LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM
GRANT ROUND 19 (2020)
HISTORIC RESOURCE PROJECT GRANT PROPOSAL INSTRUCTIONS

SUBMITTING YOUR PROPOSAL[1]

For the 2020 grant round, LCHIP will be accepting digital grant proposals only. Applicants may submit proposals electronically using Filemail no later than 5:00 pm, Friday June 26, 2020. Those preferring to do so may mail a USB drive containing the proposal package to LCHIP. Mailed submissions must be postmarked no later than Wednesday, June 24.   Paper copies, or proposals submitted via e-mail or fax will not be accepted. Detailed instructions for submitting your proposal can be found at the end of this document.

The 2020 application is a fillable PDF form. To complete the form, follow these steps:

a. Download and install the most recent version of Adobe Reader here (https://get.adobe.com/reader/otherversions/)
b. Open the application file and choose "Save as." Save the file to your computer as "Application *Project Name.*"
c. When working in the application form, be sure to SAVE before exiting or your work will be lost.
d. For help working with the form, download the *Guide to Working with LCHIP's PDF Forms*.

Hint: The maximum number of allowed spaces (not characters) for each response is provided in the instructions. If you need more space, use the text box provided on page 5. Do not attach additional documents or pages to the application.

ASSEMBLING THE PROPOSAL PACKAGE

- Utilize the checklist provided to be sure all required materials are included in your proposal package.
- Do not include Letters of Support or other materials not specifically requested.
- Do not merge the application form and attachments into one PDF file. Submit individual PDFs for the application and each attachment submitted. Organize and name your materials as described on the checklist.

COVID-19 PANDEMIC

In response to the COVID-19 pandemic LCHIP has made several changes to our grant process.

1. The application has been streamlined, making it easier to complete and submit. If you do not have room to sufficiently answer a question, you may use the additional space provided on page 5. Do not attach additional pages.

2. An electronic submission process has been adopted. Paper copies are no longer required and in-person delivery of grant proposals will not be accepted. These changes will make application preparation quicker and less costly, and will minimize possible virus transmission. Contact LCHIP for assistance with the submission process.

3. Recognizing that obtaining original signatures may be challenging, LCHIP will accept late submission of attachments 10-12 *only*. Original signed copies of each attachment must be received as soon as can safely be arranged. Please notify LCHIP if you will be unable to submit the signed documents in a timely manner.

4. LCHIP's staff and Review Panel have customarily conducted site visits to resource sites during August and September. The current health crisis may preclude these visits in 2020. While the site visits add tremendously to LCHIP's evaluation process; the health and safety of LCHIP's staff, review panelists, and project partners is of utmost concern. A decision about site visits will be made in early summer and communicated to all applicants.

Questions regarding LCHIP's response to the pandemic should be directed to Dijit Taylor at DTaylor@lchip.org

---

[1] The "Proposal" is the application and all attachments. The "application" is the fillable .pdf form.

Applicant: Use the formal, legal/banking name of the organization, to which grant checks might be payable.

Organization Type: Please contact LCHIP before selection "Other"

Mailing Address: Legal mailing address for the applicant; may be Post Office box.

Tax ID#: The applicant's 9-digit federal tax or employer identification number (e.g.: 12-3456789).

Contact: The name and title of the person who is in charge of the project

Phone: A daytime phone for the contact person above is preferred. Please specify whether it is a home, office, or cell number.

E-mail: Should be an address that is checked regularly.

Project type: Rehabilitation/Restoration, Planning Study, or Acquisition.

Project Name: Typically, the name of your resource: Elmville Meetinghouse, Grover's Corners Schoolhouse

Date of Resource: When was it built? If the structure has been moved or altered please address in the Extra Space question at the end of the application.

Municipality: Enter the town or city in which the proposed project is located.

County: Use the dropdown menu to select the county in which the proposed project is located.

Property Location: Enter a specific street address of the resource, as for package delivery. Do not use a Post Office box here.

Who owns the resource: What entity holds title to the property?

Grant Request: This can be no more than half of the Total Project Cost. Eligible applicants are required to provide at least 50% in matching resources. Matching beyond the minimum is encouraged. It may be easier to enter this line after completing Attachment 1, the project budget.

Total Project Cost: Should only include expenses related to restoration/rehabilitation, planning studies, or acquisition:

-   For restoration and rehabilitation projects, this typically means specialized preservation services. Routine maintenance and/or modernization is not eligible unless necessary to fulfill the recommendations of an Historic Structure Report or preservation plan for the property.

-   For planning study projects, this typically means historic structure reports, historic building assessments with preservation guidelines, and/or other professional services that can demonstrate linkage to the permanent protection or restoration and rehabilitation of eligible resources.

- Acquisition projects can be for either the purchase of property in fee simple – or the purchase of preservation easements in property.

Please refer to Section 7 B. of LCHIP's *Criteria, Guidelines, and Procedures* for detailed information about LCHIP-eligible expenses.

It may be easier to enter this line after completing Attachment 1, the project budget.

Gross square footage: For buildings, what is the sum of all areas on all floors?

Register Listing: Resources must be either listed, or determined eligible for listing, on the State or National Register of Historic Places. Click on the appropriate box to indicate the building status. Include register nomination or determination of eligibility as Attachment 4. If the property is listed as a National Historic Landmark, please explain in question 1.

Phased project: Indicate whether the proposed LCHIP-funded project is part of a larger project. If you check yes, provide a brief explanation of the larger project in the Extra Space question at the end of the application. anticipated.

Executive Summary (overview of significance): Provide a concise synopsis of the importance of the resource. This is a shorter version of the response to Question 1. It may be helpful to write this section last. *(411 spaces maximum.)*

Executive Summary (describe the work): Provide a brief description of the intended scope of work of the project. Indicate how it was identified. For rehabilitation/restoration projects, were the needs discovered in a Building Assessment or by staff or volunteers? If the total project cost is $50,000 or more, a completed Historic Building Assessment with Preservation Guidelines or Historic Structure Report must be submitted. *(856 spaces)*

QUESTION 1. RESOURCE SIGNIFICANCE (35 points)

Consult the nomination form to the State or National Register, or the Determination of Eligibility, to complete questions 1a and 1b below:

a. **Resource significance:** Provide a brief description of the significance and/or uniqueness of the resource. Responses may include information about history, persons significant in the past, and/or architecture. *(1133 spaces)*

b. **Level of Significance:** Again, referring to the register nomination or the determination of eligibility, 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.

c. **Proximity to Other Resources:** Indicate whether there are other historic, cultural, or natural resources nearby. Is the resource part of an historic area or district? Is it part of a cultural landscape? *(721 spaces)*

QUESTION 2. IMMINENCE OF THREAT (10 Points)

Has the resource been neglected for a long time? Is the structure facing likely demolition? Is the property for sale? Is it currently vacant and at risk of vandalism or arson? Are code requirements or a lack of modern amenities limiting the use of the building? In the event of structural issues, has an engineering report or building assessment investigated the magnitude of problem? *(1236 spaces)*

QUESTION 3. CAPACITY TO COMPLETE THE PROJECT (5 points)

a. LCHIP Historic Resource projects are allowed 24 months from when the grant is made until completion. Use the table to show an estimated timeline for reaching each of the indicated milestones to complete the project.

b. 'Capacity' refers to the ability of an organization to perform work and achieve its goals. Aspects of capacity include human and financial resources, experience, policies, and culture. Explain what your organization will bring to this project to ensure that it is completed to a high standard of quality and in a timely manner. *(721 spaces)*

Adherence to the Secretary of the Interior's Standards

c. 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.

d. Review the list of National Park Service Preservation Briefs here. Consider which titles might apply to your project and list them on the application. Become familiar with their contents and share with others involved in the project*. (515 spaces)*

e. If ground disturbance, such as foundation work, drainage, site work, etc., is part of the proposed project, there must be a plan for addressing archeological resources. That plan should include the proposed consultant and/or firm and how the work will be funded. Archeological reviewer is an eligible expense, so the cost of the review can be factored into the LCHIP budget*. (1331 spaces)*

QUESTION 4. STEWARDSHIP (15 points)

a. **Steward:** This may be the owner or a long-term tenant.

b. **Steward's past record, capacity, and challenges:** *(416 spaces)*

c. **Steward's plans and funding:** If there a cyclical maintenance plan, include it with your application as Attachment 6. Where will the money to care for the property in the future come from? If funded, you will be required to submit a Stewardship Plan to LCHIP that addresses maintenance, funding, and other issues. *(312 spaces)*

QUESTION 5. FUTURE ACTIVITIES (10 points)

    a.   Will the resource be used differently, or more, when construction is complete? Will the proposed project change the role the resource plays in the community? Will its use more fully engage the community? Will the project engender new economic activity? *(416 spaces)*

    b.   Indicate the current number of users/visitors, along with the projected number of users/visitors when construction is complete. Please estimate if attendance is not tracked.

QUESTION 6. COMMUNITY SUPPORT AND PLANNING (5 points)

    a.   Is the resource identified within the community's Master Plan? Look for a section about historic and cultural resources, or within text about community facilities, neighborhood plans, and community design. What local commissions, if any, have jurisdiction to review proposed changes to the resource? Has the project been embraced by the local historical society, Heritage Commission, Historic District Commission, or other parties? Please list and describe all partners*. (416 spaces)*

    b.   For municipal applicants only: If the <u>governing body</u> of the municipality has voted or is expected to vote to support the project, describe that vote here. Include the date of the vote and the general wording. The governing body is either Town Meeting or the Town or City Council. *(208 spaces)*

QUESTION 7. FINANCIAL NEED (5 points)

You may also address how a partial LCHIP award might impact the project's ability to succeed? *(824 spaces)*

QUESTION 8. ADDITIONAL INFORMATION (5 points)

Use this space to tell us anything else you want LCHIP to know about the project. Are there any interesting stories or people associated with the resource? Why does this place matter? *(1333 spaces)*

EXTRA SPACE

Use this space to provide additional information in response to any of the previous questions. Identify responses by question number (e.g. 3b) and separate responses. *(1442 spaces)*

ATTACHMENTS AND ADDITIONAL DOCUMENTATION

Attachment 1: Budget   The budget page includes one section for funding sources (project income) and another for project expenses. Columns are provided for both cash and non-cash values. When numbers are entered, totals will automatically calculate at the bottom of each section. In the last column, indicate the date when each line item was received/expended or is expected to be received/expended.

The funding sources section at the top of the page has a space for your LCHIP request on the first line as a cash value. List other sources of income that will comprise your match. You must provide a match with a value equal to or greater than the LCHIP grant. Matching beyond the minimum is encouraged.

At least half of your match must be in cash. Other sources of cash could include:

- moneys from other grant-making organizations,
- private gifts,
- fundraising events,
- municipal contributions,
- income from investments or rents, etc.

Non-cash values may include donated services or materials. Examples of this could include:

- the time or services an architect, engineer, or consultant donates to the project
- the time of volunteers to accomplish a particular part of the project
- the value of donated lumber or other building supplies

Donated professional services may be computed at the billable rate for services rendered. Volunteer unskilled labor may be valued at the rate found here. No more than half of your match may be in non-cash values.

The bottom half of the budget page is for expenses. The Total Project Cost is the sum of all the eligible cash and non-cash expenses. It is automatically computed from the expenses you enter on the Budget page. The same number should be shown at Total Project Cost on page 1. The Other Administrative Expenses, if any, are not part of the Total Project Cost.

For rehabilitation/restoration projects, this could include specialized preservation services, such as:

- re-roofing the building
- repairing the historic windows
- carpentry work, such as replacing rotten wood in kind
- re-pointing historic masonry,
- repairing historic plaster, etc.
- fees to a preservation architect to supervise the work
- fees to an archaeologist, if ground disturbance is part of the project

Modernization expenses (mechanical, electrical, plumbing; heating, ventilation, and air conditioning; fire suppression systems, changes to improve accessibility by the disabled, etc.) are not eligible expenses unless they are required to fulfill the recommendations of an historic structure report or other preservation plan for the property. Do not list modernization expenses in your budget if they are not necessary to fulfill the recommendation of your planning study.

For planning study projects, expenses might include consultant's fees for some combination of:

- a preservation consultant/architectural historian
- an architect
- an engineer
- an historic masonry expert
- paint analysis, etc.

For acquisition projects, expenses could include:

- the purchase price of a property in fee simple
- the purchase price of an easement on a property
- surveys
- appraisals
- title work
- legal expenses

Make sure that the funding sources portion of your budget anticipates enough revenue to cover all costs. You may need to increase your fundraising or decrease your expenses to bring both parts of the budget into balance.

View a complete explanation of cash and non-cash requirements in Section 8 of LCHIP's *Criteria, Guidelines and Procedures*.

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 and anticipated dates must be identified.

Provide an appropriate level of detail for project expenses. We do not 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.

Administrative expenses: Applicants may use up to 5% of the requested grant amount for administrative costs. This maybe be shown as a cash or non-cash expense. If your organization incurs administrative expenses in excess of the 5% permitted above, you may include these in the lines at the bottom of the budget page.

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

Attachment 2: Documentation of Total Project Cost Contractor/consultant estimates or appraisals. There should be documentation for each expense shown in the budget and they should be presented in the same order as in the budget.

Attachment 3: Photo Sheet with Description Insert no more than ten color, digital images, each no larger than 4"x 6" and arranged two or more per page into a word-processing document. Add brief captions numbering and describing each image (ex: Photo 1- Elmville Meetinghouse, front façade) and save the document as a PDF.

HINT: High-quality images are an important part of the project proposal. Your photos should include at least one exemplary shot of the property (for context) accompanied by additional shots of specific features and should illustrate the resource significance described in the application and the need for work that you propose.

Attachment 4: State/National Register Nomination Form or Determination of Eligibility This is the documentation that supports your resource's claim of being "historic." Many properties listed on the National Register of Historic Places are in Wikipedia, with hypertext footnotes to the nomination form, which can be downloaded as a PDF. Alternately, you can search the National Register Database. Additionally, the New Hampshire Division of Historical Resources holds the records of Determinations of Eligibility and nominations to the State Register of Historic Places. Contact DHR here.

Attachment 5: Historic Structure Report or Historic Building Assessment with Preservation Guidelines
This is required for rehabilitation/restoration projects if the Total Project Cost is $50,000 or more. It is also required to explain and justify expenses related to modernization.

Attachment 6: Cyclical Maintenance Plan (optional) If there is a cyclical maintenance plan, or other policy document that governs how the steward maintains the property, please include it. Grant recipients are required to provide a Stewardship Plan before the first portion of the LCHIP grant payment is disbursed.

Attachments 7, 8 and 9 are required for 501 (c) organizations only.

Attachment 7: Copy of 501(c) determination letter from the IRS (nonprofits only) This is the certification that proves your organization is exempt from federal income tax.

Attachment 8: List of Current of Board Directors with affiliations (nonprofits only) The board typically has fiduciary responsibility for the organization. Note officers.

Attachment 9: Financial Information (nonprofits only) Use the attached form to note your organization's annual income, annual expenses, assets, and liabilities. You may consult your Form 990, if you file one; your audit, if you obtain one; treasurer's reports; and account statements from banks and other financial institutions. You may use data from the last full year for which information is available.

Attachment 10: Acknowledgement Form[2] The appropriate parties must read and sign this form. Certain parties are responsible for reading and understanding LCHIP's *Criteria, Guidelines, and Procedures*.

Attachment 11: Photo Authorization[2] Each photographer must complete this form. Make additional copies as needed.

Attachment 12: Photo Release Form[2] Each recognizable person shown in a submitted photo must sign a release. Make additional copies of this form as needed.

Attachment 13: Photos (jpg files) Provide a high-resolution JPG file for each photo included on the Photo Sheet. Each file name should correspond with the caption provided on attachment 3, the photo sheet. Do not compress files.

---

[2] Scan and include digital copies of each signed document (Attachments 10, 11 and 12) with your proposal. Mail the original hard copy of each to George Born, LCHIP Historic Resource Specialist, 3 North Spring Street, Suite 100, Concord NH 03301. Please notify LCHIP if you will be unable to submit the signed documents in a timely manner.

DETAILED INSTRUCTIONS FOR SUBMITTING YOUR GRANT PROPOSAL VIA FILEMAIL

1. On your computer, create a new folder entitled "*Your Project Name,* LCHIP Grant Proposal 2020."

2. Assemble all required proposal components in the new folder, naming each as described on the checklist.

3. Open Filemail (www.Filemail.com). You do not need to create an account.

4. Select **Send as Email** and enter the following:

   To: gborn@lchip.org

   From: (*your email address*)

   Subject: Grant Proposal for (*project name*)

   Message Block: (*Organization, contact name and title, phone number*)

5. Select **Add Folder**.

6. Navigate to, select, and upload the folder created in step 1.

7. A new dialogue box will pop up asking if you wish to upload your files. Select **Upload**.

8. Confirm that your folder is shown (see red circle on figure 1) and select **Send**.

9. Ensure that the "Transfer Options" dialogue box shows the values illustrated in figure 2, then select **Send**. <u>Do not require password protection.</u>

10. Filemail will email you a confirmation when the proposal has been uploaded, and a second when LCHIP has downloaded it.

11. Within 2 business days LCHIP will email you a confirmation that the proposal has been received and is complete. If, within three business days, you have not received a confirmation email please contact gborn@lchip.org.
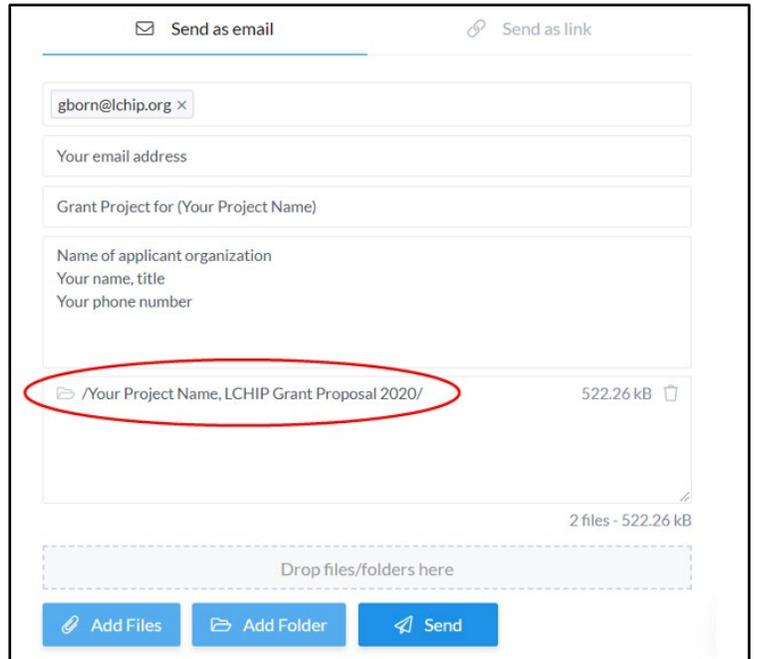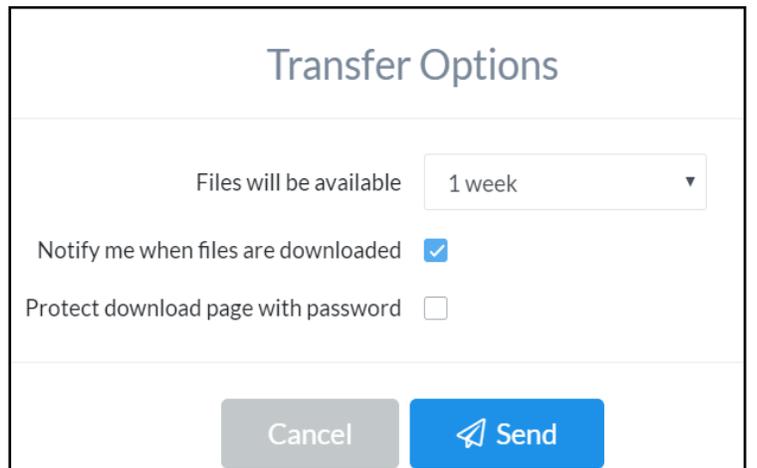
Figure 1

Figure 2