

# 2024 Planning Grants

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## *Land & Community Heritage Investment Program*

### *Instructions*

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The purpose of the LOI is to conduct a preliminary assessment of applicant, resource, and project eligibility. The LOI is a screening tool, and is not used for qualitative review. All answers can be revised at the application stage.

1. Download the full LOI by clicking the "Question List" button in the upper right.
2. Review the entire LOI 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 Hint**

- ♣ Questions appear in numbered "question groups", identified by a gray bar. Groups may be expanded or collapsed by clicking on the bar.

### *1. Applicant Eligibility*

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#### **Update Organization and User Contact Information**

Please update the applicant organization and primary contact's user data before proceeding.

1. Click on the organization name at the top of this page, then select "edit" in the lower right.
2. Complete or verify the information in all fields. Remember that this information describes the applicant organization, not the individual user.
3. Click Save.
4. Now click on the user name in the upper right corner of the page, then select "edit my profile". Complete or verify the information in all fields, then click save. This data must be provided so that LCHIP can contact the person filling out the application with any questions or concerns. *Remember, this information describes the primary contact, not the applicant organization.*

**Questions?** Contact Katie Midolo @ KMidolo@LCHIP.org or 603-224-4113.

### Applicant Organization Type\*

Select the application organization type.

The applicant organization must be a public entity, meaning a municipality or other political subdivision of the State of New Hampshire, or a publicly supported nonprofit corporation exempt from federal income tax under section 501 (c) of the Internal Revenue code.

#### Choices

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

### Property Owner\*

- ♣ 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. Non-applicant Property Owner

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### Non-applicant Property Owner Org Type\*

Select the type of organization that owns the property (building or structure).

**Be Advised** - to be the beneficiary of an LCHIP grant, the Resource must be owned by a municipality or other political subdivision of the State of New Hampshire, or a publicly supported nonprofit corporation exempt from federal income tax under section 501 (c) of the Internal Revenue code.

#### Choices

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

### Non-applicant Property Owner\*

Provide the name of the organization that owns the resource.

*Character Limit: 50*

## Managerial Control\*

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

**Be Advised** - If invited to apply, an executed copy of the legal agreement providing the applicant full managerial control of the resource will be required as part of the grant application.

### Choices

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

## 2. Resource Eligibility

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### Town/City (Instruction)

- ♣ Enter the Town or City in which the Resource is located, as shown in the List of NH Cities and Towns maintained by the Department of Business and Economic Affairs.
- ♣ Do not include the phrase "Town of" or list an unincorporated place, village district, or other place names.

### Town / City\*

*Character Limit: 30*

### Area Name (Instruction)

If applicable, the name of the Historic District or other area-name in which the resource is located.

#### Example:

- ♣ Harrisville Historic District
- ♣ Canterbury Shaker Village
- ♣ Plymouth Historic District

### Area Name

*Character Limit: 30*

### Resource Name (Instruction)

The name of the specific building, structure, or site as it is currently known publicly.

#### Example:

- ♣ Ellisville Meetinghouse

- ♣ Grover's Corners Schoolhouse
- ♣ Darby Public Library

### Resource Name\*

*Character Limit: 50*

### Alternate Resource Name(s) (Instruction)

Select "Yes" if the resource is sometimes referred to by an alternate name, or if other names are listed on the National or State Register listing form.

**Example:** the Grover's Corner Meetinghouse may also be known as the Grover's Corner Grange.

### Alternate Resource Name(s)\*

#### Choices

Yes

No

### Project Name (Instruction)

Enter a short version (acronym or similar) of the Resource Name, followed by a brief (no more than 20 character) description of the predominant work being done or a phase number, if applicable.

**Example:**

- ♣ Ellisville Meetinghouse HSR
- ♣ Grover's Corners Schoolhouse Condition Assessment

### Project Name\*

*Character Limit: 40*

### Resource Address (Instruction)

Enter the street address at which the Resource is located. Do not use a PO Box.

If no street address exists (e.g. a structure or a building that has never been occupied) provide the nearest street number (e.g. near 123 Main St.)

**Format:**

- ♣ Street Address, City/Town, NH, Zip Code

### Resource Address\*

*Character Limit: 50*

### Registry Listing\*

Before applying for LCHIP funds, resources must either be listed or officially determined eligible (DOE) for listing, on either the State or National Register of Historic Places.

Requests for Determination of Eligibility must be submitted to the NH Division of Historical Resources (603-271-3483) no later than May 1, 2024.

### 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

Individual DOE or listing documentation has been submitted to DHR, determination not yet received

## ----- 2. Contributing Resource Limitation

**Be Advised:** If the resource is listed or determined eligible for listing as a contributing resource to a historic district only, and not individually listed, the applicant may be required to submit a request for Determination of Eligibility to DHR as a condition of the grant award.

## ----- 2. Alternate Resource Name(s)

### Alternate Resource Name(s) (Instruction)

Enter each other name(s) used. If more than three alternative names exist, enter only the three most commonly used.

#### Alias 1\*

Character Limit: 50

#### Alias 2

Character Limit: 50

#### Alias 3

Character Limit: 50

## ----- 2. Documentation of Resource Eligibility Upload

### Resource Eligibility Form (REF)\*

Upload:

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

**Be Advised** - The document(s) you upload here will be referred to as the "Resource Eligibility Form" or "REF" throughout the LCHIP application process.

File Size Limit: 125 MB

## ----- 2. Documentation of Submission to DHR

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### Documentation Submitted Date\*

**Requests for Determination of Eligibility must be submitted to the Division of Historical Resources no later than May 1, 2024.**

Enter the date on which the Individual Inventory Form and/or Determination of Eligibility documentation was submitted to DHR for evaluation.

**Be Advised:** The completed Determination of Eligibility or listing on the National or State Registers of Historic Places will be required with the full proposal. Proposals submitted without a DOE or listing will not be accepted.

*Character Limit: 10*

### DOE or Registry Listing Package\*

Upload the information provided to DHR here.

*File Size Limit: 5 MB*

## 3. Project Eligibility

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### Plan Type\*

Please refer to the LCHIP Preservation Planning Overview Guidance Document to determine which report is appropriate for the needs of the resource and the organization.

#### Choices

Historic Building Assessment with Preservation Guidelines (HBA)

Historic Structure Report (HSR)

Other

### Preliminary LCHIP Scope of Work (Instruction)

Using a bulleted list, itemize what will be included in the preservation plan. Include the individual components of the plan, and the individual(s) or firm(s) who will be tasked with developing them.

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

### **Preliminary LCHIP Scope of Work Narrative\***

*Character Limit: 1250*

### **Additional Documentation**

If needed, upload an additional document (engineering report, drawings, etc.) below.  
Describe the purpose of the document in the text field below.

*Character Limit: 100 | File Size Limit: 10 MB*

## **4. Financial Eligibility**

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Before completing the following section, review LCHIP's [Financial Requirements Guidance Document](#).

### **Preliminary Total Project Cost (PTPC)\***

Enter the preliminary (estimated) total cost for all work included in the LCHIP scope of work.  
The total project cost may be adjusted in the grant application.

*Character Limit: 20*

### **Preliminary Grant Request\***

Enter the preliminary (estimated) amount of the LCHIP grant request. The grant request can be no less than \$5,000, no more than \$25,000, and may not exceed 50% of the Preliminary Total Project Cost. The grant request may be adjusted in the application.

*Character Limit: 20*