

2023 Planning Grants

Land & Community Heritage Investment Program

Instructions

- Questions appear in a series of numbered "question groups". Each group is identified by a gray bar (see, for example, "1. Overview"). Click on the gray bars to expand or collapse the question group.
- Brief instructions are provided throughout the form.
- Where appropriate, hyperlinks provide access to additional guidance.
- Submitted Proposals will be reviewed for compliance with Program requirements.
- Be advised: responses to some questions have auto-populated from the submitted LOI. Please review each response and update as needed.
- If, after reviewing the information provided, you need further assistance contact LCHIP at 603-224-4113 or email Katie Midolo, Grants Coordinator at KMidolo@LCHIP.org.

1. Overview

Primary Photo (*Instruction*)

Upload one digital high-resolution, color image, in JPG format that best represents the resource. This image should provide an attractive view of the resource suitable for public distribution.

Primary Photo*

File Size Limit: 5 MB

Secondary Photo (*Instruction*)

Upload an additional, high-quality image showing another compelling aspect of the resource or project, for example, a photo showing the current condition of the resource, or a notable historic feature.

Secondary Photo*

File Size Limit: 5 MB

Resource Town*

Character Limit: 30

Area Name

Character Limit: 50

Resource Name*

Character Limit: 50

Resource Address*

Character Limit: 50

Alternate Resource Name(s)

Choices

Yes

No

Project Name*

Character Limit: 50

Executive Summary (Instruction)

Provide a concise overview of the project goals. Briefly describe the resource and its significance, then discuss the purpose for developing the plan, explaining why it is needed, and how it will be used. The executive summary should give the reader an overview of the project highlights, leaving the details to be more fully described later in the application.

Executive Summary*

Character Limit: 750

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

Alternate Resource Name(s) (Instruction)

Enter any alternate name for the resource identified on the National or State Register listing form, or a name used locally to refer to the resource. Example: the Grover's Corner Meetinghouse may also be known as the Grover's Corner Grange.

Alias 1*

Character Limit: 50

Alias 2

Character Limit: 50

Alias 3

Character Limit: 50

2. Financial Information

Funding Plan *(Instruction)*

Please Review LCHIP's Guidance Document on financial requirements and eligible expenses [here](#) before completing this section.

1. Download the 2023 Funding Plan (Microsoft Excel Workbook) [here](#).
2. Rename the document on your computer using the project name as the new file name.
Example: Grover's Corner Schoolhouse HBA.xls
3. Do not use "LCHIP Funding Plan" as the file name!
4. Complete both tabs of the workbook, following the instructions provided.
5. Upload the completed Excel workbook below.

Do NOT unlock the Excel document.

Do NOT attempt to reformat the Excel document.

Do NOT convert to PDF before submitting.

If you experience technical difficulties with the workbook, upload it below, and contact Katie Midolo for assistance. (KMidolo@LCHIP.org or 603-224-4113.)

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. This amount must be at least \$5,000, but no more than \$25,000, and may not exceed 50% of the Total Project Cost.

The LCHIP grant request may be reduced after proposal submission if necessary, 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

3. Resource Information

Original Construction Year*

Character Limit: 4

Historic Function / Use (*Instruction*)

Referencing the National or State Register listing, select the historic function or use of the resource.

Historic Function / Use*

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 (*Instruction*)

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*

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

Character Limit: 500

Contemporary Function / Use (Instruction)

Select the current function or use of the resource.

Contemporary Function / Use*

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

Gross Square Footage (Instruction)

If applicable, enter the gross square footage of the structure. For multi-story structures, include all floors.

Gross Square Footage

Character Limit: 20

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) (Instruction)

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.

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

Example:

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

Pre-existing Plan Upload

File Size Limit: 50 MB

Pre-existing Plan(s) Narrative

Character Limit: 500

4. Property Owner Information

Non-applicant Property Owner

- *Select "yes" if the property is owned by an entity other than the applicant organization*
- *Select "no" if the property is owned by the applicant organization*

Choices

Yes

No

----- 4a. Non-applicant Property Owner Type

Non-applicant Property Owner Type (Instruction)

The resource (building or structure) must be owned by 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.

Non-applicant Property Owner Type*

Choices

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

----- 4b. Non-applicant Property Owner Type "Other"

Describe Non-applicant Property Owner Type "other"*

Character Limit: 50

----- 4c. Non-applicant Property Owner Information

Non-applicant Property Owner Information (*Instruction*)

Provide the name of the organization that owns the resource, and provide contact information for an authorized representative of the organization.

Include:

1. Organization Name / Taxpayer ID Number
2. Contact Name and Title
3. Mailing Address
4. Phone Number
5. Email Address

Non-applicant Property Owner Information*

Character Limit: 500

5. Registry Listing

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

----- 5a. Contributing Resource Limitation

Be Advised:

If the resource is listed or determined eligible for listing only as a contributing resource to a

historic district, but not individually, only exterior work is eligible for LCHIP funding. Any LCHIP funds awarded may be applied to the study of the exterior of the resource only.

----- 5b. Resource Eligibility Form Upload Required

Registry Listing (*Instruction*)

The completed Determination of Eligibility or listing on the National or State Registers of Historic Places must be submitted.

Upload the documentation below.

Proposals without a completed DOE or listing will not be accepted.

Resource Eligibility Form*

File Size Limit: 60 MB

6. Project Information

Plan Type (*Instruction*)

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

Plan Type*

Choices

Historic Building Assessment with Preservation Guidelines (HBA)

Historic Structure Report (HSR)

Other

Plan Type Narrative*

Character Limit: 500

LCHIP-proposed Scope of Work (*Instruction*)

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

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. That document may be found here.

LCHIP-proposed Scope of Work Narrative*

Character Limit: 1250

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

----- 6a. 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

7. Resource Significance

Resource Significance (Instruction)

Consult the New Hampshire Individual Inventory Form and the Determination of Eligibility, or the National Register of Historic Places Registration Form, to respond to the following questions.

- **Resource Significance** - Summarize why the resource is important. Responses may include information about history, persons significant in the past, and/or architecture.
- **Contextual Setting** - Describe the resource's proximity to other historic, cultural or natural resources.

Resource Significance*

Character Limit: 1000

Contextual Setting*

Character Limit: 750

8. Imminence of Threat

Imminence of Threat (Instruction)

Select "Yes" if the plan is being developed in response to a known threat to the resource. For example, because the resource is:

- *believed to be structurally unsound,*
- *abandoned or vacant, or*
- *otherwise immediately threatened*

Imminence of Threat*

Choices

Yes

No

----- 8a. Describe Imminent Threat

Describe Imminent Threat (*Instruction*)

Describe the current understanding of the threat and explain how this situation came to be. Explain how developing this plan will inform a response to the threat.

Describe Imminent Threat*

Character Limit: 1000

9. Capacity to Implement the Project

Project Team Capacity (*Instruction*)

'Capacity' refers to the ability of an organization or team to perform the obligations of the grant and achieve the project's goals. In evaluating capacity, LCHIP considers human, financial, and organizational resources.

- *Describe the roles, knowledge, and experience of the principal individuals involved in the project.*
- *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 in a timely manner.*
- *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

Fundraising Completion*

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

Character Limit: 10

Estimated Project Timeline (Instruction)

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

Work Begins (Instruction)

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

Work Begins*

Character Limit: 10

Work Completed (Instructional)

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.

Work Completed*

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

----- 9a. Qualified Financial Report

Qualified Financial Report (Instruction)*

A Qualified Financial Report (QFR) is required for all 501(c) organizations as part of the proposal submitted.

Submit end-of-year audited, reviewed, or board approved financial statements for fiscal year ending in 2021 or 2022, to include either:

- A. Profit & loss and balance sheet reports or,
- B. Statement of Activity and Statement of Financial Position

If an end-of-year financial statement is unavailable, submit IRS form 990 from tax year 2020 or 2021.

Be Advised – IRS form 990-N is not accepted. For organizations filing the 990-N (e-postcard) submit either end-of-year financial statements as described above, or complete the 501 (c) Financial Summary Report described below.

If neither end-of-year financial statements nor an IRS form 990 can be provided, complete and submit the **501 (c) Financial Summary Report**, providing data from FY2020-2022.

*Note this spreadsheet has two tabs, both of which must be completed.

For assistance submitting a Qualified Financial Report, or completing the 501 (c) Financial Summary Report, please contact Paula Bellemore at Pbellemore@LCHIP.org or 603-224-4113 Ext 14.

File Size Limit: 5 MB

----- 9b. Qualified Financial Report Received

LCHIP has obtained a Qualified Financial Report, which is on file in the Organization's Documents tab.

10. Stewardship

Stewarding Organization (Instruction)

Select the organization responsible for the long-term care and maintenance of the Resource (the "Steward").

If the Steward is not the property owner, the Steward must be granted legal authority to care for and maintain the resource. Documentation of that authority will be required.

Stewarding Organization*

Choices

Applicant is the long-term Steward

Non-applicant property owner is the long-term Steward

Another entity is the long-term Steward

Stewardship Capacity (Instruction)

In terms of stewardship, 'capacity' refers to the ability of an organization to properly maintain and care for the resource over time in accordance with the Secretary's Standards.

In evaluating stewardship capacity, LCHIP considers human, financial, and organizational resources.

- Describe the roles, knowledge, and experience of the principal individuals who will oversee stewardship of the resource.

- *Explain what the stewardship team will bring to ensure that the resource is maintained to a high standard.*
- *Describe the stewardship team's experience maintaining historic structures in accordance with the Secretary's Standards, developing cyclical maintenance plans, and planning for the upkeep of the resource over the long term.*

Stewardship Capacity*

Character Limit: 1500

Stewardship Funding (*Instruction*)

The ability to fund necessary routine maintenance as well as capital improvements to the resource is a critical component of good stewardship.

Describe how the necessary funds to properly care for and maintain the resource of the long-term will be secured.

- *If a dedicated funding source is available, describe the source, the funds available, and how the source is replenished.*
- *If funds are to be secured on an "as needed" basis, explain how those funds will be secured, and what contingency or back-up funds are available should emergent needs arise.*

Description of Stewardship Funding*

Character Limit: 1000

----- 10a. Stewarding Organization Information

Stewarding Organization Information (*Instruction*)

Provide Organization Name and Taxpayer ID Number following information for the stewarding organization (the "Steward").

Stewarding Organization Information*

Character Limit: 250

11. Future Activities

Future Use(s) (*Instruction*)

Discuss any plans or goals for future use of the resource. Describe how these plans or goals were developed, and explain how they have informed the development of the scope of work.

Future Use(s) Narrative*

Character Limit: 1000

Implementation Plan (*Instruction*)

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.

Implementation Plan Narrative*

Character Limit: 1200

12. Community Support and Planning

Municipal Support (*Instruction*)

Select "Yes" if the governing body of the municipality in which the resource is located (e.g. the Selectboard, town Meeting, or city or town council) has or is expected to vote to support the project.

Tip: Neither the Heritage Commission nor the Historic District Commissions is the governing body.

Municipal Support***Choices**

Yes

No

Public / Community Support (*Instruction*)

Select "Yes" if either of the following applies:

- *local groups or organizations (other than the applicant organization and/or property owner) have publicly voiced support of the project, or*
- *the project involves cooperation between or among diverse user groups, different groups within the community, or more than one town/city.*

Public / Community Support***Choices**

Yes

No

Inclusion in Master Plan (*Instruction*)

Select "Yes" if the resource is identified in the community's Master Plan, either directly or indirectly.

Inclusion in Master Plan***Choices**

Yes

No

----- 12a. Describe Municipal Support

Describe Municipal Support (Instruction)

Describe the vote of support taken or expected to be taken by the governing body. Include the date the vote was taken and the wording of the motion.

Describe Municipal Support*

Character Limit: 500

----- 12b. Describe Public / Community Support

Describe Public / Community Support (Instruction)

- *Describe the cooperation taking place between or among groups or communities.*
- *Identify project partners and other groups and describe the project support being provided.*

Describe Public / Community Support*

Character Limit: 1000

----- 12c. Describe Inclusion in Master Plan

Inclusion in Master Plan (Instruction)

- *Describe how the resource is included in the community's Master Plan.*
- *Indicate if the reference is direct (the specific resource is mentioned) or indirect (historic or cultural resources, in general, are included).*
- *Cite any Master Plan goals that apply to the project.*

Inclusion in Master Plan*

Character Limit: 750

13. Additional Information

Additional Information (Instruction)

Describe any important aspects of the project that have not already been addressed. For example: explain why this place matters to the community or share an interesting story about the history of the resource or the people connected with it.

This question is optional.

Do not repeat information that has already been provided above.

Additional Information

Character Limit: 1000

Additional Document (Instruction)

Upload additional documentation directly related to the proposed project may be uploaded here.

Example: Engineering reports, drawings etc.

Due to size limitations, only one document may be uploaded.

Do NOT upload letters of support, which are not accepted.

Do NOT upload additional photographs unless specifically requested to do so by LCHIP staff.

Additional Document Submission

File Size Limit: 15 MB

14. Photographs

Photo Sheet (Instruction)

- *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)*
- *Add brief captions numbering and describing each image*
 - *Example: Photo 1 - Elmville Meetinghouse, front façade*
- *Save the document as PDF and upload*

Photo Sheet*

File Size Limit: 15 MB

Photo Authorization and Release Form*

Complete photo authorization and release form found [here](#) and upload.

File Size Limit: 10 MB

15. Demographic Data

County*

Choices

Belknap

Carroll

Cheshire
 Coos
 Grafton
 Hillsborough
 Merrimack
 Rockingham
 Strafford
 Sullivan

District Information (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.*

NH Senate District Number*

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

16. Authorization to Submit

Authorization to Submit*

By submitting this application, user hereby certifies

- *that they are authorized to apply for funding to the New Hampshire Land and Community Heritage Investment Program (LCHIP) on behalf of the applicant organization and does so with full knowledge and consent of all interested parties (e.g., the property owner or other organizations as applicable to the proposed project and resource), and*
- *that to the best of their knowledge, all information provided herein is correct and accurately describes the project and resource, and*
- *that all interested parties have reviewed and accept the terms and conditions described in NH RSA 227-M and LCHIP's Criteria, Guidelines, and Procedures (the "LCHIP Guidelines") and the applicable guidance documents and other materials referred to and provided herein.*
- *that all interested parties understand that use of LCHIP funds to complete an historic preservation plan or report does not convey any obligation on LCHIP to fund future*

rehabilitation or other work on the resource and recommended by said plan, or to accept said plan as a “Qualified Preservation Plan” as that term is used in the LCHIP Guidelines and LCHIP’s guidance documents.

Further, user certifies that the applicant organization and all interested parties understand that any LCHIP funding awarded will be conditioned upon the terms described in NH RSA 227-M, the LCHIP Guidelines, and a Project Agreement entered into between LCHIP and the grant recipient describing the project and work funded, along with certain conditions of the grant award.

Any changes to the resource or to the terms of the Project Agreement, including changes to the LCHIP-funded Scope of Work, or any failure to comply with the terms of the Project Agreement or the LCHIP Guidelines may result in the withdrawal of funding.

The terms of the Project Agreement will include, but not be limited to, the following:

- *Following grant award, additional documentation describing the LCHIP-funded Scope of Work must be submitted to and reviewed by LCHIP, and LCHIP’s explicit approval must be received prior to work beginning.*
- *Final approval of the LCHIP-funded Scope of Work will be at LCHIP’s discretion.*

Choices

I acknowledge that I have read and understand the above statement.