

2024 Planning Grants

Land & Community Heritage Investment Program

Instructions

1. Download the full application form by clicking the "Question List" button on the upper right.
2. Review the entire application form before beginning.
3. Read all instructions and guidance. Instructions are included within the form and in the guidance documents accessed via embedded hyperlinks. It is expected that applicants will review all guidance and instructions before applying.
4. After reviewing the instructions and guidance documents provided, if further assistance is needed contact LCHIP at 603-224-4113.

Helpful Hints

- ♣ Questions appear in numbered "question groups", identified by a gray bar. Groups may be expanded or collapsed by clicking on the bar.
- ♣ For your convenience, responses to some questions have been carried over from the LOI form submitted. Pre-populated fields should be reviewed, and revised where necessary. If such a field cannot be revised, contact LCHIP for assistance.

1. Proposal Overview

Town / City*

Character Limit: 30

Area Name

Character Limit: 30

Project Name*

Character Limit: 40

Resource Name*

Character Limit: 50

Alternate Resource Name(s)

Choices

Yes

No

Resource Address*

Character Limit: 50

Executive Summary*

Provide a concise overview of the proposal. Briefly discuss the resource and the LCHIP-proposed scope of work, leaving the details to be more fully described later in the application.

Character Limit: 750

Applicant Organization Type*

This question was answered on the approved LOI. To revise, please contact LCHIP at 603-224-4113.

Choices

- Public Entity
- 501 (c) - Secular
- 501 (c) - Church

Property Owner

This question was answered on the approved LOI. To revise, please contact LCHIP at 603-224-4113.

- Select "yes" if the applicant organization owns (holds title to) the property
- Select "no" if the property is owned by an entity other than the applicant organization

Choices

- Yes
- No

----- 1. Alternate Resource Name(s)

Alias 1*

Character Limit: 50

Alias 2

Character Limit: 50

Alias 3

Character Limit: 50

2. The Resource

Registry Listing*

Choices

Listed or DOE for National or State register of Historical Places

Not individually listed, but listed as a contributing resource to an Historic District

Resource Eligibility Form*

Upload the completed Determination of Eligibility or listing on the National or State Registers of Historic Places below.

File Size Limit: 50 MB

Original Construction Year*

Character Limit: 4

Historic Function / Use*

Indicate the historic function or use of the Resource, as listed in the DOE or National or State Register listing.

Choices

AG-Barn
 AG-Farmstead
 AG-Outbuilding
 NA
 CM-Store
 CM-Tavern
 DM-Hotel
 DM-House
 DM-House 1st Period
 DM - Secondary Structure
 DM-Other
 ED-Library
 ED-School
 FU-Cemetery
 GV-City/Town Hall
 GV-Courthouse
 GV-Fire Station
 GV-Other
 IN-Mill Related
 RC-Bandstand
 RC-Monument/Statue
 RC-Museum
 RC-Music/Opera House
 RC-Theatre Related
 RE-Religious Facility
 SO- Community Center
 SO-Grange
 SO-Historical Society

SO-Meetinghouse
 SO-Other
 TR-Bridge
 TR-Covered Bridge
 TR-Horse Shed
 TR-Rail Related
 Multiple
 Other
 Vacant

Year(s) with Significant Alterations, Changes, and/or Additions

If known, enter the years in which important alterations were made to the Resource, and briefly describe those changes.

Example:

- ♣ 1840 - bell tower reconstructed after a fire
- ♣ 1880 - rear ell added
- ♣ 1915 - stage added

Character Limit: 500

Contemporary Function / Use*

Select the current function or use of the resource.

Choices

AG-Barn
 AG-Farmstead
 AG-Outbuilding
 NA
 CM-Store
 CM-Tavern
 DM-Hotel
 DM-House
 DM-House 1st Period
 DM - Secondary Structure
 DM-Other
 ED-Library
 ED-School
 FU-Cemetery
 GV-City/Town Hall
 GV-Courthouse
 GV-Fire Station
 GV-Other
 IN-Mill Related
 RC-Bandstand
 RC-Monument/Statue
 RC-Museum
 RC-Music/Opera House

- RC-Theatre Related
- RE-Religious Facility
- SO- Community Center
- SO-Grange
- SO-Historical Society
- SO-Meetinghouse
- SO-Other
- TR-Bridge
- TR-Covered Bridge
- TR-Horse Shed
- TR-Rail Related
- Multiple
- Other
- Vacant

Current Condition and Use(s) of Resource*

Describe how the resource is currently being used, and, to the extent known, its current condition.

Character Limit: 1500

Pre-existing Plan(s)

Describe any pre-existing preservation plans that may have been completed for the resource. Include the title of the plan, the year developed, and the author.

Example: South Sutton Meetinghouse and Schoolhouse Historic Building Assessments, June 2019, Bedard Preservation and Restoration, Board & Batten Consulting

Character Limit: 500

Pre-existing Plan Upload

Upload the most recent or relevant plan in the field directly below.

File Size Limit: 50 MB

----- 2. Contributing Resource Limitation

Be Advised - If the Resource is listed or determined eligible for listing as a contributing resource to an historic district, but not individually, a QPP must be provided containing substantially equivalent information to an individual Determination of Eligibility or state or national register nomination about the historic interior, including its history, development, significance, and character-defining features.

3. The Project

Purpose and Goals

Explain why the preservation plan being undertaken at this time. Discuss the motivation behind the project, and explain why now is the time to undertake a planning process.

Character Limit: 750

Plan Type*

Identify the type of preservation plan that will be developed, and in the narrative field, explain why that type of plan is being proposed.

Choices

Historic Building Assessment with Preservation Guidelines (HBA)

Historic Structure Report (HSR)

Other

Plan Type Narrative*

Character Limit: 500

LCHIP-proposed Scope of Work Narrative*

In a bulleted list, describe each component of the proposed preservation plan and identify the individual or firm(s) responsible for each.

The guidance provided in [National Park Service Preservation Brief 43](#), "The Preparation and Use of Historic Structure Reports" may be useful in developing the proposed scope of work.

Example:

- ♣ Historic Data & Team Leader - ABC Preservation Services
- ♣ Architectural Data - John Smith, Architect
- ♣ Structural Engineering - Mary Johnson, Professional Engineer
- ♣ Masonry Analysis - What's My Lime Consulting
- ♣ Archaeology - Dig This Consulting

Character Limit: 1000

Protection of Natural or Cultural Resources*

Select "YES" if the preservation of natural or cultural resources is likely to be included in the plan.

Choices

Yes

No

----- 3. Natural or Cultural Resource Protection

Natural or Cultural Resource Protection (Narrative)*

Describe the extent to which natural or cultural resources will be evaluated as a result of this plan.

Character Limit: 750

----- 3a. Project Timing

Implementation Plan*

Describe how and when the recommendations of the plan are likely to be implemented, once the report is complete. Explain the readiness of the organization to begin preservation, rehabilitation, and/or restoration work on the resource itself.

Character Limit: 1200

Estimated Project Timeline (Instruction)

Enter the best available estimate for achieving the following project benchmarks. These dates may be updated as the project progresses.

Fundraising Completion*

Referring to the Fundraising Timeline tab of the Funding Plan, enter the "Fundraising Completion Date".

Character Limit: 10

Work Begins*

Enter the date when actual work on the plan is expected to begin. Be realistic.

Character Limit: 10

Work Completed*

Based on input from consultants and other members of the team, enter the date by which the plan is expected to be finalized. Again, be realistic.

Character Limit: 10

Estimated Project Timeline (Narrative)*

Explain how the dates provided above were established. Describe any factors that could impact these dates.

Character Limit: 500

----- 3b. Budget and Funding Plan

Funding Plan (Instruction)

Review the [Financial Requirements Guidance Document](#) before completing this section.

1. Download the [2024 Funding Plan](#)
2. Rename the document on your computer using the project name as the new file name.
Example: Grover's Corner Schoolhouse Ph 2.xls (not "LCHIP Funding Plan").
3. Complete both tabs of the workbook, following the instructions provided. Hover over any cell with a red triangle for helpful tips.
4. Upload the completed Excel workbook below.
 - ♣ Do NOT unlock the Excel document.
 - ♣ Do NOT attempt to reformat the Excel document.
 - ♣ Do NOT insert screen shots into cells, or enter data that exceeds the visible width of the cell.
 - ♣ Do NOT convert to PDF before submitting.

Technical difficulties? Upload the draft workbook below, and then contact Katie Midolo (KMidolo@LCHIP.org or 603-224-4113) for assistance.

Funding Plan Upload*

File Size Limit: 5 MB

Verify Funding Plan Completion*

Verify both tabs of the Funding Plan (Microsoft Excel Workbook), as uploaded above, have been completed.

- ♣ **Tab 1 "Funding Plan"** - Explains estimated expenses and funding sources
- ♣ **Tab 2 "Funding Timeline"** - Explains funding sources both received and outstanding

Choices

Yes - both tabs of the Funding Plan (Microsoft Excel Workbook) have been completed.

Funding Plan Narrative (Instruction)

Describe efforts made or planned, to obtain funding from sources other than LCHIP.

- ♣ Identify any funding sources that were considered but not included in the funding plan and explain why.

- ♣ Identify any sources included in the Funding Plan as "backup" or contingency sources and explain why these are not primary sources.

Funding Plan (Narrative)*

Character Limit: 1000

Grant Request (Instruction)

Enter the LCHIP grant request as shown on the Funding Plan. Remember that the LCHIP grant request may be reduced after the proposal has been submitted, but may not be increased.

Grant Request*

Character Limit: 20

Estimated Total Project Cost (ETPC) (Instruction)

- ♣ Enter the Estimated Total Project Cost (ETPC) from the funding plan. Remember that the ETPC is the total of all LCHIP-eligible expenses for work included in the LCHIP-proposed scope of work.

Estimated Total Project Cost (ETPC)*

Character Limit: 20

Documentation of Estimated Total Project Cost (Instruction)

- ♣ Provide at least one cost estimate or quote for each expense line listed on the Funding Plan.
- ♣ Combine individual quotes into one document before uploading.

Documentation of Estimated Total Project Cost*

File Size Limit: 10 MB

4. The Applicant

Project Team (Instruction)

- ♣ Describe the roles, knowledge, and experience of the principal individuals involved in the project, specifically the project lead or manager
- ♣ Specifically discuss the individual(s) who will manage the project, as well as any consultants or other professionals who will be involved. If the plan is being developed by a team, discuss how that team will work together to ensure an objective, balanced, and thorough report is developed on time.

- ♣ Describe the team's experience working with programs that have requirements similar to LCHIP's, such as experience working with the Secretary's Standards, managing complex budgets, and overseeing projects of similar size and complexity.

Project Team Capacity*

Character Limit: 1500

----- 4. Approval to Study (Nonowner-applicants only)

Non-applicant Property Owner Org Type

This question was answered on the approved LOI. To revise, please contact LCHIP at 603-224-4113.

Choices

Public entity
501 (c) - Secular
501 (c) - Church

Non-applicant Property Owner

This question was answered on the approved LOI. To revise, please contact LCHIP at 603-224-4113.

Character Limit: 50

Property Owner Acknowledgement*

Applications for funding to benefit non-applicant-owned properties that do not include a completed Owner Acknowledgement Form will not be accepted. Upload the completed [Property Owner Acknowledgement form](#).

File Size Limit: 3 MB

Managerial Control*

Indicate the legal arrangement under which the applicant organization has legal and managerial control of the property.

Choices

Long-term lease
Short-term lease
Memorandum of Understanding
Other

Documentation of Managerial Control*

Upload the lease, MOU, or other legal agreement documenting the applicant organization's ability to meet all obligations of the LCHIP grant, if awarded.

File Size Limit: 5 MB

----- 4. Financial Document: Public Entities

Financial Strength (Instructions)

Financial strength and support are important indicators of the applicant's ability to complete the proposed project and to care for the resource over the long term.

Municipalities or other Political Subdivisions

Provide documentation of municipal support for the resource. For example, provide relevant section(s) of the municipality or commission's annual budget, documentation of reserve fund balances, or financial statements included in the Town Report.

Financial Document: Public Entity Upload*

Include the organization name followed by "financial documents" in the file name before uploading.

File Size Limit: 3 MB

----- 4. Financial Document: 501 (c) Organizations

Financial Strength (Instructions)

Financial strength and support are important indicators of the applicant's ability to complete the proposed project and to care for the resource over the long term.

501 (c) Organizations

Upload the organization's end-of-year financial statements for fiscal year ending in 2023. Acceptable financial reports will include externally audited, reviewed, or board-approved financial statements that include either:

1. Profit & loss and balance sheet reports or,
2. Statement of Activity and Statement of Financial Position

If acceptable financial statements are unavailable

If financial statements meeting the criteria described above are unavailable, submit IRS form 990 or 990-EZ and be advised that LCHIP may require more complete financial information as part of the proposal evaluation.

IRS form 990-N (e-postcard) will not be accepted.

If neither end-of-year financial statements nor an IRS form 990 can be provided please contact Paula Bellemore at Pbellemore@LCHIP.org or 603-224-4113 Ext 14.

Financial Document: 501(c) Upload*

File Size Limit: 3 MB

5. Additional Information / Extra Space

Additional Document and Extra Space (Instruction)

Use this space to:

1. Describe any important aspects of the project that have not already been addressed
2. Continue the response to an earlier question where more space was needed. Label continuations: #3a. Project Timing Cont.

Use of this space is optional. Please do not repeat information already provided.

Additional Information / Extra Space

Character Limit: 3000

Legislative Districts (Instruction)

Provide the NH Senate, NH House of Representatives, and Executive Council districts in which the resource is located.

- ♣ For NH Senate and NH House district use link here.
- ♣ For Executive Council district use link here.

Executive Council District*

Character Limit: 2

NH House of Representatives District*

For NH House districts include the County name and district number. **Example:** Carroll, 2

Character Limit: 15

NH Senate District Number*

Character Limit: 2

County*

Choices

Belknap
Carroll
Cheshire
Coos
Grafton
Hillsborough
Merrimack
Rockingham

Strafford
Sullivan

Att 1. Photographs

Primary and Secondary Photos (Instruction)

Upload two digital high-resolution color images in JPG or JPEG format, depicting the resource in the best possible light. These images should provide attractive views of the resource and be suitable for public distribution. Provide photo credit information below.

Primary Photo*

File Size Limit: 7 MB

Primary Photo Description*

Describe the primary photo below.

Identify the resource, and include the date taken and any photo credit needed should the photo be used publicly.

Character Limit: 150

Secondary Photo*

File Size Limit: 7 MB

Secondary Photo Description*

Describe the secondary photo below.

Identify the resource, and include the date taken and any photo credit needed should the photo be used publicly.

Character Limit: 150

Project Photo Sheet (Instruction)

The Project Photo Sheet intends to illustrate the proposed scope of work. Photos should depict the need for the proposed work, and show, to the extent possible, the areas to be impacted.

- ♣ Do not include photos already provided in the QPP.
- ♣ Include a maximum of 10 color, digital photos, arranged 2 or more per page in a word-processing or slideshow document (i.e. Word, PowerPoint).
- ♣ Number, and provide a short caption for each photo, including the resource name and date taken.

Example:

1_Elmsville Meetinghouse 2024 05 23

Photo Sheet*

File Size Limit: 20 MB

Project Photo Sheet Legend*

Create a numbered list (1 - 10) describing each photo included in the project photo sheet. After the photo name (1_Elmsville Meetinghouse 2024 05 23) provide a brief description of what is shown, and how it is connected with the proposed scope of work. Provide photo credit where required.

Example:

1 Elmsville Meetinghouse 2024 05 23 Front façade showing deteriorated clapboards across the lower 6' caused by roof run-off. This area will be repaired and repainted (see task 2), while task 3, gutter installation, and task 4, installation of perimeter stone, will reduce the potential for reoccurrence.

Character Limit: 1000

Att. 2. Inventory Form or Determination of Eligibility

Registry Eligibility Form (REF) (Instruction)

Upload:

- ♣ the New Hampshire Individual Inventory Form and Determination of Eligibility (DOE), OR
- ♣ the National Register of Historic Places Registration Form.

Resource Eligibility Form*

File Size Limit: 37 MB

Applicant Acknowledgements

Photo Auth*

User hereby attests that

1. the applicant organization is authorized to use, distribute, and submit to LCHIP the images and photographs ("images") provided herein and to permit LCHIP to use the images for marketing, promotion, and training purposes., which may require cropping the images for use in print or electronic publications including its website or on social media.
2. any photo credit required has been provided above.

Choices

User acknowledgement, photo authorization

Authorization to Submit*

By submitting this application, User hereby certifies

- ♣ that they are authorized by the applicant organization and, if applicable, the property owner, to submit this application for funding to the New Hampshire Land and Community Heritage Investment Program (LCHIP), and
- ♣ that, to the best of User's knowledge, the application and all related materials provided are correct and accurately depict the resource, the project, and the intent of the Parties.

Choices

User Acknowledgement, Authorization to Submit

Required Notice of Award*

By submitting this application, User affirms that the property owner and recipient, if a separate entity, (recipient and property owner may be referred to herein as a Party or together as the Parties) acknowledge that any LCHIP financial assistance award will be conditioned upon the Parties compliance with NH RSA 227-M, the Guidelines, and a Notice of Award to be entered into between LCHIP and the Parties.

The Notice of Award will describe the LCHIP-funded scope of work and the conditions of the grant award.

Any change in the condition of the resource or to the LCHIP-funded Scope of Work following submission of the grant application, or any failure of the Parties to comply with the terms of the Notice of Award or the LCHIP Guidelines may result in the withdrawal of funding.

The terms of the Notice of Award will include, but not be limited to certain financial, reporting, and documentation requirements.

A sample Notice of Award is available for review upon request.

Choices

User Acknowledgement, Notice of Award