KEYSTONE HISTORIC PRESERVATION GRANT PROGRAM
KEYSTONE HISTORIC PRESERVATION GRANT APPLICATION

Important: This application is for reference use only. Do not submit this form.
For access and information on the eGrant electronic grant application process, please visit the PHMC Grants Website at http://www.artsnet.org/phmc.

Federal Identification Number _____

I. APPLICANT (Please carefully review the "Applicant Instructions" before beginning work.)

A. Name of Organization _____

B. Name of Subunit Managing Project_____

C. Address _____

_____PA _____
City Zip Code

D. Executive Director/President of Organization

_____
Name Title

E. Contact Person for Grant_____

F. Telephone Number for Contact Person_____

G. Project Director (If Not Contact Person) _____

H. Telephone Number for Project Director_____

I. Grant Amount Requested $ _____

J. Matching Funds $_____

K. Total Project Cost $_____

II. PROJECT SUMMARY (Use only the space provided.)

III. ORGANIZATIONAL INFORMATION (If you are applying as a subunit, the information in this section must relate to that subunit. Answer all questions. Enter NA for those questions that are not applicable.)

A. Mission Statement

B. Nonprofit Status Documentation

1. Date IRS Exemption Received _____
2. Registration Date w/Pennsylvania Bureau of Charitable Organizations _____

C. Telecommunications Information

1. Telephone Number (Public) _____
2. Fax Number _____
3. E-Mail Address _____
4. Website _____

D. Location

1. County _____
2. Senate District Number (Pennsylvania General Assembly) _____
3. Representative District Number _____
4. Federal Congressional District Number _____

E. General

1. Control of Organization _____
2. Discipline of Organization _____
3. Enter the year the organization was incorporated._____

F. Financial

1. Current Fiscal Year _____

   a. Month Fiscal Year Begins _____

   b. Month Fiscal Year Ends _____

2. Operating Budget for Most Recently Completed Fiscal Year

   (Do not include capital or in-kind contributions) $_____

3. Operating Budget for Second Most Recently Completed Fiscal Year

   (Do not include capital or in-kind contributions) $_____

IV. HISTORIC PROPERTY INFORMATION (Answer all questions. Enter NA for those questions that are not applicable.)

A. Location

1. Name of Property to be Assisted _____

2. Street Address/Location _____

   _____ PA _____
   City Zip Code

3. Municipality (Township or Borough) _____

4. County _____

5. Senate District Number (Pennsylvania General Assembly) _____

6. Representative District Number _____

7. Federal Congressional District Number _____

B. General

1. Property Owner (If Not Applicant) _____

   ☐ Please check this box indicating that the property owner(s) is (are) aware of the grant application and is (are) willing to sign a preservation covenant on the property should the project be funded.

2. Accessibility

   a. Total number of days open to the public annually _____

   b. Total number of hours open to the public weekly _____

   c. Not open to the public at the present time (Anticipated Opening Date) _____

C. National Register Status

1. Is the property listed individually in the National Register of Historic Places?

   Yes _____ No _____

2. Is the property a contributing property in a National Register of Historic Places historic district?

   Yes _____ No _____

3. Is the property a contributing property in a locally designated Historic District?

   Yes _____ No _____

4. Is the property individually eligible for listing in the National Register of Historic Places?

   Yes _____ No _____

5. Is the property a contributing property in a National Register-eligible Historic District?

   Yes _____ No _____

D. National Historic Landmark Status

1. Is the property also designated a National Historic Landmark?

   Yes _____ No _____

V. PROJECT DESCRIPTION (Use only the space provided.)

A. Description of Property

B. Applicants for Keystone Historic Preservation Grants must address the following in the order specified and in the space provided: Historic Property Planning Documents; Specific Project Description; Workplan/Timetable; Qualifications of Key Personnel/Consultants; and Public/Community Benefit. Use these headings in the text.

V. PROJECT DESCRIPTION (Continued)

VI. PROJECT BUDGET (Use only the space provided.)

Categories of Expenditures	Subtotals	Totals
A. General Conditions		
_____	$_____	
_____	$_____	$_____
B. Architectural/Professional Fees		
_____	$_____	
_____	$_____	$_____
C. Construction Expenses		
1. Sitework		
_____		$_____
2. Concrete		
_____		$_____
3. Masonry		
_____		$_____
4. Metals		
_____		$_____
5. Wood and Plastics		
_____		$_____
6. Thermal and Moisture Protection		
_____		$_____
7. Doors and Windows		
_____		$_____
8. Finishes		
_____		$_____
9. Conveying Systems		
_____		$_____
10. Mechanical Systems		
_____		$_____
11. Electrical Systems		
_____		$_____
12. Other		
_____		$_____
_____		$_____
Grand Total All Costs		$_____

VII. MATCHING SHARE (Indicate with * donations in hand.)

A. Donor/Source | Amount

_____ $_____

_____ $_____

_____ $_____

_____ $_____

Total Amount of Match $_____

B. Fundraising Plan

VIII. CHECKLIST

To assure that your grant proposal is complete, please check off that you have included the following:

- ☐ Completed copy of application
- ☐ Federal Identification Number
- ☐ IRS letter (501(c)(3)) or official document verifying that the organization is an entity of government
- ☐ Letter from property owner, if applicable
- ☐ Letter from PHMC/BHP certifying National Register of historic Places status, if not listed individually
- ☐ Glossy black and white or color photographic prints
- ☐ One sample of promotional material for organization/property, if available

- ☐ One or two historic property planning documents, if available
  - ☐ Architectural Drawings or Specifications
  - ☐ Historic Structure Report
  - ☐ Condition Report
  - ☐ Preservation or Master Plan
  - ☐ Feasibility Study
  - ☐ Interpretive Study or Plan
  - ☐ Copies of Historic Photographs or Architectural Drawings
- ☐ Resumes for key project personnel and consultants
- ☐ Cost estimates showing basis for budget figures
- ☐ Donor letters certifying availability of funds
- ☐ Completed IRS Form W-9
- ☐ Required signature for Certification and Statement of Assurances

Instructions for Completing an Application for a Keystone Grant

I. Applicant

Organization.

This is the name of the organization whose Federal Identification Number is used at the top of this application.

Subunit Managing Project.

This is the unit within the parent organization who is responsible for managing the project. This unit must meet the following conditions:

- The unit has administrative autonomy for its operations;
- The unit has a fully segregated and itemized operating budget within that of the parent organization; and
- The unit is able to separately and distinctly fulfill all eligibility and application requirements as defined in the Guidelines for Applicants.

IMPORTANT: If you are applying as a subunit within a larger organization, the answers to all subsequent questions on the application form must relate to that subunit.

Contact Person.

This should be the individual most knowledgeable about the application and available for questions and discussions about the grant.

Project Director.

Identify the person responsible for overseeing the work and/or administering the grant if not the Contact Person. The project director could be the development director, architect, consultant or facility manager.

Grant Requested.

This is the total amount of money being requested from the Pennsylvania Historical and Museum Commission.

Matching Funds.

This must be cash and must be equal to or greater than the grant request. Applicants must list all matching funds even if these funds exceed the required dollar-for-dollar match.

Total Project Cost.

This is the sum total of Grant Requested and Matching Funds.

II. Project Summary

Summarize concisely the project for which you are requesting funds. This is essentially an abstract and will be used by Commissioners, members of the General Assembly and in the Grant Agreement should you receive an award. Use only the space provided.

III. Organizational Information

You must answer all questions as they relate to the organization or the subunit.

Mission Statement.

Provide a mission statement or write a statement of purpose for the organization describing why it was founded, its goals and how it is interpreted to the public at the present time.

Nonprofit Status.

You are required for purposes of eligibility to have tax-exempt status 501(c)(3) with the Internal Revenue Service or be an entity of local government. If you have submitted a copy of your IRS letter indicating your nonprofit 501(c)(3) status to the Pennsylvania Historical and Museum Commission within the past three years, you are not required to submit another copy with this application. If you have not submitted a copy previously, you **must** do so with this application. Units of local government are not required to submit documentation of any sort.

Charitable Organizations.

You may be required to register with the Bureau of Charitable Organizations. Information may be obtained by writing Bureau of Charitable Organizations, Commonwealth of Pennsylvania, Department of State, P.O. Box 8723, Harrisburg, PA 17105 or by calling 1-800-732-0999.

County.

Enter the name of the county where the organization is located.

State Senate, State Representative and Congressional District Numbers.

This information may be obtained from your county courthouse or from the League of Women Voters in your area. Please be accurate as the Pennsylvania Historical and Museum Commission will notify your representatives of an award.

Control of Organization (Select one)

- College or University
- County
- Municipal Government or Authority
- Private Nonprofit
- School or School District
- State System of Higher Education
- Other

Discipline of Organization (Select one)

- Anthropology/Archaeology
- Aquarium
- Arboretum
- Archives
- Botanical Garden
- Children's Museum
- Community/Economic Development
- Education
- General Museum (with two or more equally significant disciplines)
- Government
- Historic House/Site
- Historic Preservation
- Historical Society/Museum
- Library
- Maritime
- Military
- Natural History Museum
- Nature Center
- Planetarium
- Performing Arts
- Recreation
- Religious
- Science/Technology Center
- State Heritage Region
- Visual Arts
- Zoological Park
- Other

IV. Historic Property Information

Name of Property

Provide the historic name of the property, if applicable.

Municipality

Enter the political subunit where the property is located.

County

Enter the county where the property is located.

State Senate, State Representative and Congressional District Numbers

This information may be obtained from your county courthouse or from the League of Women Voters in your area. Please be accurate as the Pennsylvania Historical and Museum Commission will notify your representatives of an award.

Property Owner

You are not required to submit a letter from the property owner(s). However, the property owner(s) must be aware of the grant application and be willing to sign a preservation covenant on the property should the project be funded. You **must** indicate that the owner(s) is (are) aware of this requirement by checking the appropriate box in the application.

Number of Days Open to the Public

If the property was not open to the public during the past year, enter zero in this space (include an anticipated opening date) and describe its proposed use and operation in the appropriate space under "Project Description."

National Register Status

This is a **CRITICAL** part of the application. Properties must be documented as being listed in or eligible for the National Register of Historic Places, either individually or as a contributing property in a National Register Historic District in order to be eligible for funding.

You **must** contact the Bureau for Historic Preservation **at least one month prior to the application submission deadline** in order to verify the National Register status of the property and to **obtain** a "National Register Key Number." It is quite possible that your property will not be listed individually or as a contributing property in a listed historic district. If this is the case, Bureau staff must evaluate the property to determine its National Register eligibility. This process takes approximately one month. Applications for properties that have not been evaluated by staff prior to the application submission deadline will be removed from further consideration.

Information regarding the status of your historic property may be obtained by writing National Register Program, Pennsylvania Historical and Museum Commission, Bureau for Historic Preservation, Commonwealth Keystone Building, 2nd Floor, 400 North Street, Harrisburg, PA 17120-0093 or by calling 717-783-8946 or 8947.

National Historic Landmark Status

Only a select few National Register properties are also designated as National Historic Landmarks. Landmark status should be verified before answering this question.

V. Project Description

This section is one of the most important sections of the application. It is the section to which grant reviewers pay most attention. It is the applicant's only opportunity to convince reviewers of the merit of the proposed project.

Important. Remember that all work must conform to the Secretary of the Interior's "Standards for the Treatment of Historic Properties." These Standards are available from the Pennsylvania Historical and Museum Commission.

To assist peer review panels in evaluating your project, please submit glossy black and white or color photographic prints (preferably 8"x10", minimally 5"x7") showing two or more exterior views of the assisted property, significant interior spaces and any features to which changes are planned. Images should be of high quality as they play an important part in the application review process. They may also be used in reports and presentations promoting the grant programs of the Pennsylvania Historical and Museum Commission.

Using only the space provided, address the following points as they apply to your project.

Description of Property

- Briefly discuss the property's history. This should include the type of building or its historic use, the date of its construction and alteration(s) and the original owner and/or architect (if known). Applicants should also explain how the property or facility is important to the community by describing its location and its current and proposed uses. You are not required to submit promotional brochures or printed visitor information if your property is featured on your website. If your organization does not have a website, submit one sample (7 copies) of promotional material that best describes the property.

Historic Property Planning Documents

- List the title, preparer (if applicable) and date of all documents that will be used to plan the proposed project. This list may include any of the following items:
    - Architectural Drawings or Specifications
    - Historic Structure Report
    - Condition Report
    - Preservation or Master Plan
    - Feasibility Study
    - Interpretive Study or Plan
    - Historic Photograph(s) or Architectural Drawings (for restoration projects)
- If physical or historical evidence is being used briefly describe it here or in the next section. You are not required to submit copies of planning documents if you have already submitted these materials with a previous application. If documents have not been submitted previously, please enclose one or two items (one copy only) that are applicable to the project.

Specific Project Description

- Describe the specific project for which you are requesting grant assistance. This description must clearly relate to the major work elements provided in the budget as line items

Specific Project Description (cont.)

- Applications for projects which will use Keystone Historic Preservation Grant funds for less than half of the total budget should include a brief scope of the overall project in addition to a more detailed description of the work that will be funded by the Commission.

Workplan/Timetable

- Provide a step-by-step description of how the project will be carried out. How much time will be allocated to each phase of the project? How will the work be monitored? All work must be completed within the two-year implementation period.

Qualifications of Key Personnel/Consultants

- Describe the administration of the project. This should include the applicable qualifications and experience of the project director and any outside professionals who will be providing their services. Attach résumés for the project principals including architects and engineers if they have been selected at the time that the application is submitted. Professional assistance is highly recommended to promote thorough project planning and ensure compliance with the Secretary of the Interior's "Standards for the Treatment of Historic Properties."

Public/Community Benefit

- Describe how the project will benefit the public and how it will improve the historic property. If the property is currently vacant or unused, applicants should discuss briefly how they plan to operate the facility once it is open to the public. The issue of public access and benefit to the community is an important consideration in the evaluation process.

VI. Project Budget

While the Pennsylvania Historical and Museum Commission recognizes that proposed budgets are estimates, these projections should be as accurate as possible since project costs and budgets are carefully reviewed during the evaluation process. The project budget must be the total budget including both the requested state dollars and grant match. Your budget must be based upon sound estimates. Indicate the source of the budget figures used in your application.

Applicants for projects that are using other funding sources for more than half of the construction costs should identify a specific portion of the work that will be funded by the Commission. This amount should be equal to or greater than the sum of the grant request and the required 50/50 match. Applicants should include budget figures for the overall project and clearly indicate those items to be funded through the Keystone Historic Preservation Grant. (Example: An organization is seeking $100,000 to assist a $1,000,000 project. The applicant should specify one or more line items that add up to at least $200,000.)

The Commission will not reimburse grantees for salaries or wages paid to their staff for work associated with the project. Applicants may use their employees to administer the grant or perform some of the rehabilitation work, but these payroll costs may not be included in the project budget.

General Conditions

- Expenses such as start-up costs should be listed here. Costs associated with administering the grant may also be included in this category. These can involve photography for the quarterly and final reports, office expenses and fees for recording the covenant with the County Recorder of Deeds. Project signs will be provided free of charge by the Commission.

Architectural/Professional Fees

- List any expenses involving architectural or engineering services required for designing, specifying and/or monitoring the construction work.

Construction Expenses

(These expenses should be itemized using the following applicable headings.)

- Sitework: subsurface investigation, selective demolition, drainage and restoration of designed landscapes and gardens
- Concrete: poured-in-place concrete, precast concrete, concrete restoration and cleaning
- Masonry: brick or stone repair or replacement, repointing mortar joints and cleaning
- Metals: structural metal framing and metal restoration or replacement
- Wood and Plastics: rough and finish carpentry, architectural woodwork and millwork

Construction Expenses (cont.)

- Thermal and Moisture Protection: roofing, flashing, waterproofing, dampproofing and insulation
- Doors and Windows: repair and restoration, frame repair, replacement and hardware
- Finishes: lath and plaster repair, gypsum wallboard, ceramic tile, wood paneling, floors and painting
- Conveying Systems: elevators
- Mechanical Systems: plumbing, fire protection systems, heating, cooling and air distribution
- Electrical Systems: service, distribution and lighting

It is possible that a project may be approved with partial funding. Therefore, applicants should indicate the most essential components of the budget with an asterisk.

VII. MATCHING SHARE

Matching share must be cash and must be equal to or exceed the amount of state funds requested. List each donor (e.g., City of Reading), source of match (e.g., Community Development Block Grant Funds) and amount. Indicate for each source of funds whether the funds are pledged, in hand or currently being solicited.

Fundraising Plan

Applicants should describe their plan for raising the necessary matching funds and explain why the requested Keystone Historic Preservation Grant is critical to the overall fundraising effort for the project. This space may also be used to discuss any conditions or matching requirements on the other donations or to highlight noteworthy supporters or gifts.

VIII. Checklist

A checklist for submission is part of the application. Please use it to make sure that the application is complete.

IX. Certification and Statement of Assurances

An original signature on your application is not required at this time. Please simply check the appropriate box.

Required Attachments

Include the following required attachments:

- A copy of the IRS letter indicating the applicant's nonprofit (501(c)(3)), if applicable;
- Glossy black and white or color photographic prints (preferably 8"x10", minimally 5"x7") of at least two exterior views of the assisted property, of any defining interior features and of any interior and exterior features to which changes are planned;
- One promotional piece (7 copies) about the property, if applicable;
- Historic structure report or other narrative or graphic report on existing conditions that form the basis for proposed work; and
- Résumés for project personnel and consultants.

Assembling the Application

Only one copy is required. Do not use plastic covers, binders, folders or staples. Clip the attachments together at the top left corner.

- Printed Application Summary (view and print from main menu)
- Résumés for Project Personnel/Consultants
- IRS Tax-Exempt Documentation 501(c)(3), if applicable
- Set of Black and White or Color Photographic Prints
  (Mount on 8 1/2" x 11" heavy weight paper. Caption the photographs on the front side of the mounting paper.)
- Sample (7 copies) of Promotional Material, if applicable
- Historic Structure Report or Other Narrative/Graphic Report on Existing Conditions, if applicable

IX. Certification and Statement of Assurances

The applicant certifies, represents and warrants to the Pennsylvania Historical and Museum Commission that:

1. The information contained herein and in all attachments and supporting material is true and correct, and the filing of the application has been duly authorized by the governing body of the applicant;
2. The applicant's organization is officially organized on a tax-exempt basis (501(c) 3) or is an entity of government, is located in Pennsylvania and has been incorporated for two years prior to the grant application; and

3. The applicant accepts in advance any grant awarded by the Commission agreeing:

    a. That any funds received as a result of the application will be expended under the "Terms and Conditions of the Grant;" and

    b. To such other restrictions, conditions or changes as the Commission may impose unless the applicant objects within thirty days of the mailing of the grant award letter.

☐ Please check this box indicating that you have read and understand the aforementioned statements. If you are awarded a grant, you will be required to sign a standard grant agreement with the Commonwealth of Pennsylvania.

Enclose the attachments in a manila envelope and mail to:

Pennsylvania Historical & Museum Commission
Bureau for Historic Preservation
Commonwealth Keystone Building, 2nd Floor
400 North Street
Harrisburg, PA 17120-0093
Attention: Stephanie Byrd

Criteria for Evaluation

Keystone Historic Preservation Grants are awarded on a competitive basis. Grant applications will be evaluated using the following criteria:

- the importance of the property locally and community support for its preservation;
- the degree to which the property will be open to the public and serve a broad segment of the community;
- the appropriateness of the proposed use for the property and the potential for promoting tourism and economic development;
- the degree to which the proposed work addresses critical conservation concerns and restores the property's historical appearance;
- the relationship of the project to a long-range maintenance or restoration plan for the property;
- the clarity of the project description and the degree to which it reflects an understanding of accepted preservation practices;
- the clarity and detail with which a chronology of steps required to complete the project is outlined;
- the qualifications of key personnel and consultants;
- the demonstrated ability of the applicant to meet all program requirements and administer a high-quality project;
- the degree to which the project will expand the facility's use and improve the public's appreciation of the property;
- the clarity and completeness of the budget and the reliable of the figures;
- the commitment of matching funds;
- the soundness of the feasibility plan for raising matching funds if funds are not already in hand; and
- the quality of the application in terms of adherence to format, completeness and accuracy.

Notification of Award

All competitive grants are evaluated by peer review panels. Only eligible and complete applications will be considered. Eligible applicants will receive notification of the status of their request approximately five to six months after the application submission deadline.