been moved or altered please address in question 1.
<b>Project Type</b>	Please refer to Section 7 B. of LCHIP's <i>Criteria, Guidelines, and Procedures</i> to review LCHIP eligible costs. If you are applying for a planning study, use the application form for that project type – not this one.
<b>Easement Holder</b>	Required only for projects that are requesting \$400,000 or more in LCHIP funding, have received cumulative \$400,000 in LCHIP funding, or propose resource acquisition.
<b>Register Listing</b>	Resources must be either listed, or determined eligible for listing, on the State or National Register of Historic Places. Include proof of listing or determination of eligibility in Attachment 4. If the property is listed as a National Historic <i>Landmark</i> , please explain in question 1.
<b>Level of Significance</b>	If known, indicate whether the resource is of national, statewide, or local significance. National Register nominations typically include a recommended level of significance on the signature page. If not known, leave blank.

**Overview** Provide a brief description of the resource and the proposed project. This is an executive summary of the more detailed history of the resource and the proposed work in question  
1. It may be helpful to write this section last.

## 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. What is the intended scope of work for the LCHIP-funded work? What is your proposed project and how was it identified? Were the needs discovered in a Building Assessment or by municipal staff or volunteers? Is this part of a larger phased project at the resource?
  
2. **Adherence to the Secretary of the Interior’s Standards (Page 3)**
  - a. Review the different treatment approaches by clicking [here](#) . 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 or the selected treatment approach should be addressed in this question. Address the building’s proposed use, the retention of character-defining features, repair and replacement techniques, and any additional treatment methods.
  - c. If ground disturbance is part of the proposed project then the project must have a plan for addressing archeological resources. That plan should include the proposed consultant and/or firm and how the work will be funded. Archeological reviewers are an eligible expense, so the cost of the review can be factored into the LCHIP budget. **This question must be answered if the project includes foundation work, drainage, site work, etc.**
  
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. Are code requirements or a lack of modern amenities limiting the use of the building?
  - c. Is the property for sale or has demolition been proposed? Is it currently vacant and at risk of vandalism or arson?
  - d. 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/preservation attributes or future uses.
  - e. Information on NHPA’s [Seven to Save](#) from previous years

## CURRENT CAPACITY

4. **Planning and Community Support (Page 5)**
  - a. Does the community include preservation priorities in its Master Plan? Is the resource identified within the Master Plan?
  - b. What local commissions, if any, have jurisdiction to review proposed changes to the resource?
  - c. Has the project been publicly endorsed by elected officials? If so, please describe the endorsement.

- d. Has the project been embraced by the local historical society, Heritage Commission, Historic District Commission, 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.
- e. To what extent has there been outreach to the public in support of the project? 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?
- f. Examples of opposition could include vocal opposition at town meetings, denial of town warrants, or negative press.

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

- a. Summarize the applicant's experience with projects of this scale. Describe the roles, knowledge and experience of the individuals who will be involved in moving the project forward.
- b. If this is the organization's first LCHIP application but individuals involved have LCHIP experience, include here, or describe any experience with similar grant programs.
- c. **Land Trust Alliance. This question DOES apply to historic-resource projects! Adopting the applicable [LTA Standards](#) is a requirement for receiving LCHIP funding.**

6. **Funding Plan** (Page 7)

- a. Describe the project's funding plan. For example, if "*Private Fundraising*" is listed as a source, explain how that will be done - through direct-mail campaigns, individual donor solicitations, or fundraising events. Who will be doing the fundraising? Describe the knowledge and experience of the fundraising team.
- b. How much time is needed to complete fundraising for the match?
- c. Are any of the sources identified but not secured critical to the success of the project? What is the contingency plan if those funds are not received? How might a partial LCHIP award impact the project's ability to succeed?

**FUTURE STRENGTH**

7. **Stewardship** (Page 8)

**Questions 7 b-e apply to the organization listed in question 7a**

- b. Explain the stewarding organization's history with the resource, including how long they've owned it, how it's taken care of it, and how previous projects, both large and small, have been funded.
- c. If a stewardship or endowment fund is not already in place, is establishing one a goal of this proposed project? Is there a dedicated stream of funding that will be available for future maintenance? On what resources can the organization draw to take care of the property going forward?
- d. Does the stewardship organization have existing stewardship responsibilities for this or other properties? Does the organization have paid staff or reliable, accountable volunteers to do needed work? Briefly explain any existing stewardship policies.
- e. What threats to long-term stewardship hang in the background?
- f. 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.

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

- a. Will the resource be used differently, or more, when the grant-funded project is complete? Will the proposed project change the role the resource plays in the community?
- b. Will the resource attract new visitors? Will its use more fully engage the community?

- c. If this project is successfully completed, could it lead to further work on this 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 new revenue for the applicant organization (rental income, additional ticket sales, etc.)? Will the project promote neighborhood revitalization or increase property values or property-tax revenue from nearby properties?
9. **Additional Information** (Page 10)
- a. Would this project help preserve natural or cultural resources? Is land conservation or the protection of open space a part of the project? Does the resource house cultural events and programs or possess historic and cultural lands and features? Is it used for events that help to define the community? Does it have artistic values? Is it associated with the performing arts? Please refer to LCHIP's cultural-resource definition when determining if this section applies.
  - 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? Are 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 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.
  - d. For buildings, what is the sum of all areas on all floors?
  - e. How many people visit the property each year? Please estimate if attendance is not tracked.

**Attachments**

**Attachment 1: Budget**

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

Line	Funding Sources	Cash	Non-Cash <i>(donated value)</i>	Total	Secured <i>If no, give date</i>
1	<b>LCHIP Request</b>	\$60,000	Not Applicable	\$60,000	12/2019
2	Donated Services		\$11,000	\$11,000	12/2019
3	XYZ Foundation	\$14,000		\$14,000	Yes
4	Private Gifts - secured	\$26,000		\$26,000	As of 6/15/19
5	Private Gifts – to be raised	\$6,000		\$6,000	12/2019
6	Town Heritage Commission	\$5,000		\$5,000	3/2019
7	Town Admin Budget	\$3,000		\$3,000	Yes
8	<b>Total Funding</b>	<b>\$114,000</b>	<b>\$11,000</b>	<b>\$125,000</b>	
Line	Eligible Expenses	Cash	Non-Cash <i>(donated value)</i>	Total	Expended <i>(if yes, give date)</i>
9	Building Assessment	\$0	\$10,000	\$10,000	Yes, 9/2018
10	Archeology	\$4,000	\$0	\$4,000	No
11	Sill Repair	\$5,000	\$0	\$5,000	No
12	Drainage	\$5,000	\$1,000	\$6,000	No
13	Window Restoration	\$20,000	\$5,000	\$25,000	No
14	Exterior Painting	\$10,000	\$0	\$10,000	No
15	Slate Roof Repairs	\$52,000	\$5,000	\$57,000	No
16	Stewardship Fund	\$5,000	\$0	\$5,000	No
17	Administrative Expenses	\$3,000	\$0	\$3,000	Yes, 5/2018
18	<b>Total Project Cost</b>	<b>\$100,000</b>	<b>\$25,000</b>	<b>\$125,000</b>	

Line	Explanation
1	LCHIP request may not exceed 50% of Total Project Cost (Line 18)
2	Contractors have pledged \$11,000 in donated goods and services. Donations will be secured if grant is awarded.
3	Foundation XYZ awarded \$14,000 for the building assessment and drainage in 2018. <sup>2</sup>
4	Enter the total of all private funds secured to date (either received-in-hand or via written pledge).
5	Enter the total private funds still to be raised.
6	The Heritage Commission has agreed to contribute \$5,000 towards the project Stewardship Fund.
7	The Town paid \$3,000 for a professional grant writer after the grant round opened
8	Total cash funding + total non-cash funding = Total Funding. Must be greater than or equal to line 18. A minimum of 50% of the applicant’s match must be cash. Matching beyond the minimum is encouraged.

<sup>2</sup> The XYX foundation awarded a \$14,000 grant to the project in 2018. The funds paid for the building assessment and archeological investigation. Donations toward eligible expenses may be included in the project budget if they are for expenses that have been incurred within two years prior to the opening date of a given grant round.

9	The building assessment was paid for outside of the grant round, but its cost, offset by a foundation gift, was incurred within two years of the opening dates of the grant round, so it can be included as a non-cash match.
10	Proponents of projects involving ground disturbance – foundation repair, drainage improvements, etc. – should be prepared to pay for archaeological work to safeguard the integrity of underground historic resources.
11	Repairs to the sill will cost \$5,000. No donations are anticipated.
12	Drainage work is estimated at \$6,000. A contractor has agreed to do the \$6,000, job for \$5,000 (cash) donating \$1,000 worth of his time (non-cash).
13	Window work will cost \$25,000. The restoration specialist has agreed to donate \$5,000 in materials (non-cash) and will only charge \$20,000 for the labor (cash).
14	Exterior painting will cost \$10,000. No donations are anticipated.
15	Slate roof repairs will cost \$57,000. The roofing specialist has agreed to donate \$5,000 for staging (non-cash) and will charge \$52,000 for the labor and materials (cash).
16	A one-time payment to a stewardship fund for the benefit of the resource may be considered a contribution to the required cash match.
17	Administrative expenses are limited to 5% of the LCHIP grant request.
18	Total cash expenses + total non-cash expenses = Total Project Cost. Must be equal to or less than line 8.

-View a complete explanation of cash and non-cash requirements in Section 8 of LCHIP’s *Criteria, Guidelines and Procedures(CGP)*

-You may include income that has not been secured, such as municipal funding not yet approved, planned fundraisers, or future grants, but the income sources must be identified.

-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.

-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.

-LCHIP staff is available to assist you in understanding budget components.

**Attachment 2** Documentation for Total Project Cost (i.e., contractor/consultant estimates or appraisals). There should be documentation for each expense shown in the budget.

**Attachment 3** 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. All electronic photo submissions should be in jpeg form. Be sure that electronic (.jpg) file names correspond with photo labels.

**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). Please do not include multiple maps.

**Attachment 5** Brief proof of National or State Register listing or eligibility. Please do not include the entire nomination form, except in your digital file on Flash/USB drive.

**Attachment 6** Historic Building Assessment with Preservation Guidelines or Historic Structures Report if the Total Project Cost is \$50,000 or more. Please include a full report with the original proposal package, the full proposal packages, and the electronic application package. Please include only the applicable sections of the

report with the seven summary proposal packages. If a full report is already on file with LCHIP, submit 9 copies of only the applicable section(s) of report.

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

- 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).

### **Additional Documentation**

**Acknowledgement Form** The appropriate parties must read and sign this form, note 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. This must be printed, filled out, signed, and saved electronically.

**Authorization to Use Photographs and Photo Release Forms** Make additional copies of these form as needed. Each photographer must complete an authorization form and each recognizable person shown in a photo must sign a release form. All completed forms must be scanned and saved electronically.

**Checklist** The checklist is provided to assist you in assembling the required copies of your proposal package. Complete the checklist as you assemble the proposal packages. Place the completed checklist on top of the assembled documents.