MISSISSIPPI Department of

MDA&H

ARCHIVES & HISTORY

COMMUNITY HERITAGE PRESERVATION GRANT ROUND X

HOUSE BILL 787
LAWS OF MISSISSIPPI, 2014

GRANT APPLICATION AND GUIDELINES

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY
HISTORIC PRESERVATION DIVISION
P. O. BOX 571
JACKSON, MISSISSIPPI 39205
601-576-6940
WWW.MDAH.STATE.MS.US

MISSISSIPPI Department of
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ARCHIVES & HISTORY

COMMUNITY HERITAGE PRESERVATION GRANT PROGRAM – 10

APPLICATION AND GUIDELINES
HOUSE BILL 787
LAWS OF MISSISSIPPI, 2014

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General Information

Old Byhalia High School Auditorium, Byhalia, Marshall Co

The Mississippi Legislature approved House Bill 787, *Laws of Mississippi, 2014*, continuing the Community Heritage Preservation Grant program for the tenth round since 2001. This program authorizes the Mississippi Department of Archives and History (MDAH) to make available grants for the preservation, restoration, development and interpretation of historic courthouses and school buildings.

In Certified Local Government (CLG) communities, those communities that have established a historic preservation commission and program certified by the National Park Service, grant funds may also be used for projects involving historic buildings other than courthouses or schools. These are the 62 CLG communities in Mississippi:

> Aberdeen, Amory, Baldwyn, Biloxi, Brandon, Canton, Carrollton, Carthage, Centreville, Claiborne County, Clarksdale, Cleveland, Columbia, Columbus, Como, Corinth, Durant, Eupora, Friars Point, Gautier, Greenville, Greenwood, Grenada, Hattiesburg, Hazlehurst, Hernando, Holly Springs, Indianola, Jackson, Kosciusko, Laurel, Leland, Lexington, Louisville, McComb, Meridian, Moss Point, Mound Bayou, Natchez, Newton, Ocean Springs, Oxford, Pascagoula, Philadelphia, Port Gibson, Quitman, Raymond, Ripley, Sardis, Senatobia, Sharkey County, Starkville, Tunica, Tupelo, Vicksburg, Washington County, West, West Point, Winona, Woodville, Yazoo City.

Only historic courthouses and school buildings are eligible in all other communities.

To be eligible, a building must be designated a Mississippi Landmark under the provisions of the Antiquities Law of Mississippi **prior** to application. After a grant has been awarded, owners must agree to put a 25-year Preservation and Maintenance Covenant on the property.

Oakes African American Cultural Center, Yazoo City, Yazoo Co

Applications may be submitted only by state agencies, county or municipal governments, school districts, or nonprofit organizations that have been granted 501(c)(3) tax-exempt status.

Applicants must provide evidence of cash matching funds (private, local or federal) in an amount not less than 20% of the **total project**.

The availability of funds for reimbursable expenses is dependent upon the authorization and sale of legislatively approved general obligation bonds by the Mississippi State Bond Commission. Until the Commission authorizes and sells the bonds, reimbursement funds will not be available.

Grant awards will be paid to the grantee by the Department of Finance and Administration on a **reimbursable basis** upon the successful completion of the project. **Applicants receiving grant awards should be prepared to cover all project costs prior to receiving reimbursement from the Department of Finance and Administration.**

Part I: Program Schedule

Applications will be accepted in person until **5 p.m. October 3, 2014** at the Charlotte Capers Archives Building, located next to the Old Capitol at 100 South State Street, Jackson MS 39201.

Applications will also be accepted by mail until **5 p.m. October 3, 2014** at Department of Archives and History, Historic Preservation Division, P.O. Box 571, Jackson MS 39205.

Late applications will be ineligible.

Civic Auditorium, Clarksdale, Coahoma Co

MDAH staff will evaluate all applications. Complete applications will then be presented to the Board of Trustees at its special meeting in **December 2014**. The Board will select projects that meet all criteria and are determined to be the highest priority. It will also try to balance the geographical distribution of grant awards. All applicants will be notified in writing of the Board's decision after the meeting. Telephone inquiries about the status of the selection process are discouraged.

Project work must not begin until a formal grant agreement has been executed between the applicant and MDAH.

All grant projects **MUST** follow prescribed benchmarks and **MUST** be completed by **December 1, 2017.** Failure to complete projects by this time could place the state in arbitrage, resulting in the IRS imposing serious penalties upon the state. **Funds not expended by this date will be canceled and reprogrammed.**

October 3, 2014	APPLICATION DEADLINE – MDAH must receive applications before 5 p.m. on this day whether they are delivered in person or mailed.
December 5, 2014	PROJECT SELECTION – The MDAH Board of Trustees selects the projects to be funded.
	AWARD NOTIFICATION – Applicants are notified in writing of Board decisions.
February 2015	GRANT MEETING – Grantees or project sponsors must attend a workshop where they will receive a manual detailing their rights and responsibilities.
	MEMORANDUM OF AGREEMENT – Grantees will receive a Memorandum of Agreement to sign and return **before** the execution of contracts. Grants are not officially accepted until the Memorandum has been returned.
December 1, 2017	COMPLETION DEADLINE – Projects must be completed before this date. **Projects not completed by this date will be canceled and the funds reprogrammed.**

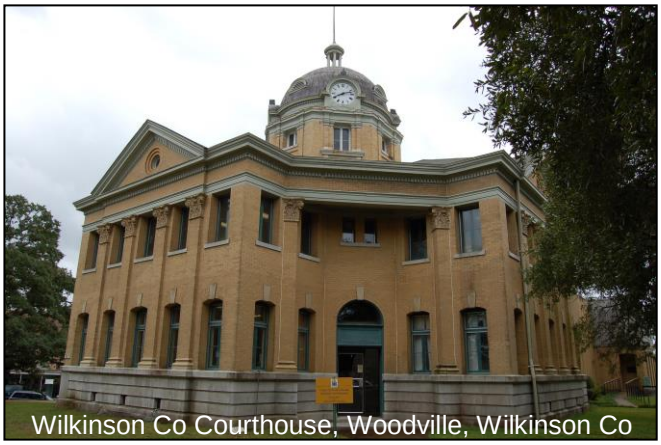
Part II: Requirements

A. Eligibility

1. **Applicant eligibility**: Eligible applicants include (a) governmental units, including county and municipal government entities; (b) school districts; and (c) private, nonprofit organizations with 501(c)(3) tax-exempt status, including local historical societies, preservation organizations and private schools. Individuals and private, for-profit entities are **not eligible** to receive grant funds.

2. **Property eligibility**: Community Heritage Preservation Grant funds may be used for historic properties located in CLGs, historic county courthouses and historic school buildings. Properties must be designated a Mississippi Landmark **at the time of the application**. Search the MDAH Historic Resources Inventory Database at http://www.apps.mdah.ms.gov/Public/search.aspx or contact the Technical Preservation Services section of the Historic Preservation Division at 601-576-6940 to find out the Mississippi Landmark status of a property.

3. **Eligibility of Proposed Work Items**: Community Heritage Preservation Grants may be used to preserve, restore, rehabilitate, repair or interpret historic properties located in CLGs, historic county courthouses and historic school buildings. All proposed work must conform to the *Secretary of the Interior's Standards for the Treatment of Historic Properties* that are outlined in Appendix B, which are guidelines respecting historic fabric and the patina of age while returning the building or structure to a state of utility. All proposed work must also conform to the *International Existing Building Code 2009*. Work that does not conform to the *Standards* or *IEBC 2009* is not eligible for reimbursement.


Wilkinson Co Courthouse, Woodville, Wilkinson Co

   Grants **CANNOT** be used to reimburse expenses for work done before or after the grant period specified in the Memorandum of Agreement.

4. **Eligible items include, but are not limited to**:
   - Repair and/or replacement of roofing material
   - Repair and/or replication of original windows
   - Repair and/or replication of original exterior siding material
   - Removal of artificial siding (vinyl, metal, etc.)
   - Repair of foundation and/or masonry problems
   - Repair or replication of significant exterior architectural elements such as missing or severely dilapidated columns, turrets, cupolas, domes or clock towers
   - Exterior cleaning
   - Repair of structural elements such as floor joists, ceiling joists, rafters, rotted floors, trusses or beams
   - Repair of mechanical, plumbing and electrical systems, if the existing systems jeopardize the historic property

- Repair, restoration or replication of missing or deteriorated interior features considered significant to the historic character of the property. The features must be documented through historic photographs, original architectural drawings or architectural investigation. These features include, but are not limited to: decorative plaster work, faux finishes, carved/decorative moldings and trim, wood paneling, mantels, staircases, flooring and decorative wood work.
- Development, design, fabrication and installation of exhibits to interpret aspects of Mississippi's history. This work may include conservation of artifacts to be used in the exhibit, research for the exhibit, etc.

5. **Ineligible items include, but are not limited to**:
   - Reconstruction of an entire building, landscape or archaeological site
   - Mitigation activities performed as a condition or precondition for obtaining a state or federal permit or license
   - Projects whose entire scope of work consists of routine or annual maintenance
   - Acquisition of historic properties, sites or collections
   - Landscaping that is part of non-historic site improvements, such as sidewalks or parking lots

B. Project Personnel

Church of the Annunciation, Columbus, Lowndes Co

Grant projects must have a designated **Project Coordinator**. In addition, projects above $75,000.00 will require a **Project Professional**.

The **Project Coordinator** represents the grantee in the administration of the project, ensures the progress and timely completion of all work, and submits progress and reimbursement requests to the Historic Preservation Division. The project coordinator is also the contact person for all correspondence relating to the project. There are no academic or professional requirements for this position. **The remuneration for this position is not eligible for reimbursement under the Community Heritage Preservation Grant program.**

The **Project Professional** conducts or supervises professional aspects of the grant project and ensures the quality of the final product and the performance of any remedial work required by the State. **Grant funds cannot be expended for work that does not meet professional standards**. The project professional must meet the requirements listed in 36 CFR 61 for the appropriate discipline and must be able to demonstrate previous experience in a similar project (see Appendix C). Please note that archaeological professionals must also meet

the standards identified in the *Guidelines for Archaeological Reports in Mississippi*. These guidelines may be obtained from the Historic Preservation Division.

One person may serve as both project coordinator and project professional if he or she has the necessary qualifications. Grant applicants should contact the Historic Preservation Division if there are any questions regarding these two positions.

MDAH staff will work with grantees to select project professionals. MDAH reserves the right to reject consultants and contractors who have failed to perform adequately on past preservation projects (whether the project was funded by MDAH or merely reviewed in the course of administering state and federal preservation programs in Mississippi). **Applicants must make no commitments to project professionals without securing MDAH approval.** Additional information on contracting with consultants will be supplied to grantees.

C. Long-Term Maintenance Plan

Grant applicants must include a comprehensive and well-defined plan for routine maintenance and long-term preservation with the grant application in order to be considered.

D. Funding Levels

In some cases, MDAH may offer a smaller grant amount than requested. Applicants must decide whether or not to modify the proposed scope of work and accept the grant. If the applicant declines, the Board of Trustees will redistribute the money. MDAH also reserves the right to reject applications that do not include an adequate project description or that have budgets not commensurate with the product to be created or the amount of work to be done.

L. Q. C. Lamar House before and after, Oxford, Lafayette County

E. Matching Share

All funds distributed through the Community Heritage Preservation Grant program are awarded in the form of matching grants, which require the grantees or sponsoring organizations to supply a cash match no less than 20% of the **total project**.

Example of 20% Matching Share:
Request: $80,000 Match: $20,000 Total Project: $100,000
$80,000 + $20,000 = $100,000 20% Match

Example of <20% Matching Share:
Request: $100,000 Match: $20,000 Total Project: $120,000
$100,000 + $20,000 = $120,000 17% Match **(INELIGIBLE APPLICATION)**

Projects with a cash match that is larger than 20% will score higher; however, any amount offered as a match must be guaranteed. **There will be no amendments to lower the match percentage amount.**

Masonic Temple, Hattiesburg, Forrest Co

The match can come from applicants, donations, state (except other MDAH programs) or federal funds, or a combination of these sources, and must be in hand at the time of the application. Applicants must provide evidence that the match is being used solely for the Community Heritage Preservation Grant, and will not be used to match other grants, including Mississippi Landmark Grants and Mississippi Arts Commission's Building for the Arts Grants.

F. Reimbursement Requests

The availability of funds for reimbursable expenses incurred by grantees is dependent upon the authorization and sale of legislatively approved general obligation bonds by the Mississippi State Bond Commission. Until the Commission authorizes and sells the bonds, reimbursement funds will not be available.

Community Heritage Preservation Grants are reimbursable grants. The grantee may receive money from the Department of Finance and Administration only **after** providing MDAH with appropriate documentation showing that project costs have been incurred and that local matching funds have been expended.

Applicants receiving grant awards should be prepared to cover all project costs prior to receiving reimbursement from the Department of Finance and Administration. Specific instructions on filing reimbursement requests will be supplied to grantees.

G. Required Workshop for Grant Recipients

After grants have been awarded, successful grant applicants must attend a grant administration workshop in Jackson at a time and location to be announced by MDAH. Attendance is **MANDATORY** for the grantee or the project manager. **Failure to attend the grant administration workshop can result in the loss of the grant award.**

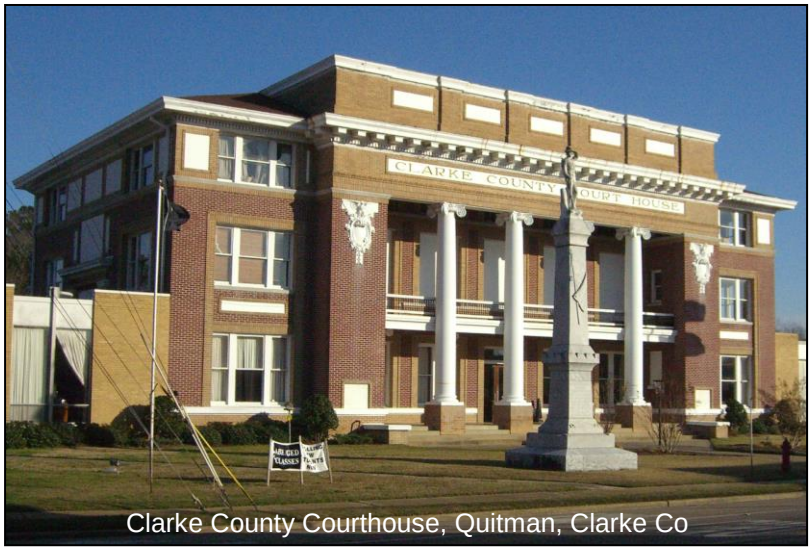
H. Preservation and Maintenance Covenant

Y&MV Depot, Greenville, Washington Co

Upon award of the grant, recipients agree to submit a notarized covenant agreeing to continued preservation and maintenance of the building for a period of 25 years from the grant award date. If the building is abandoned or not well maintained prior to the expiration of the 25-year period, MDAH may take steps to recover the grant award in part or in full. The grantee will record the covenant in the county land records of awarded property and send MDAH a notarized copy of the recorded covenant. The grantee will be responsible for any recordation fee.

Part III: Grant Selection Criteria

All applicants must meet criteria one through five. Criteria six through fifteen will be used to rate and rank each project.



Clarke County Courthouse, Quitman, Clarke Co

1. **The property must be owned by the state, a county government, municipal government, school district, or nonprofit organization.** Nonprofit organizations must provide proof of their 501(c)(3) status.

2. **The property must be designated a Mississippi Landmark, pursuant to Section 39-7-3 of the Antiquities Law of Mississippi, Mississippi Code of 1972, as amended, at the time of application.** Mississippi Landmark designation is the highest form of recognition given to historic properties by the state of Mississippi. If you do not know whether or not your property is a Mississippi Landmark, search the MDAH Historic Resources Inventory Database at http://www.apps.mdah.ms.gov/Public/search.aspx or contact the Technical Preservation Services section of the Historic Preservation Division at 601-576-6940.

3. **Applicants must match the grant with cash equal to at least 20% of the total project.** Projects with a cash match larger than 20% will score higher; however, any amount offered as a match must be in hand or guaranteed. There will be no amendments to lower the match percentage amount.

4. **Applications must demonstrate that the organization has clearly defined, obtainable goals, reasonable expectations of the work involved and detailed budget estimates.** The work plan should be outlined in the grant application with the budget broken down into specific categories such as masonry restoration, plaster repair, roof replacement, etc.

5. **Applicants must provide assurance of a project's completion and a property's continued administration, operation and maintenance.** Property owners should have a well-defined plan for routine maintenance and long-term preservation. Applicants who do not provide a defined purpose for the property will not be considered.

Priority Will Be Given to the Following:

6. **Endangered properties.** Consideration will be given to buildings that would be abandoned or demolished without grant funding. Consideration will also be given to those properties designated as one of Mississippi's *Ten Most Endangered Historic Properties* by the Mississippi Heritage Trust.

7. **Projects that produce a high level of public benefit.** This can mean the historic property:
   a. is regularly accessible to the public
   b. has educational value
   c. has potential for heritage tourism
   d. is an important community symbol or landmark

8. **Projects that best follow the *Standards*.** A project must contribute to preserving the features of the building that make it eligible for Mississippi Landmark designation. All projects must meet *The Secretary of the Interior's Standards for the Treatment of Historic Properties* (see Appendix B). More information is available upon request.

9. **Need.** Grants may be awarded for three categories of preservation work: stabilization and immediate need, necessary repairs, and enhancement. Projects in the first category are generally given higher priority. Projects in the other two should preserve critical historic features or significantly influence a building's continued use and preservation.

   A. **Stabilization and Immediate Need:** Projects in this category involve work on a failed structural component, such as a frame, foundation or leaking roof. Work may also address extensive damage or deterioration over a large portion of the building. For example, a brick building could require extensive mortar repointing. A project may also seek to rectify serious ongoing deterioration or damage to significant building features, such as structural repair to a seriously leaning bell tower, relaying of a slate roof, installation of a new metal roof, or sill repair or replacement. Immediate need indicates that without repair, deterioration will happen quickly.

Old Carthage Elementary, Carthage, Leake Co

   B. **Necessary Repairs, Corrective Measures and Preventive Maintenance:** This category covers projects that restore or repair damaged or worn parts of a building before deterioration becomes so advanced that the feature must be replaced entirely. This might include a single building component or a package of smaller items, which together make up a significant project. It can include corrective measures such as drainage work, or work such as roof, trim and siding, or porch repair.

   Projects that are primarily routine maintenance (e.g. cleaning, painting) will **not** be given high priority. Painting is generally considered routine maintenance. If a request is for painting, applicants must explain any need for associated preparatory work in the application. For example, necessary repair to wood damage caused by paint failure.

   C. **Enhancement:** This category consists of work that is not vital to the physical survival of the building, but instead preserves, restores and enhances features critical to its architectural and/or historical significance. Examples are decorative painting and restoration of missing decorative features, based on documentation.

Copiah County Courthouse, Hazlehurst, Copiah Co

Grant projects that propose to replace missing architectural features must be supported by documentation such as photos, original architectural drawings and/or on-site physical evidence that proves that the missing elements once existed. This documentation must be submitted as a part of the application.

Generally, funds will not be granted to projects that propose to replace later historic building features with earlier ones, even if they are documented. Later changes are evidence of the history and development of a building, structure or site, and may have acquired significance in their own right, which must be recognized and respected.

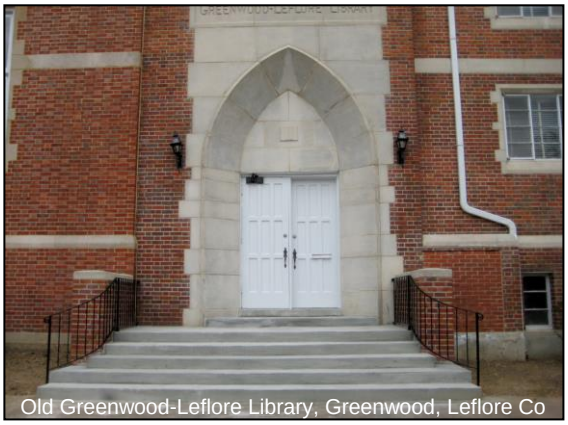
The types of work listed above are examples and do not preclude consideration of other work that meets the intent of one of the three categories.

10. **Projects that promote the best long-term use of the property.** The preservation of a property is more ensured if its use does not require substantial change to its architectural design or historic character. Applicants who do not define a purpose for the property will not be considered. Additionally, MDAH must approve changes to the use of a property during the grant period. If a new use is implemented without approval, the grant must be returned.

11. **Projects with the highest level of significance.** The levels in descending order are:
    a. National Historic Landmark
    b. National Register of Historic Places listing or eligibility at national significance
    c. National Register of Historic Places listing or eligibility at statewide significance
    d. National Register of Historic Places listing or eligibility at local significance

    If you are uncertain whether or not your property is a National Historic Landmark or listed on the National Register of Historic Places, search the MDAH Historic Resources Inventory Database at http://www.apps.mdah.ms.gov/Public/search.aspx or contact the Architectural History section of the Historic Preservation Division at 601-576-6940. If a property has not been designated a National Historic Landmark or listed on the National Register, applicants must document the significance of the property in the application.

12. **Counties participating in the Local Government Records program.** For projects involving courthouses, priority is given to counties participating in the Local Government Records program and collecting the $1 recording fee. If a project involves the creation of county archival or records storage facilities, full participation is required.


Old Greenwood-Leflore Library, Greenwood, Leflore Co

13. **Projects that involve the installation of protective features when the absence of such features constitutes a serious threat to the historic structure.** This can include the installation of burglary and fire-detection/suppression systems.

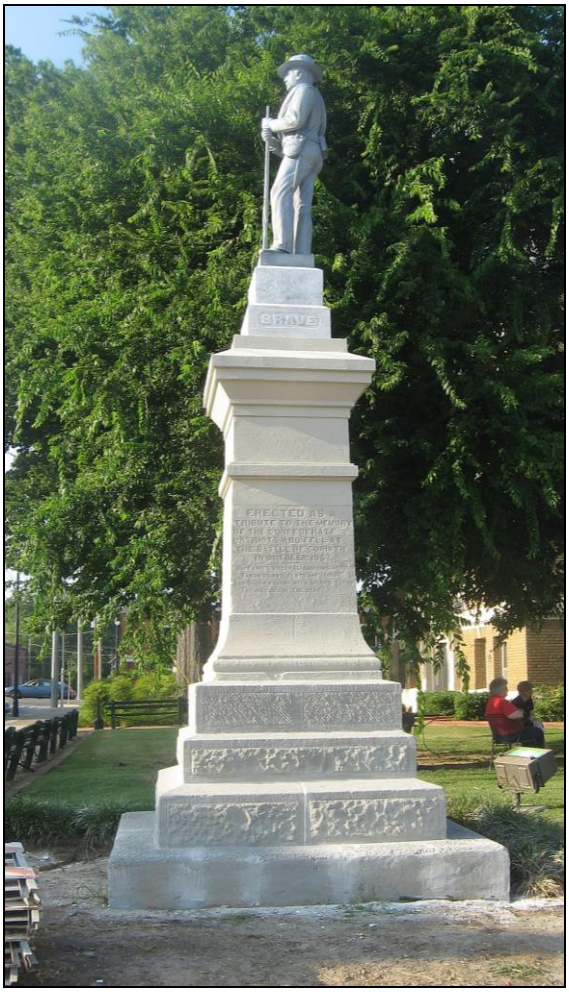
14. **Geographic distribution and cultural diversity.** In an attempt to preserve the entire range of Mississippi's heritage the Board of Trustees will consider geographic distribution and cultural diversity. Geographic distribution will be a selection factor in instances where applications compete equally in the first eleven criteria.

15. **Projects that will be completed.** In order to ensure that a historic resource will be returned to service, priority will be given to projects that will finalize the preservation, rehabilitation, restoration or reconstruction of the resource during this grant period.

Important Additional Guidance

Repair is preferable to replacement. If replacement occurs, it is almost always best to use traditional historic materials. Only in extreme circumstances will projects that include replacement elements consisting of non-historic materials be considered.

Temporary repairs will be funded only under extraordinary circumstances. Applicants who propose temporary repairs must include a written outline that describes how and when permanent repairs will be undertaken.



Colonel William P. Rogers Statue before and after, Corinth, Alcorn Co

Part IV: Instructions for Applying for Funds

It is important that applicants read the entire manual before completing the application. All the forms needed to apply for grant funds are attached. Please supply **1 original in a three-ring binder and 6 stapled or paper clipped copies.** Please **DO NOT** put pages in transparent slips. The complete application must include all of the following in this order:

A. Application
B. Supporting information such as 501(c)(3)charter, board minutes, etc.
C. Application checklist
D. Project narrative
E. Long-term maintenance plan
F. Project budget
G. Matching share form and letters of commitment
H. Signed letters of support
I. Resumes of project coordinator and/or project professional
J. Color photographs of the subject property
K. Signed statement of understanding
L. Signed insurance certification

COFO Building before and after, Jackson, Hinds Co

The following information is intended to clarify specific sections in the application.

A. Application

1. **Project Title:** The project title should reflect the kind of project the grant applicant has proposed in the application (for example, the "Yoknapatawpha County Courthouse Restoration"). Allowable project work can be found in Section II, Part A.
2. **Project Location:** The physical address of the property including city and county. If the application is for a rural property, please include a location description.
3. **Project Description:** In one sentence describe the purpose of the proposed project. This information will be used in presentation to the Board of Trustees, so be sure to write a clear, concise and complete descriptive sentence.
4. **Original Construction Date:** Give the first date of construction of the building (when the building was built), as well as the dates of any significant changes or additions.
5. **Project Budget:** Fill in the amount of grant funding requested, the matching share and the total project costs on the appropriate lines. These figures must be consistent with the figures on the subsequent project budget and matching share forms of the application.
6. **Project Applicant:** Applicants must have legal authority to apply for the grant; will generally be a government agency, school district or 501(c)(3) nonprofit organization; and

have ultimate legal and financial responsibility for the project. Properties must be publicly owned or owned by the 501(c)(3) organization submitting the application.

7. **Project Coordinator:** The person designated by the project applicant to administer the project (See Part II, Section B). Please include a resume. This person will be the primary contact for MDAH.
8. **Property Owner:** The building must be owned by the state, city or county government, school district, or nonprofit organization.
9. **Federal Employer's Identification Number:** This is required under state auditing and income tax regulations.

Fire Station #1, McComb, Pike Co

10. **Project Professional:** The person who ensures the final product meets all applicable state regulations (See Part II, Section B). If a member of the project sponsor's staff is to be the project professional, please submit a current resume. If the project professional will be hired later if the grant application is funded, write "To Be Selected" in this space.
11. **Mississippi Landmark Status:** The property must be designated a Mississippi Landmark before application. Please include the requested information to verify the property has been designated. If you have questions regarding this information, contact the Technical Preservation Services section of the Historic Preservation Division at 601-576-6940.

B. Supporting Information

1. **Publicly Owned:** Property owners must include minutes or a resolution where the governing Board shows they support the proposed project and application for grant funds, and have become familiar with the Statement of Understanding on page 23.
2. **Private Non-Profit Owned:** Property owners must show the years an organization has been incorporated as a non-profit. This can be done by including a copy of the charter.

Community Center, Ocean Springs, Jackson Co

C. Application Checklist

Refer to the checklist on page 19 for instructions on how to assemble the application and the required copies. Check off each item and submit the checklist with the paperwork. Points will be taken from the final score of applications that do not follow the checklist order.

D. Project Narrative

The narrative should be short, clear and concise, and include adequate detail to define the proposed scope of work. Please supply a narrative statement that:

1. Provides a description of the significance of the property and a brief historical overview.
2. Provides a detailed description of the project, including the reasons for undertaking the project, the specific goals and work to be accomplished.
   - For **building preservation projects**, include a description of current building conditions, specific problems that need to be addressed and proposed repairs.

- For **development and interpretation projects**, include a description of any preplanning, planning/design, research or other efforts to be undertaken.

3. States the project goals and how they will be achieved, and explains how the project would benefit the state and/or the local community. Applicants who do not provide a defined purpose for the property will not be considered.

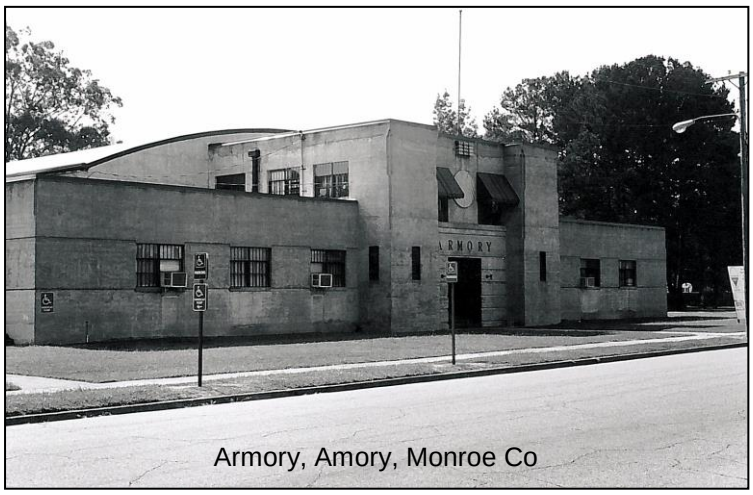
4. Lists and describes the results of the project (specific repairs made to historic buildings, restoration of missing historic features, development of museum exhibits, etc).

E. Long-Term Maintenance Plan

Grant applicants must include a comprehensive and well-defined plan for routine maintenance and long-term preservation with the grant application in order to be considered.

F. Project Budget

Complete the attached budget form.



Armory, Amory, Monroe Co

1. Proposed Work Cost Breakdown: Provide a complete budget breakdown, which should be as thorough as possible. Costs should be itemized according to work elements, such as windows, doors, roof, exhibit cases, research, etc. Be sure to account for the total cost of the proposed project, not just the state share.

2. Total Project Costs: Indicate the total cost of the work. This is the sum total of the costs described in the breakdown. The matching share must be at least 20% of the **total project.**

3. Estimates: Indicate how project estimates were determined (estimates from contractor, architect, exhibit designer, etc).

4. Partial Funding: Often MDAH is unable to provide funding for the entire grant request. Explain how partial funding could allow for a successful project. Indicate if the work could be completed in phases. Prioritize work and explain which components are critical in order to proceed. Indicate any mandatory sequence of completion of work, if relevant. Applicants who do not include partial options may be in jeopardy of not receiving funding.

Only direct costs are allowable; indirect costs are **NOT** allowable under this program. MDAH staff will automatically deduct indirect costs from project budgets, which may severely alter the project budget and jeopardize its ability to be properly executed should funding be awarded.

Grantees must also keep accurate records of all expenditures. These records must be able to satisfy the requirements of a state audit.

G. Matching Share

Project sponsors must have a cash match not less than 20% of the **total project** in-hand or guaranteed at the time of application. Please indicate the source of the match. If any part is provided by entities other than the sponsoring organization, attach copies of letters showing firm and binding commitments for the promised donations. The certification of matching share must

be signed by a person legally authorized to commit the funds of the sponsoring organization. In-kind matches are not eligible.

Example of 20% Matching Share:
Request: $80,000 Match: $20,000 Total Project: $100,000
$80,000 + $20,000 = $100,000 20% Match

Example of <20% Matching Share:
Request: $100,000 Match: $20,000 Total Project: $120,000
$100,000 + $20,000 = $120,000 17% Match **(INELIGIBLE APPLICATION)**

H. Letters of Support

At least 3 letters of support from the community must be submitted **WITH** the application. They may come from elected officials, historical societies, community groups, business people or other interested parties in order to demonstrate broad-based support for the proposed project.

Letters of support must demonstrate that they concern the current grant proposal.

I. Resumes

Please submit a copy of the resume of the person who will act as project coordinator with the application. If the grant project will include a project professional who is already a member of the project applicant's staff, please include a copy of this person's resume as well.

J. Photographs

Include with the application one CD containing enough original images to convey the significance and condition of the property (usually 5 to 15). **The images must be in jpeg format.** They should show a general overview of the property from all exterior sides, the interior and the specific area where grant-assisted work is needed. For example, if work involves windows, pictures should be taken of the whole property and specifically of the windows, showing their deterioration and any related damage. **Submit one set of clear copies on a paper printout per additional application.** The images will be used to present the grant proposals to the Board of Trustees.

Note: Photos and other visual materials submitted in support of grant applications become the property of MDAH and cannot be returned to applicants.

Levee Street Depot before and after, Vicksburg, Warren County

COMMUNITY HERITAGE PRESERVATION GRANT – 10
APPLICATION

Please read the entire application before completing. Inaccurate or incomplete applications will not be considered.

1. Project Title:

   _____

2. Project Address (or location description if in rural area):

   _____

   _____

3. Project Description (in one sentence):

   _____

   _____

   _____

4. Original Construction Date (**i.e. year building was built**): _____

   Changes/Additions Date: _____

5. Project Budget:

   Total State Grant Funds Requested: $_____

   Matching Funds Provided By Applicant: $_____

   Total Project Cost: $ 0.00

6. Project Applicant:

   _____
   Title (Dr., Mr., Mrs., Ms.) Contact Name

   _____
   Organization Title in Organization

   _____
   Address

   _____
   City State Zip Code

   _____
   Phone Fax E-mail

   Project Applicant Description (**MUST** be one of the following):

   _____ State Government

   _____ County Government

   _____ Municipal Government

   _____ School District

   _____ Nonprofit Corporation – Attach proof of nonprofit status, i.e. copies of charter of incorporation by the Mississippi Secretary of State of State and IRS 501(c)(3) tax exempt letter. Also attach copies of the organization's financial statements for the past 3 years.

7. Project Coordinator:

Title (Dr., Mr., Mrs., Ms.) Contact Name

Organization Title in Organization

Address

City State Zip Code

Phone Fax E-mail

8. Property Owner (if different from Project Applicant):

Title (Dr., Mr., Mrs., Ms.) Contact Name

Organization Title in Organization

Address

City State Zip Code

Phone Fax E-mail

9. Tax Identification Number: _____

10. Project Professional:

Title (Dr., Mr., Mrs., Ms.) Contact Name

Organization Title in Organization

Address

City State Zip Code

Phone Fax E-mail

11. Mississippi Landmark Designation: Properties must be designated Mississippi Landmarks by the Board of Trustees of MDAH under provisions of the State Antiquities Act to be eligible for grant funding from the Community Heritage Preservation Grant Program. Please provide the following information concerning recording of the Mississippi Landmark:

County:
Date Mississippi Landmark Designation Recorded:
Book/Page in Chancery Clerk's Office:

This information can be found in the Chancery Clerk's office at the local courthouse or contact MDAH.

COMMUNITY HERITAGE PRESERVATION GRANT – 10
APPLICATION CHECKLIST

Submit the completed checklist with the application, which **MUST** include the following **IN ORDER** for consideration:

_____ Application

_____ Supporting information such as 501(c)(3)charter, board minutes, etc.

_____ Application checklist

_____ Project narrative

_____ Long-term maintenance plan

_____ Project budget

_____ Signed matching share with letters of commitment

_____ Letters of support

_____ Resume(s)

_____ Color digital images in jpeg format on a CD with the original application

_____ One set of clear copies of the images per additional application

_____ Signed statement of understanding

_____ Title and insurance certification

Instructions for assembling the grant application:

A. Place the original documents, assembled in the above order, in a three-ring binder. **DO NOT PLACE PAGES IN TRANSPARENT SLIPS.**

B. Make 6 copies of the original documents, assembled in the above order, and staple or paper clip them in the upper left hand corner. **DO NOT PLACE THEM IN THREE-RING BINDERS OR HAVE THEM BOUND.**

C. Submit all 7 sets of the application to the Historic Preservation Division by 5:00 p.m. on October 3, 2014. Applicants are encouraged to submit their applications early and to make an additional copy of all documents to retain for their records.

Mail to:

Aileen de la Torre
Grants Administrator
Historic Preservation Division
MS Dept of Archives and History
P. O. Box 571
Jackson, MS 39205-0571

Deliver to:

Aileen de la Torre
Grants Administrator
Historic Preservation Division
MS Dept of Archives and History
100 South State Street
Jackson, MS 39201

COMMUNITY HERITAGE PRESERVATION GRANT – 10
PROJECT BUDGET BREAKDOWN

1. Specify costs such as door and window repair, masonry repair, interior finishes, exhibit design costs, exhibit construction, etc. Attach additional sheets to this page if needed.

2. Total Project Cost (grant amount requested + matching share) $ 0.00 (100%)

   Grant Amount Requested $ _____ (80%)

   Matching Share (at least 20% of **total project**) $ _____ (20%)

   Example of 20% Matching Share:
   Request: $80,000 Match: $20,000 Total Project: $100,000
   $80,000 + $20,000 = $100,000 20% Match

   Example of <20% Matching Share:
   Request: $100,000 Match: $20,000 Total Project: $120,000
   $100,000 + $20,000 = $120,000 17% Match **(INELIGIBLE APPLICATION)**

3. How were estimated project costs determined?

4. Indicate whether partial funding and/or partial completion of the project would allow for a successful result. Prioritize the proposed work, indicating what is critical. Show the sequence in which work must be completed, if relevant. Applicants who do not include partial options may be in jeopardy of not receiving funding. Attach additional sheets to this page if needed.

COMMUNITY HERITAGE PRESERVATION GRANT – 10
MATCHING SHARE

Donor: _____

Source: _____

Total Cash Amt: $ _____

Donor: _____

Source: _____

Total Cash Amt: $ _____

Donor: _____

Source: _____

Total Cash Amt: $ _____

Donor: _____

Source: _____

Total Cash Amt: $ _____

Donor: _____

Source: _____

Total Cash Amt: $ _____

Total Match (must equal matching funds on Item 5 of the application): $ 0.00

CERTIFICATION OF MATCHING SHARE

I certify that the matching share funds identified above are available, and that they will be allocated only to the Community Heritage Preservation Grant project described in this application and titled:

_____
Project Title

_____
Name and Title of Authorized Representative

_____
Signature Date

Applicants are strongly encouraged to submit appropriate documentation of the matching share (copies of bank statements, etc.) to this page. Please note that applications without documentation MAY NOT receive full credit for the matching share.

COMMUNITY HERITAGE PRESERVATION GRANT – 10
STATEMENT OF UNDERSTANDING

With respect to any grant received from MDAH, applicants indicate by their signatures that they have read, understood and agreed to this Statement of Understanding. Failure to comply with the following will result in the cancellation of the grant:

1. This is a request for consideration for a grant and does not constitute a commitment for funding from the Community Heritage Preservation Grant Program administered by MDAH.

2. Individuals submitting this grant request on behalf of applicants have the necessary authority to request consideration of this project by MDAH.

3. This is a matching grant program in which only a portion of the total project cost can be supplied by the grant funds; matching share will be supplied by applicants in the form of cash. In-kind matches will not be considered or credited to applicants. Projects with a cash match larger than 20% will score higher; however, any amount offered as a match must be guaranteed. **There will be no amendments to lower the match percentage amount.**

4. No work covered in this application is to begin until applicants have been notified in writing that funds have been awarded and have accepted in writing the terms and conditions of the grant. No work is to begin until the work has been approved by the Permit Committee and applicants have received an official **Mississippi Landmark Permit**.

5. If a grant is received, a 25-year preservation and maintenance covenant must be submitted for the property to MDAH in which the grantee agrees to maintain the property and not abandon it. Covenants are transferable.

6. If a grant is received, all obligations for material work are to be paid by the grantee, who will then receive reimbursement from the Department of Finance and Administration, based on prior agreement and approval by MDAH.

7. The availability of funds for reimbursable expenses incurred by grantees is dependent upon the authorization and sale of legislatively approved general obligation bonds by the Mississippi State Bond Commission. Until the Commission authorizes and sells the bonds, reimbursement funds will not be available.

8. Grants will be administered in accordance with all applicable state laws, regulations, policies, requirements and guidelines, including Title VI of the 1964 Civil Rights Act, non-discrimination on the basis of handicap, and equal employment opportunity and labor laws.

9. Projects shall be carried out pursuant to the relevant treatment in *The Secretary of the Interior's Standards for the Treatment of Historic Properties* outlined in Appendix B and the *International Existing Building Code 2009*.

10. Procurement actions will be conducted in accordance with the State of Mississippi bidding and procurement laws.

11. All costs charged to the grant project will be in payment of approved budget items.

12. Adequate resources will be available for the completion of the proposed project and the continued operation of the site.

13. An adequate financial management system (and audit procedure when deemed applicable) will be maintained to provide control of all property, funds and assets during the grant period.

14. The project, if funded, will be carried out in accordance with the guidelines set forth by the Historic Preservation Division of MDAH and will be completed within the allotted time. **Projects will not be extended.** Additionally, there are benchmarks that must be met during the grant period in order to keep a project on schedule. Failure to meet the benchmarks could lead to the cancellation of a project.

15. Applicants will cooperate with the staff of MDAH in meeting all the above requirements.

16. Additional administrative requirements and project-specific conditions may be a part of any grant offer made by MDAH as a result of this application.

17. **Failure to comply with the conditions set forth in this Statement of Understanding will result in cancellation of the grant.**

The applicant recognizes and agrees that any state financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the State of Mississippi reserves the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees and assignees, and on the person or persons whose signature(s) appear below and who is/are authorized to sign this assurance on behalf of the applicant.

_____

Name of Applicant/Project Sponsor Date

_____

Name and Title of Authorized Representative

_____

Signature

COMMUNITY HERITAGE PRESERVATION GRANT – 10
TITLE AND INSURANCE CERTIFICATION

State funds cannot be invested in projects without assurance that the grantee possesses clear and unencumbered title to the property involved in the proposed project and has the property adequately insured to protect the state's investment.

I certify that the property involved is owned and sufficiently insured by the applicant identified below, and that the building will be used for the Community Heritage Preservation Grant project described in this application and titled:

_____
Project Title

_____
Applicant

_____
Name and Title of Authorized Representative

_____
Signature Date

Applicants are strongly encouraged to submit appropriate documentation of ownership and title (copies of deeds, certificates of title, insurance policies, etc.) with this form. Please note that applications without documentation MAY NOT be considered for grant awards.

APPENDIX A
Glossary of Grant Descriptions

Certified Local Government – A county or municipality that has established its own historic preservation commission and program that meet federal and state standards, and has obtained certification of such action from MDAH and the National Park Service.

Conservation – Action taken to minimize deterioration so that artifacts and objects may be preserved for the future.

Documentation – Historical research and/or photographic evidence that documents the historical significance of an era, event or historical personage.

Exhibit Design – Sketches, plans, mock-ups or the like necessary to construct and install interpretive exhibits.

Historic Property – Buildings, sites, structures or monuments of historical significance, as defined by MDAH.

History Museum – An institution that collects, preserves, exhibits and interprets a collection of tangible objects of historical significance. A museum facility allocates sufficient space to collections care and storage spaces, as well as exhibit space, and is open to the public.

House Museum – A historic structure authentically furnished with objects of a particular period used to interpret accurately a particular lifestyle, culture or person.

Interpretation – Historical exhibit design, interpretive or commemorative marker or monument, publication, program, or other instructional techniques that present and interpret history from broad cultural and ethnic perspectives.

Investigation – A systematic examination and documentation of information concerning historic buildings, sites, and/or events. Research and analysis will vary, depending upon the specific objectives and the type of property or event under examination, but will usually take the form of a historic structure report, an archaeological excavation and report, or research for monuments, statues, historical markers, or exhibits.

Preservation – The process of applying measures to sustain the existing form, integrity, and material of a building, structure, site, or artifact. Preservation may include initial stabilization/conservation work, as well as ongoing maintenance (which is the continuing responsibility of the project applicant).

Rehabilitation – Returning a historic property to a state of utility through repair or alteration that makes possible efficient contemporary use (i.e., ADA handicapped accessible facilities, air conditioning, signage, etc.) while preserving those portions or features of the property that are significant to its historical, architectural and/or cultural values.

Renovation – Returning a historic property to a state of utility through repair or alteration that makes possible efficient contemporary use (i.e., ADA handicapped accessible facilities, air conditioning, signage, etc.) while preserving those portions or features of the property that are significant to its historical, architectural and/or cultural values.

Repair – Returning sound condition to a historic property by replacing damaged building components with new components of appropriate design, material, and craftsmanship.

Restoration – Accurately recovering the form and details of a historic property and its setting as it appeared at a particular period of time by removing later work/material or by replacing missing earlier work/material.

Site – The setting of an event of archaeological or historical significance. It can refer to areas that are notable because of their association with a particular era, event, occurrence, or historical personage.

APPENDIX B
The Secretary of the Interior's Standards for the Treatment of Historic Properties[1]

The Standards are neither technical nor prescriptive, but are intended to promote responsible preservation practices of our Nation's irreplaceable cultural resources. They cannot by themselves be used to make essential decisions about which features of a building should be saved and which can be changed, but once a treatment is selected, the Standards provide philosophical consistency to the work. The four treatment approaches are Preservation, Rehabilitation, Restoration and Reconstruction, which are outlined below:

- **Preservation**, the first treatment, 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**, the second treatment, 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.
- **Restoration**, the third treatment, 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.
- **Reconstruction**, the fourth treatment, establishes limited opportunities to re-create a non-surviving site, landscape, building, structure or object in all new materials.

Choosing the most appropriate treatment for a building requires careful decision-making about a building's historical significance, as well taking into account a number of other considerations:

- **Relative importance in history**. Is the building a nationally significant resource--a rare survivor or the work of a master architect or craftsman? Did an important event take place in it? National Historic Landmarks, designated for their "exceptional significance in American history," or many buildings individually listed in the National Register often warrant Preservation or Restoration. Buildings that contribute to the significance of a historic district but are not individually listed in the National Register more frequently undergo Rehabilitation for a compatible new use.
- **Physical condition**. What is the existing condition or degree of material integrity of the building prior to work? Has the original form survived largely intact or has it been altered over time? Are the alterations an important part of the building's history? Preservation may be appropriate if distinctive materials, features and spaces are essentially intact and convey the building's historical significance. If more extensive repair and replacement is required, or if alterations or additions are necessary for a new use, then Rehabilitation is probably most appropriate. These key questions play major roles in determining treatment.
- **Proposed use.** An essential, practical question to ask is: Will the building be used as it was historically or will it be given a new use? Many historic buildings can be adapted for new uses without seriously damaging their historic character; special-use properties such as grain silos, forts, ice houses, or windmills may be extremely difficult to adapt to new uses without major intervention and a resulting loss of historic character and even integrity.
- **Mandated code requirements.** Regardless of treatment, codes will need to be taken into consideration, but if hastily or poorly designed, code-required actions may jeopardize a building's materials as well as its character. Thus, if a building needs to be seismically upgraded, modifications to the historic appearance should be minimal. Lead paint or asbestos abatement requires particular care if important historic finishes are not to be adversely affected. Finally, alterations and new construction needed to meet ADA requirements should be designed to minimize material loss and visual change.

[1] All information in this Appendix is taken from "The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings," *National Park Service*, accessed April 18, 2013, http://www.nps.gov/hps/tps/standguide.

PRESERVATION

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces and spatial relationships. Where a treatment and use have not been identified, a property will be protected and stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. Replacing intact or repairable historic materials or altering features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.
4. Changes that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, new material will match the old in composition, design, color and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

REHABILITATION

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. Removing distinctive materials or altering features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a record of its time, place and use. Changes creating a false sense of development, such as adding conjectural features or elements from other properties, will not be undertaken.
4. Changes that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where severe deterioration requires replacement of a distinctive feature, design, color, texture and, where possible, materials will be matched. Replacing missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken so that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

RESTORATION

1. A property will be used as it was historically or be given a new use which reflects its restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed.

RECONSTRUCTION

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.

APPENDIX C
Professional Qualifications – 36 CFR Part 61, Section 61.5

A year of full-time experience need not consist of a continuous year of full-time work, but may be discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

A. History

Minimum qualifications are a graduate degree in history or a closely related field; **or** a bachelor's degree in history or a closely related field **plus**:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; **or**
2. Substantial contribution to the body of scholarly knowledge in the field of history through research and publication.

B. Archaeology

Minimum qualifications are a graduate degree in archaeology, anthropology, or a closely related field, **plus**:

1. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management; **and**
2. At least four months of supervised field and analytic experience in general North American archaeology; **and**
3. Demonstrated ability to carry research to completion.

In addition, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of prehistoric archaeological resources. A professional in historic archaeology shall have at least one year of full-time professional experience at the supervisory level in the study of archaeological resources of the historic period.

C. Architectural History

Minimum qualifications are a graduate degree in architectural history, art history, historic preservation, or a closely related field, with course work in American architectural history; **or** a bachelor's degree in architectural history with a concentration in American architecture; **or** a bachelor's degree in architectural history, art history, historic preservation, or a closely related field **plus**:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; **or**
2. Substantial contribution to the body of scholarly knowledge in the field of American architectural history through research and publication.

D. Architecture

Minimum qualifications are a professional degree in architecture **plus** at least two years of full-time professional experience in architecture; **or** a State license to practice.

E. Historical Architecture

Minimum qualifications are a professional degree in architecture; **or** a State license to practice **plus**:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or a closely related field **and** at least one year of full-time professional experience on preservation and restoration projects; **or**
2. At least two years of full-time professional experience on preservation and restoration projects.

Experience shall include detailed investigation of historic structures, preparation of historic structures reports, and preparation of plans and specifications for preservation projects.

APPENDIX D
Free Advice for Completing Community Heritage Preservation Grant Applications

The following advice has been prepared by MDAH staff to cover the parts of grant proposals that are most often found to be incomplete or inadequate. The Community Heritage Preservation Grant Program is competitive, and by following this advice, your proposal will be more effective. There is no guarantee a project will be funded, but a well-developed proposal has a better chance.

Dos and Don'ts in Preparing Grant Proposals:

Do Consult Historic Preservation Division staff **WHENEVER** you have questions about completing the application.

Do Assemble the copies of the proposal carefully following the order given in the Application Checklist. Many times, applications are assembled incorrectly or out of order. It is much easier to find a specific part of any application when they are all assembled in the same manner. This ensures that the proposal can be reviewed in its entirety.

Do Give your proposal to someone else to read before submitting, preferably someone **NOT** connected with the project. If the reader has questions about the project, then the application may not be clear enough. You will then have the opportunity to rework parts of the applications if necessary.

Do Submit your application early, if possible. If parts are missing or incomplete you will have time to make necessary corrections before the final deadline.

Do Ask for letters of support from local people, organizations and political representatives **EARLY**. This allows for the letter to be submitted with the applications. Any letters received after the final deadline **WILL NOT** be considered.

Do Read the instructions thoroughly to make sure you have completed the application correctly.

Don't Wait until the last minute to begin preparing your application. Supporting documentation is extremely important and may take several weeks to pull together. Proposals written at the last minute often lack the necessary details and documentation, and generally do not score well because of it. Remember, this is an extremely competitive program—take the time necessary to put together a quality application.

Don't Submit your application spiral bound with a wire or plastic comb, or tape bound, or with the pages inserted in plastic sleeves. In case the staff needs to copy or reorganize the application, these bindings and covers make it difficult to take apart and reassemble to application.

Only the original application should be submitted in a three-ring binder. The 6 copies should not be submitted in this manner; they simply take up too much file space. MDAH staff prefers that all proposals look approximately the same, as they are much easier to handle and review. The score given to each application is directly derived from the **CONTENT**, not the appearance of the grant proposal.

Don't Tape, staple, or attach photographs in any way. Photos should be placed in an envelope along with a photo log detailing each image.

APPENDIX E
Four Easy Ways to Help Your Proposal Score More Points:

1. **Include a thorough and detailed project description.** This project description should cover every item or task to be completed under the grant-assisted project. If the proposed grant project is a part, components, or phase of a larger project, briefly describe the overall project and how the proposed grant fits into the big picture. Then describe the proposed grant project in detail. List and describe each result of the grant project, and discuss any potential spin-off benefits of the project. A thorough and detailed project description generally should not exceed three typewritten pages.

2. **Include a detailed and documented project budget.** The budget should be broken down in detail. Be sure to include all project costs in the budget. Whenever possible, include written estimates from consultants or contractors for the goods and services to be used in the proposed project. This kind of documentation proves that the budget is reasonable and accurate.

3. **Include documentation to support the applicant's matching share.** Obtaining copies of bank statements, written pledge or commitments, or other financial documentation may take several days or even weeks, so be sure to allow enough time to accomplish this task prior to the application submission deadline.

4. **Turn in the application in the correct order.** By carefully following the grant application instructions and the advice given above, a grant application should be able to avoid the most common pitfalls of preparing a grant proposal. A quality proposal is the sum of many quality parts. One or two weak parts of the proposal may mean the difference between the proposal being funded and not being funded. If you have any questions, contact Aileen de la Torre at 601-576-6940.