



**Grant Round 19 (2020)  
Historic Resource Grant Proposal Checklist**

**1. Assemble all required documents, naming each as follows:**

<b>Document</b>	<b>File Name:</b>
Application Form	Application, Project Town, Project Name
Attachment 1 Budget Worksheet	1 Budget, Project Name
Attachment 2 Doc of Total Project Cost <sup>1</sup>	2 TPC, Project Name
Attachment 3 Photo Sheet with Descriptions (1 pdf)	3 Photo Sheet, Project Name
Attachment 4 State/Nat'l Register Nomination/DoE	4 Historic Certification, Project Name
Attachment 5 HSR or HBA (if required)	5 Planning Study, Project Name
Attachment 6 Cyclical Maintenance Plan (if one exists)	6 CMP, Project Name
Attachment 7 501(c) determination letter <sup>2</sup>	7 IRS Letter, Project Name
Attachment 8 List of Directors/Trustees w/ affiliations <sup>2</sup>	8 Board List, Project Name
Attachment 9 Financial Information <sup>2</sup>	9 Financials, Project Name
Attachment 10 Acknowledgement Form(s) <sup>1,3</sup>	10 Ack. Form, Project Name
Attachment 11 Photo Authorization Form(s) <sup>1,3</sup>	11 Photo Auth. Forms, Project Name
Attachment 12 Photo Release Form(s) <sup>1,3</sup>	12 Photo Release, Project Name
Attachment 13 Original Photos (jpg files)	13 Photo (1 – 10), Project Name

1. If you are submitting more than one file for any attachment, add an a, b, c suffix to each file.
2. Attachments 7 - 9 are only required of 501 (c) organizations
3. Scan and include digital copies of each signed document (attachments 10, 11, and 12). Mail the original hard copy of each to: George Born, LCHIP Historic Resource Specialist, 3 North Spring St. Suite 100, Concord NH 03301
4. All proposals should be submitted via Filemail, see separate Instructions, no later than 5:00 pm, **JUNE 26, 2020**. If necessary, proposals may be loaded onto a USB drive and mailed to LCHIP, but must be postmarked no later than June 24, 2020. *Please notify LCHIP if you will be submitting your proposal by mail.*