

State Historical Fund Competitive Grant Application



Please note that this application form is revised from previous versions. Only this revised version may be used for grant requests submitted for the **April 1, 2010** grant deadline.

- ▶ Please use 12 point Times New Roman font ◀
- ▶ Please do not attach a cover letter ◀

1. Grant Type: The grant type you choose reflects the amount requested. Grant requests of \$35,000 and less are reviewed by three panels, and awards are announced two months after submission. Grant requests of over \$35,000 are reviewed by four panels, and awards are announced four months after submission. Special Initiatives Grant projects may request up to \$500,000, have additional questions requiring an attachment to this application, and use the same review process as grant requests of over \$35,000. See the Special Initiatives Grant background information and application at <http://www.coloradohistory-oahp.org/programareas/shf/application.htm>

(choose one):

Competitive Grant Up to \$35,000 Competitive Grant \$35,001 or More Special Initiatives Grant

2. Project Type (choose one that reflects the majority of the proposed project):

Acquisition & Development Those projects that involve excavation, stabilization, restoration, rehabilitation, reconstruction, or acquisition of a designated property or site. Archaeological projects are considered Acquisition & Development when the level of investigation is "intensive excavation." In such cases, the site must be designated before the application is submitted.

Survey & Planning Those projects that involve identification, recording, evaluation, designation and planning for the protection of significant historic buildings, structures, sites and districts. For archaeological projects, all levels of survey and test excavations are considered Survey & Planning projects and prior historic designation is not required. However, once testing reveals eligibility for designation, further excavation may not occur without designation.

Education Those projects that provide historic preservation information or information about historic sites to the public.

3. Grant Request, Cash Match. Project Total and Percentage of Cash Match: Cash match is at least 25% (public entity or non-profit owner) or 50% (individual or business owner) of the TOTAL project budget. Please enter whole dollar amounts.

Grant Request:	Cash Match:	Total Project Budget:
Percentage of cash match (as applied to the TOTAL PROJECT) you will provide (cash match/project total = cash match %):		
	%	

4. Applicant Organization is the non-profit organization or public entity that is eligible to apply for State Historical Fund monies. Individuals and businesses are not eligible applicants for State Historical Fund grants directly. Don't know your Federal Employer ID#? Visit www.melissadata.com/Lookups/np.asp or visit the web site of your Secretary of State.

Applicant Organization (must be a public entity or a non-profit):

Mailing Address:

City:

State:

Zip Code:

Employer ID Number:

5. Name of Project: Trying to determine the correct terminology for what you want to accomplish? Visit the National Park Service web site to understand the treatments: www.nps.gov/hps/tps/clocks/index.htm Example: "Acquisition of the Smith Conservatory and Roof Rehabilitation"

Name of Project:

6. Brief Description of Project: Make this description no more than 150 words and suitable for a press release.

Brief Description of Project Request (No more than 150 words)

7. Cash Match Readiness: If the answer to this question is "no," stop now. Please apply when you have cash match in hand or are certain that you will have the required amount by the time you sign your contract with us.

We will be ready to provide cash match at the time we sign our SHF contract (1-2 months after the award date.)

Check one: Yes No

8. Contact Person: This should be someone integral to the project that is easily accessible. All correspondence will be sent to this person. Only one person can be the contact.

Contact Last Name:	Contact First Name:
Title:	Organization:
Mailing or FedEx Address:	
City:	State: Zip Code:
Telephone:	Fax:
E-mail Address:	

9. If owner is different than the Applicant Organization, complete this section.

Legal Property Owner:

Last Name:	First Name:
Street Address:	
Federal Employer Identification Number (please, no Social Security numbers):	



Signature of Legal Property Owner

Date

By signing above, you acknowledge that you give your permission for the work proposed in this grant application to be carried out.

10. The Historic Name of the Property that is listed on your local, state or national designation. This question may not apply to Survey & Planning and Education projects.

Historic Name of Property (if applicable):

Property Address:

11. Unsure about your district numbers? You can look up all numbers at the following website:

<http://capwiz.com/artsausa/state/main/?state=CO&view=myofficials>

County where project is located:

Colorado Legislative District Numbers:

House:

Senate:

U.S. Congressional District:

12. Your County Assessor can provide you with the legal description of the property if you don't already have one.

Legal Property Description:

13. Local, State and National Designations: Don't know if you are designated? For a list of local designation authorities, go to <http://coloradohistory-oahp.org/publications/pubs/1568.pdf>

To find out about State and National Register designations, call Chris Geddes 303-866-4683 or Heather Peterson 303-866-4684. Check the map at <http://coloradohistory-oahp.org/programareas/register/regionmap.htm> to determine which staff member--Chris or Heather-- is responsible for the resources in your area.

Designation (choose all that apply):

Local **Colorado State Register of Historic Properties** **National Register of Historic Places**

What is the area of the designation?

Building only **Building and the surrounding area** **Acreage only**


If locally designated, you must attach verification of the designation to the application.

14. If your project involves (1) cash funds from federal or state agencies [such as Rural Development, HUD, Department of Local Affairs], (2) a federal or state agency issuing a permit or a license or (3) property owned or managed by a federal or state agency, check "Yes." If none of these apply, check "No."

If you check "Yes" or are uncertain about which box to check, contact Dan Corson at 303-866-2673 or dan.corson@chs.state.co.us

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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15. This is the legally authorized signature for the applicant organization. **This signature is required on all applications.**



Signature of Legally Authorized Representative

Date

16. You **must initial** the following to indicate that you understand and agree with the following conditions associated with State Historical Fund grants if awarded:

___ I understand my organization will enter into a contract with the State Historical Fund (SHF). My organization will become a state contractor and cannot "pass through" fiscal or project responsibility to another organization.

___ I understand the proposed cash match must be available before my organization signs the SHF contract.

___ I understand SHF funds will be paid only for work taking place within the SHF contract period.

___ I understand my organization cannot use funds in a manner that may result in an actual or perceived conflict of interest. (See Handbook, p.36)

___ I understand property restrictions may be required as a result of an acquisition and development project. For architectural survey projects, I will adhere to the current Colorado Cultural Resource Manual.

___ I understand that once under contract, I will work in partnership with the State Historical Fund to meet the Secretary of the Interior's Standards. I will comply with review expectations and refrain from carrying out work until I have the approval of SHF historic preservation specialists to proceed.

___ I understand that my performance as a state contractor will be evaluated and made available to the public.

___ I understand that indirect costs need to be justified at the time of request for reimbursement. I am encouraged to use the SHF Indirect Cost Worksheet for planning purposes.

▶ Heed the page and word limits ◀
▶ Please use 12 point Times New Roman font ◀

▶ Please delete



all directions except for the bolded areas for each question ◀

A. Applicant Capacity Write a brief history of the applicant organization (Limit to 600 words or less)
This category speaks to grant and project management capacity (0-10 points)



Delete this section when completing the application—this is for your instruction only

- Include the mission of the organization.
- Provide an overview of past projects, including SHF projects and former phases which indicate your capacity to carry out this project. Tell us if and when you had a Historic Structure Assessment completed.
- If this is a repeat application that was previously declined, indicate changes you have implemented into this application to respond to reviewer's concerns.
- If you have carried out any related work on your own, please explain. This indicates your commitment to the resource.
- Provide a concise list of potential lead participants in this project (e.g., grant recipient contact, grant administrator, architect/engineer, contractors, other funders).
- Note your long-term strategies for funding.

B. Property or Project History Write a brief history of the property or project and its relationship to historic preservation. (Limit to 600 words or less) This category tells us why this preservation or archaeological project is important (0-10 points)



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Acquisition & Development Projects

- Include a description of the building/site including its importance in history the building techniques, materials (original and existing), and size of the building(s).
- Discuss the current use and condition of the building(s).
- Note the period(s) of significance and the area of designation. We cannot provide funding for physical work on buildings/areas that are not part of a designation.

Survey & Planning Projects

- Explain why the survey area is of potential historic significance.
- If this project includes construction documents, include a description of the survey area as well as its importance in history, the building techniques, materials (original and existing), and size of the building(s).

Education Projects

- Explain how this project either provides historic preservation information or information about buildings, objects or archaeological sites that possess historic significance.

All Project Types

- Please use the appropriate terminology so that we can fully understand your project. An updated Lexicon is available at <http://coloradohistory-oahp.org/guides/fieldguide/fieldindex.htm>

C. Project Description Provide a detailed description of the project. (Limit to 1200 words or less)
This category indicates your knowledge of historic preservation approaches and techniques as applied to your project (0-30 points)

Treatments Proposed for Development Projects (check all that apply):

- Preservation** focuses on the maintenance and repair of historic materials and retention of a property's form as it has evolved over time. (Includes protection and stabilization)

- Rehabilitation** acknowledges the need to alter or add to a historic property to meet continuing or compatible, new uses while retaining the property's historic character.
 - Restoration** depicts a property at a particular period of time in its history, while removing evidence of other periods.
 - Reconstruction** re-creates vanished or non-surviving portions of the property for interpretive purposes based on documentary and/or physical evidence.
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Acquisition & Development

- If you have a Historic Structure or Archaeological Assessment that addresses your project, you might want to include **BRIEF excerpts** of the HSA/AA in this portion of your application. If you need to include more HSA information than is permitted in the two-page limit, you may include the information as an attachment. However, it is best not to make the reviewer search for the pertinent information. Choose your attachment selection to reflect the treatment selection(s) for this grant proposal.
- Describe the reason the resource requires treatment. Is this deferred maintenance? Was the previous owner neglectful of the building? Did inclement weather destroy portions of the building?
- Provide an in-depth description of the proposed treatment(s). For instance, don't say, "We're going to replace the roof." That's insufficient information. Describe which portion of the roof will be replaced, the product you propose using and why (especially if you would like to deviate from the original material), and how the treatment will be applied. Be specific.
- If this is an acquisition, you must explain how you determined a fair market value. Having an appraisal that has been obtained in the last six months will significantly strengthen your application.

Survey & Planning

- For survey projects, describe your approach and methodology as well as the level (reconnaissance, intensive) and intensity (selective, intensive) of the undertaking.
- Describe each component of the project and which key participants are responsible for the success of each element of the project.
- Explain the expected end result of the project.
- For construction documents, describe why this detailed planning guide is necessary and how the planning will be used. Which architectural elements are you addressing and why?

Education

- Reinforce why this project is of importance to historic preservation.
- Describe in detail the intricacies of the project, including what will be achieved and how it will be accomplished. Provide marketing or distribution methodology and plans.
- Explain which properties/ideas will be addressed and the potential long-term impact on audiences after the life of the contract.

All Project Types

- Indicate what products you will submit to show successful completion of the project. Ex: construction documents, reports, photographs, etc.
- Explain your methodology—why are you taking this approach? Why is it better than the alternatives?
- Describe in detail the intricacies of the project, including what will be achieved and how it will be accomplished.
- If this is a multi-phased project, note past and future phases and an estimated total project cost.
- Please use the appropriate terminology so that we can fully understand your project. An updated Lexicon is available at <http://coloradohistory-oahp.org/guides/fieldguide/fieldindex.htm>

D. *Timeline* Create a list with key project milestones and dates showing how your project will be carried out. All work (exterior and interior) performed on a building must adhere to the Secretary of the Interior's Standards for Rehabilitation. This category shows you have fully considered how to adequately plan your project for completion grant contract period within the 24-month completion deadline and that you are including SHF review when planning your project (0-10 points)



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- Include time for contract negotiation, SHF staff review of deliverables, and seasonal conditions and mobilization.
- You may need to vacate your building if you are doing work which requires removal of walls or floors. Provide information in the timeline that you are aware of this need.
- The timeline should correlate with the detailed description of the project, the scope of work and the budget.

E. Urgency Explain why it is urgent to complete the work in your application NOW (Limit to 300 words or less) This category explores why this project is urgent and how you will protect the resource in the future (0-15 points)



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You might:

- Address the condition of the resource(s) and potential threats.
- Describe partnerships or project conditions that are in place now but might dissolve in the future.
- Explain how the proposed project is the natural continuation of a multi-phased effort.

All Project Types:

- Explain how your organization will ensure future maintenance for the building/site/object in question or how your project will contribute to the spread of knowledge about historic preservation.

F. Public Benefit Tell us how/why the community supports and benefits from this project. (Limit to 600 words or less) This category shows the overall benefit of the project to the community (0-15 points)



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Things all project types might note are:

- Money raised locally for cash match
- Planned publicity to raise awareness of historic preservation
- Past phases of the project that were successful
- Partnerships developed or encouraged by the project
- Ways in which the project will educate and inform the public
- Benefits to minorities or under-represented cultures or communities
- Positive effects on the local economy, tourism, revitalization efforts or sustainability
- Letters of support (no more than 2 months old) attached to this application
- Preservation work or activities that would not otherwise be accomplished without the grant award

G. Scope of Work Write a detailed outline of the work you propose to accomplish in this grant, which is called a SCOPE OF WORK. This category indicates your knowledge of the work that needs to be done, and it should reflect the information you provided in the detailed description of the project, the budget and the timeline. (0-10 points)



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- The Scope of Work should be a detailed outline of the work you propose to accomplish in this grant.
- Any work listed in the Scope of Work must be completed as part of this grant project.
- Any work not listed in the Scope of Work cannot be included as part of this grant project.
- If awarded, your scope of work becomes part of your SHF grant contract and directs your project.

H. Budget The budget should correlate to the scope of work and demonstrate proper planning.
(0-10 points)



Delete this section when completing the application—this is for your instruction only. The budget should use the columns and rows of information indicated below.

- **Attach bids/estimates or an explanation of how you determined your costs.**
- All major costs must be listed, and all cost items should be explained in the narrative of the application.
- The budget may include additional items not found in the Scope of Work such as contingency, contractor overhead and profit, grant administration and general conditions, but it should be in alignment with the Scope of Work.
- All costs associated with the project must be eligible, reasonable, and directly relevant to the project. For **Eligible and Ineligible Expenses, see Handbook, p. 17.**
- If you have any questions about cost categories or how to formulate some of your budget items, please email shf@chs.state.co.us
- **Archaeological Considerations:** Every project that involves ground disturbance (breaking ground) in the vicinity of a historic property must include an archaeological monitoring component unless informed otherwise by the State Historical Fund staff archaeologist. Failure to include archaeological considerations in your planning will affect your ability to obtain funding from this program. For more information contact the State Historical Fund staff archaeologist, Tom Carr, at (303) 866-3498.
- **Acquisition** grants must include justification of the property purchase price as fair market value. Obtaining an appraisal within six months before you apply will greatly strengthen your application. You must have an appraisal or a mutually agreed upon way to establish fair market value prior to going under contract with SHF. SHF cannot make awards in excess of established fair market value.
- **Cash Match:** An actual money or accounting transaction must take place (not a donation of time or materials) in order for expenses to be considered cash match. Cash match is calculated as a percentage of the project total, not the grant request amount. Cash match is calculated in the following way: for a \$100,000 project for which an applicant is able to provide 25% cash match, the grant request would be \$75,000 and the cash match would be \$25,000. Work that is not eligible for a State Historical Fund grant cannot be used as cash match.
- **Contingency:** Contingency is recommended for all projects and can be used only to pay for unexpected conditions or increase in the cost of contracted Scope of Work items. ***Contingency must be shared between requested grant funds and the cash match per the cash match-to-grant ratio proposed for the project.***
- **Contractor Overhead, Profit and General Conditions:** These costs should not exceed industry standards, or they may affect your ability to obtain funding from this program.
- **Indirect Costs:** You are encouraged to use a cost allocation plan or the SHF Indirect Cost Worksheet available at the website, www.coloradohistory-oahp.org, to determine the amount of indirect costs for the project if you are applying for them. Total indirect costs are limited to no more than 15% of the total project cost. For Indirect Costs, **see Handbook, p.16**
- **Project Costs:**
 - *Round all numbers to the nearest whole dollars. For example, \$145 not \$144.72.*
 - *The totals on this page must match the totals you provided on page 1.*
 - *Budget amounts that appear to be too high or too low may result in a lower score.*
 - The current mileage rate is \$.45 per mile for 2-wheel drive and \$.48 per mile for 4-wheel drive vehicles where required; allowable per diem is \$7 for breakfast, \$11 for lunch and \$23 for dinner; the maximum lodging allowance is \$80 per day. These rates change periodically (<http://www.colorado.gov/DPA/dfp/sco/FiscalRules/mileage.htm>)

PROJECT BUDGET

TASK	PROJECT COST
<i>Task</i>	<i>\$amount</i>
<i>Task</i>	<i>\$amount</i>
<i>Task</i>	<i>\$amount</i>

Task Total	\$amount
Grant Administration	\$amount (no more than 15% of project total)
SUBTOTAL	\$amount
Contingency	\$amount
 PROJECT TOTAL	 \$amount
Cash Match	
(Project Total X Cash Match %)	\$ _____
Grant Request	
(Project Total less Cash Match)	\$ _____

This budget is derived from

- (check all that apply): **Attached bids (derived from construction documents detailing the specific scope of work)**
- Attached proposals (estimates of cost for the general scope from consultants, contractors, etc.)**
- Other (explain):**

Are you requesting a waiver of the cash match requirement?

Check one: Yes No

If you are providing less than the required cash match and requesting a waiver, what is your justification? (No more than 100 words):

Application Checklist:

- Original, completed application with seven (7) copies**
- No cover letter attached**
- 12 point Times New Roman used for all answers**
- All instructions except those in bold deleted**
- Attachments**
 - o **W-9 for grant applicant; blank form available at <http://www.colorado.gov/dpa/dfp/sco/forms/substitute%20form%20w-9.pdf>**
 - o **Proof of local designation, if applicable. If you are requesting any physical work around the foundation or on the site, please be certain the designation extends to that area**
 - o **Floor plans or other architectural drawings, if applicable**
 - o **Applicable excerpts from Historic Structure or Archaeological Assessments**
 - o **Clear, readable copies of photographs with informative captions showing what the property looked like historically, currently, and what work needs to be done now, if applicable. A photo that shows the entire project site is helpful. No matter what the project, photographs aid the reviewer in understanding the resources under consideration.**
 - o **Successful applications have five or more letters of support including users of the building, public officials and those who will benefit from the proposed work on the building. Thoughtful letters that reflect an awareness of the project's impact are more persuasive than numerous general letters.**
 - o **If this is a large-scale archaeological investigation, attach a research design. If you require more information, call Tom Carr at (303) 866-3498.**



New Mailing Address

**State Historical Fund
Civic Center Plaza
1560 Broadway, Suite 400
Denver, CO 80202**

Questions: 303-866-2825

Deadlines: Envelope MUST BE postmarked by the application deadline, April 1 or October 1. If you hand deliver your application, it must be dropped off in our office by 4:00 pm on the application deadline date.

The State Historical Fund provides public outreach and application assistance at no charge to all applicants. Application advice is available to:

- Assist with project planning
- Review and make suggestions on draft applications
- Provide assistance throughout the application process

It is very important for every applicant to contact the State Historical Fund outreach staff for assistance as soon as possible to avoid spending time preparing an application that may not meet this program's basic requirements. Applicants should contact State Historical Fund outreach staff as early as possible during the planning stages of a preservation project, preferably months before an application is submitted. Contact State Historical Fund outreach staff at (303) 866-2825.