State Historical Society of North Dakota
Cultural Heritage Grant Application
Special Funding for flood damaged Historic Properties - 2011

In 2011, the North Dakota Legislature reauthorized funding to the State Historical Society of North Dakota (SHSND) for the Cultural Heritage Grant Program. The Cultural Heritage Grant Program is administered by the State Historical Society and provides grant funding for local museums and historical societies.

In 2011-2013 biennium, the SHSND will have two special grant rounds specifically designated to assist with recovery efforts of historic properties affected by the flooding throughout the state. This is a one-time special grant cycle for the 2011-2013 biennium only. The first round to apply for the **Special Funding** will be September 2011, with a second **Special Funding** round to be held in February 2012.

Interested eligible organizations should thoroughly read the guidelines and submit and application to the SHSND before October 7, 2011. The completed application must be accepted (not postmarked) by the SHSND by 5pm on **Friday, October 7, 2011**.

The application forms are available on the SHSND website as a PDF file: http://history.nd.gov

GRANT GUIDELINES

1. The following organizations are eligible to apply for the **Special Funding** for flood damaged Historic Properties are owners of property in North Dakota that is listed on the National Register of Historic Places or designated as eligible for listing on the National Register by the SHSND

   This includes:
   - Private citizens
   - Non Profit organizations
   - Educational institutions
   - Legally organized subsidiaries of city, county, or tribal government
   - Owners of a contributing property within a National Register Listed District

2. The following are <u>ineligible</u> to apply for the **Special Funding** for flood damaged Historic Homes:
   - For-profit firms and organizations
   - Owners who objected to the National Register listing of the property
   - Owners of National Register listed property only but not the land the property is on, unless the land owner agrees to sign the contract as well
   - Owners of property that has lost enough historical integrity to make it no longer eligible for listing
   - Projects that have been started or completed prior to the awarding of the grant

3. Grant funds cannot be used to establish an endowment, to purchase collections, for fund-raising activities, or to administer the grant itself.

4. Project must meet the Secretary of Interior Standards for Historic Preservation. The National Park Service has a number of Preservation Briefs that will provide guidance on preserving, rehabilitating and restoring historic buildings to meet the standards. Preservation Briefs are available by request or on line at http://www.cr.nps.gov/hps/tps/briefs/presbhom.htm

5. Qualified organizations and individuals may apply for a grant of any amount up to and including $10,000. A dollar-for-dollar match for grant funds is required and can be in the form of In-Kind or cash. The total project cost includes the grant funds and the cash match.

6. Eligible organizations and individuals are limited to one **Special Funding** grant application for each round.

7. A dollar-for-dollar match for grant funds must be demonstrated in the grant application. Matching funds may be in cash or in-kind. In-kind matches (donated labor, supplies, and equipment) must be used in the specific project supported by the grant funds, not for work completed prior to the applications or award of the grant.

8. Applications for the 2011 **Special Funding** grants must be received no later than Friday, October 7, 2011. A downloadable fillable .pdf of the Application form is available on line or by request. Because multiple copies of the application are required, **Special Funding** applications must be submitted in hard copy to the SHSND and will not be accepted via electronic copy. Grant recipients will be notified in late September. A grant may be approved for all or a portion of the amount requested in the proposal. Projects to be funded under the 2011 grant cycle must be completed by April 30, 2013.

9. On-site visits may be scheduled by Society staff during the term of the project. A mid-point Progress Report will be required to be submitted by May 1, 2012. A final report identifying how the grant funds were used and describing the completed project in comparison with the grant proposal must be filed by within 30 days of completion of project or by February 1, 2013. An on-site visit will be conducted by Society staff at the completion of the project.

10. Half of the approved grant will be distributed upon award of the grant. The remainder of the grant will be paid after submission of the final report and the Society site visit.

11. Any unused funds resulting from uncompleted or unacceptable projects will need to be returned to the Society and may be allocated by the Society to other projects that can be completed by April 30, 2013.

12. For any questions relating to the grant application, proposed projects or application process please contact:

Amy Munson
Grants & Contracts Officer
State Historical Society of North Dakota
612 East Boulevard Avenue
Bismarck ND 58505
701-328-3573
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ELLIGIBLE PROJECTS

All projects must meet the Secretary of the Interior Standards for Historic Preservation. The National Park Service has a number of Preservation Briefs that will provide guidance on preserving, rehabilitating and restoring historic buildings to meet the standards. Preservation Briefs are available on line at http://www.cr.nps.gov/hps/tps/briefs/presbhom.htm

If you have specific questions on a project to insure it meets the standards please call Architectural Historian, Lorna Meidinger, 701-328-2089 or Grants & Contracts Officer, Amy Munson 701-328-3573.

The Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings are excellent resources for all work done on historic homes. These guidelines are used to determine whether the historic character of a building is preserved in the process of rehabilitation. The guidelines recommend responsible methods and approaches and list treatments that should be avoided.

Ten Basic Principles for Sensitive Rehabilitation

"What Every Restorer Should Know," an article by Susan Morse, appeared in the January/February 1989 issue of *Historic Preservation*. Morse lists the Department of the Interior's "Ten Basic Principles for Sensitive Rehabilitation," also known as the "Do's and Don'ts for First-Timers and Veterans."

1. Make every effort to use the building for its original purpose.
2. Do not destroy distinctive original features.
3. Recognize all buildings as products of their own time.
4. Recognize and respect changes that have taken place over time.
5. Treat sensitively distinctive stylistic features or examples of skilled craft work.
6. Repair rather than replace worn architectural features when possible. When replacement is necessary, new material should match the old in design, composition, and color.
7. Clean facades using the gentlest methods possible. Avoid sandblasting and other damaging methods.
8. Protect and preserve affected archeological resources.
9. Compatible contemporary alterations are acceptable if they do not destroy significant historical or architectural fabric.
10. Build new additions so they can be removed without impairing the underlying structure.

GENERAL APPLICATION GUIDELINES

HOW TO APPLY

Submit three (3) copies of the application, including photos to the SHSND by 5 pm on Friday, October 7, 2011 (Please note this is a received date not postmarked by date). Applications cannot be submitted electronically. Incomplete or late applications will not be considered. Applications, including photos will not be returned to the applicant.

A complete application will have the following sections:

1. **Application form** (Attachment 2) must be completed and attached to the cover of the application. Do not use a cover sheet over the application form.

2. The **narrative** should include 3 clear and concise sections:

   Section One: Detail the existing physical conditions of the property. Describe the work needed and why it is needed. Include how the property is currently used or proposed uses once the work is complete. We need to know why the project is important. Detail what historic materials will be altered by the proposed work and any replacement materials that will be used. If this is a phase of a larger project, please provide the master plan for the project.

   Please detail any FEMA funding that has been applied for, awarded or in currently in use relating to the proposed project.

   Section Two: Describe the treatment chosen for the project and the reasoning behind the choice. Treatment choices include preservation, restoration, rehabilitation or pre-development. If pursuing a restoration project, the historic written and photographic documentation on which the project is based should be provided.

   Preservation places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.

   Rehabilitation emphasizes the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated prior to work. (Both Preservation and Rehabilitation standards focus attention on the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character.)

Restoration focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.

Pre Development encompasses the pre-project planning. This could include, but is not limited to, architectural, mechanical and electrical plans for a rehabilitation project.

Section Three: Detail the work to be done on the building or site. Include materials to be used in the project, who will be doing the work (professional, contractor, property owner or volunteers). If the work is to be completed by non professionals, include their qualifications. If products other than the building work will be produced (histories, architectural plans or drawings), please list them. If lead-based paint or asbestos is known to be present or suspected of being present, and the project may disturb the hazardous materials, please note where they exist, by what means their presence will be further identified, and plans to avoid, mitigate, or remove the hazard. The FURTHER INFORMATION section provides more information on these hazards.

3. Current **photographs** of the property must be included with the application. Clear, good quality photo of the entire building from foundation to chimney on all four sides must be included. Detailed close up photos of the project area must also be submitted. Digital photos need to be printed on photo quality paper and show details clearly. Do not send photos on disk, they will not be accepted and the application will be considered incomplete.

   Copies of historic photos must be included for a restoration project.

4. The **budget** must include details on each line item and needs to include all major work elements. A budget worksheet is provided to assist in formulating the budget. The line items should equal the total project cost (the grant and the match). The basis for the estimated cost of work must be explained. Copies of professional estimates need to be provided to verify budget figures. The sources of the cash match needs to be provided (city funds, personal funds, grants, etc.). The following items may be included in the budget:
   a. Photos of the finished project. Post project photos are required to be submitted with the final report.
   b. Architectural or engineering plans
   c. Cost of a lead-based paint and/or asbestos risk assessment or inspection.

   Miscellaneous or contingency budget categories are not acceptable.

5. A **time line** detailing expected completion dates for each phase of the project is required. Applications selected for funding will be contracted in late September 2011. The grant year runs from October 1, 2011 through April 30, 2013. Work completed after the April

30, 2013 deadline will not be eligible for grant funds. Work may not begin on a project until the contract has been signed with the SHSND.

DEADLINE

All applications must be received at the State Historical Society of North Dakota Office in Bismarck before 5:00 pm on Friday, October 7, 2011.

SELECTION CRITERIA

The applications will be reviewed and rated based on four major categories:

- Quality of the application
- Need for the work
- Impact on the historic preservation program
- Compliance with the Secretary of the Interior's Standards