Writing a Successful Historic Resource Grant Application

LCHIP Grant Orientation Workshops
Monday and Tuesday, April 29 and 30, 2019
Dijit Taylor  Land and Community Heritage Investment Program
What’s Included

• Know Your Project
• Finding Money for Your Project
• Preparing a Successful Grant Application
• If You DO Get Funded
• If You Don’t Get Funded
Know Your Project and Property

- What is to be preserved?
- How will it be preserved?
- Who owns it?
- What work is needed?
- Who will do the work?
Know Your Project and Property

What information exists to help define the needs of the property?

Do you need more information?
Know Your Project and Property

Is the project ready?

How much money do you need to make the project happen?
Finding Money for Your Project

Private Sources
• Empty your piggy bank
• Hold a bake sale or flea market
• Find a private foundation or wealthy individual with an interest in your project

Public Sources
Municipal
• $$$ voted at town meeting or by city or town council

State
Matching Funder to Project

Understand Funding Requirements
Can you comply with any “strings” that come with the money?
Understand Funding Requirements

- Do Timing of Funder and Project Align?
  - What Costs are Eligible?
  - When are Funds Provided to Recipient?
  - What Match Funds are Allowed?
  - Do the puzzle pieces fit together?
Preparing a Successful Grant Application

Grant Writing Tip #1

Follow Directions!
Preparing a Successful Grant Application

Utilize any available training
Preparing a Successful Grant Application

Follow directions!

Read the instructions and entire application

EARLY AND OFTEN
Preparing a Successful Grant Application

Is there a pre-application?

- If so, complete with care
- Submit ON TIME
Preparing a Successful Grant Application

What is the Funder MOST Interested In?

- Focus on funder’s primary concerns
- Watch for NUANCES in funder’s interests
Preparing a Successful Grant Application

Project Name

Southwest Centerville
Joanne and Thomas V.
Kadiddlehopper
Barking Dog Road
Memorial Library and Community Center
Window, Door, and Bulkhead Restoration Project

Succinct and Pronounceable

Centerville Library Restoration
Follow Directions!

Answer Every (Relevant) Question

Use credible data

Cite sources succinctly

The architecture of the 1902 Centerville Library is simple and formal. Patrons enter through a prominent doorway at the top of a staircase to symbolize the patron’s elevation by learning. Mausolf and Hengen (2007) describe it as a remarkable example of a small-town Carnegie Library.
Follow Directions!

Answer Every (Relevant) Question

• Be creative but honest

• Avoid leaving questions blank

Although George Washington did not sleep here, the Marquis de Lafayette drove by during his September 1824 visit to New Hampshire.
The Centerville Library was built in 1902 with money gifted to the town by noted philanthropist Andrew Carnegie. Based on advice from Carnegie’s assistant James Bertram, the town selected Edward Lippencott Tilton as the architect for the building. The architectural design is described in the 2007 publication Edward Lippencott Tilton, a Monograph on His Architectural Practice by Lisa Mausolf and Elizabeth Durfee Hengen. The architecture was simple and formal, welcoming patrons to enter through a prominent doorway, accessed via a staircase. The entry staircase symbolized a person's elevation by learning. Similarly, outside virtually every library was a lamppost or lantern, meant to represent the enlightenment to be accessed at the library.
Preparing a Successful Grant Application

Budget Income should equal or exceed expenses
Preparing a Successful Grant Application

Budget is important!

Check the math
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Budget

Be consistent – use the same numbers throughout the application

On Cover sheet

Total Request = $63,050
Total Project Cost = $150,715

In Project Budget:

Total Request = $63,219
Total Project Cost = $151,050
Preparing a Successful Grant Application

Budget

Document expenses
Preparing a Successful Grant Application

A picture is worth a thousand words – make project photos count

THE BEAUTY

The Beasts
Preparing a Successful Grant Application

Where is your beloved resource?

There are many ways to make effective maps
Preparing a Successful Grant Application

Letters of Support
- If requested
- Meaningful
- Don’t Overdo
Preparing a Successful Grant Application

Edit text for consistency and voice
Preparing a Successful Grant Application

Is it written clearly enough that your grandmother could understand it?
Preparing a Successful Grant Application

Enlist fresh eyes to read the entire application for clarity and consistency
Preparing a Successful Grant Application

Review the application and instructions one more time
Preparing a Successful Grant Application

Grant writing tip #2

Submit ON TIME!
Preparing a Successful Grant Application

- Submit required number of copies
- Submit in requested format
Grant Funder’s Decision Making

• Grant review takes time!
• Learn what you can about process and timeline
Grant Funder’s Decision Making

Who makes the decisions?
What contact is appropriate?
Grant Funder’s Decision Making

Requests exceed amount available

Be realistic
Grant Funder’s Decision Making

Site Visit

- Who attends?
- What do they want to see?
Grant Funder's Decision Making

If additional information is requested

- Provide on time
- Provide what is asked for
Grant Funder’s Decision Making

When and how are results conveyed?
If You are Awarded Funding

Celebrate!
If You are Awarded Funding

Give credit to donor as requested

KEEP CALM AND THANK YOUR DONORS
If You are Awarded Funding

Alert funder ASAP if project needs change

Can we change our project from restoring windows to replacing rotted sills?
If You are Awarded Funding

Complete project

- as described and on time
If You Are NOT Awarded Funding

REMEMBER:

Requests exceed amount available
If You Are Not Awarded Funding

Do NOT take it personally
If You Are Not Awarded Funding

Seek feedback
If You Are Not Awarded Funding

Adjust future applications per feedback
If You Are Not Awarded Funding

Reapply if appropriate and timely
Grant Writing is an Adventure

With care (and a little luck) it can take you far
Applying for an Historic-Resources Grant from LCHIP

By George Born, Historic Resource Specialist
LCHIP awards matching grants for preservation planning & rehab/restoration.
You are dedicated to preserving a cherished community resource.
You need money to help preserve this valued resource.
You would like to win an LCHIP grant to help with this important work.
Let us outline key aspects of the program, so that you can write a competitive application.

Eligibility

- Intent to Apply

Selection Criteria

- Proposal
Prepare an Intent-to-Apply form and submit to LCHIP by May 17.
Your organization, your resource, and your scope of work must be eligible.
Applicants must be either a political subdivision of the state or a 501 c nonprofit.
Other parties wishing to participate may partner with an eligible applicant.
Resources must be listed – or eligible for listing – on the State or National Register.
Your proposed scope of work must follow nationally recognized preservation standards.
Ask for the right amount of money for the kind of project you want to do.
The grant amount requested should be no more than half of the total project cost.
For restoration/rehab, the amount requested should be between $10,000 and $500,000.
For planning studies, the amount requested should be between $5,000 and $25,000.
If you are planning a rehab or restoration project, consider doing a study first.
Restoration/rehab proposals with a total project cost of $50,000+ must have a study.

6. Who May Apply

The LCHIP statute is very specific about what kinds of organizations and entities are eligible to apply for financial assistance through the program. To apply, you must:

A. be a municipality or other political subdivision of the state of New Hampshire; or a

B. be a publicly-supported nonprofit corporation exempt from federal income taxation under section 501(c) of the Internal Revenue Code. (Other interested parties may partner or work with an eligible organization or government entity but may not apply directly to the program.)

C. be willing to commit to and show evidence of adopting the appropriate components of the Land Trust Alliance Standards and Practices;

D. agree to adhere to the Secretary of the Interior Standards if project is a Historic Resource Project; and

E. have a willing property owner.

F. address the protection of all resource types present on the subject property (natural, cultural, historic) within the scope of the Project Proposal; and

G. be prepared to submit as part of a Project Proposal, a completed Historic Building Assessment with Preservation Guidelines or Historic Structures Report for any historic resource project with a total project value of $50,000 or more (excluding planning studies or inventories),
If you have a study, you may be able to get more LCHIP money for the project.
Specialized preservation services are typical eligible expenses.
Modernization costs are eligible if required to fulfill the recommendations of a study.
For rehab/restoration projects, nothing should block signing Stewardship Agreement.
Other Resources

• New Hampshire Preservation Alliance
• Andrew Cushing
• Field Service Representative

• New Hampshire Division of Historical Resources
• Amy Dixon
• Grants Coordinator
Prepare a proposal and submit it to LCHIP by 12 noon on Friday, June 28.
In your proposal, explain how your project meets the selection criteria.
Some of the selection criteria have to do with your resource.
In your proposal, tell us about the uniqueness or significance of the resource.
In your proposal, tell us if the property is endangered or facing an imminent threat.
In your proposal, tell us if the property is in proximity to other protected resources.
In your proposal, tell us if a project will meet multiple objectives (natural, historic, cultural).
Some selection criteria have to do with the strength of your community and organization.
In your proposal, tell us about the strength of local governmental support.
In your proposal, tell us about the strength of private support.
In your proposal, tell us if the project involves cooperation between or among communities.
In your proposal, tell us about leverage (the ability of state funds to attract other funds).
In your proposal, tell us about the capacity of the applicant to manage the project.
In your proposal, tell us about the ability of the applicant to provide stewardship.
Include attachments
Pay particular attention to the budget page.
In your proposal, tell us in the budget how you would like to spend the money.
In your proposal, tell us in the budget how you would like to raise the necessary match.
In your proposal, attach photographs that help explain what you would like to do.
Tell us who took your photos, who is in them, and whether we have permission to reproduce them.
In your proposal, attach documentation of the proposed total project cost.
In your proposal, attach proof of listing – or eligibility for listing – on State/Nat’l Register.
In your proposal, attach a map showing the location of the resource.
Have your proposal signed by the appropriate authority.
For rehab/restoration projects costing $50,000+, attach preservation-planning study.
For 501 c nonprofits, attach your Letter of Determination from the IRS.
For 501 c nonprofits, attach a list of your current board of directors.

President

Secretary

Treasurer
For 501 c nonprofits, attach your most recent financial statement.

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<tbody>
<tr>
<td>Income</td>
<td>Expense</td>
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Questions?

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