

NATIONAL TRUST PRESERVATION FUNDS Guidelines and Eligibility

Grants from National Trust Preservation Funds (NTPF) are intended to encourage preservation at the local level by providing seed money for preservation projects. These grants help stimulate public discussion, enable local groups to gain the technical expertise needed for particular projects, introduce the public to preservation concepts and techniques, and encourage financial participation by the private sector. A small grant at the right time can go a long way and is often the catalyst that inspires a community to take action on a preservation project.

Grants generally range from \$500 to \$5,000. The selection process is very competitive. Applicants are encouraged to develop proposals carefully and to complete the application form with the assistance and guidance of the National Trust regional office serving their state. The review process is generally completed within six weeks of the application deadlines, and applicants are notified in writing once the review process is complete.

Application postmark deadlines are February 1, June 1, and October 1.

ELIGIBLE APPLICANTS

Public agencies, 501(c) (3), and other nonprofit organizations are eligible. Applicants that have received previous National Trust financial assistance are eligible provided that all grant requirements are current.

No more than three grants will be awarded in any two-year period to a single grantee. Only one grant will be awarded per organization in any grant round. Only one grant will be awarded for a particular project phase.

GRANT CONDITIONS

Applicants must be capable of matching the grant amount dollar-for-dollar. A cash match is required and can come from private or public sources, or from income earned from registration fees or fundraising activities. Donated materials and services, staff salaries and organizational overhead costs are not eligible sources of a match. Other funding from the National Trust may not be used to match an NTPF grant.

Grants or matching funds cannot be used directly or indirectly to influence a member of Congress to favor or oppose any legislation or appropriation.

Any documents or plans for preservation work that result from the project must conform to the Secretary of the Interior's *Standards for the Treatment of Historic Properties*.

At least three (3) competitive bids/quotes must be obtained for any procurement of services that exceed \$25,000. This provision applies only to portions of the project supported by NTPF grant funds.

Grant recipients must include appropriate acknowledgement of National Trust financial support in all printed materials generated for the project.

Consultants must be approved by the National Trust before grant funds are disbursed.

Grant recipients are required to sign a contract agreeing to the conditions of the program.

Within one year from the grant disbursement date, a final report and financial accounting of the expenditure of the grants must be submitted. If the project is not completed in accordance with the contract, the grant funds must be returned.

Applicants must agree not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or sexual orientation. This obligation also extends to disabled veterans, Vietnam-era veterans, and handicapped persons.

ELIGIBLE ACTIVITIES

National Trust Preservation Fund grants are awarded for planning activities and education efforts focused on preservation.

Planning: Support for obtaining professional expertise in areas such as architecture, archeology, engineering, preservation planning, land-use planning, fundraising, organizational development, and law. Eligible planning activities include, but are not limited to:

- Hiring a preservation architect or landscape architect to produce a historic structure report or historic landscape master plan
- Hiring a preservation planner to produce design guidelines for a historic district
- Hiring an organizational development consultant to facilitate a strategic planning retreat for the board of a nonprofit preservation organization
- Hiring a real estate development consultant to produce an economic feasibility study for the reuse of a threatened structure

- Hiring a fundraising consultant to launch a capital campaign for a building rehabilitation
- Sponsoring a community forum to develop a shared vision for the future of a historic neighborhood

Education and Outreach: Support for preservation education activities aimed at the public. Examples of eligible activities include:

- Sponsoring a workshop on the preservation of burial grounds or cultural landscapes
- Underwriting travel costs or honoraria for a keynote speaker at a statewide preservation conference
- Preparing a manual on the use of transportation enhancement funds for preservation projects
- Developing a curriculum on ethnic heritage for schoolchildren
- Hiring a media relations consultant to publicize an endangered properties list

INELIGIBLE ACTIVITIES

- Building or other construction activities
- Academic research
- Acquisition of real property or objects
- Historic resource surveys to create inventories or to list resources in the National Register

ELIGIBLE EXPENSES

- Fees for consultant services
- Speaker/faculty costs (honoraria, travel, and lodging), room rental for conferences
- Mailing costs for distribution of materials
- Web site development
- Materials and services such as printing, photographs, telephone, and supplies. With the exception of publications projects, these costs may not exceed 10 percent of the project budget

INELIGIBLE EXPENSES

- Staff or faculty salaries
- Organizational overhead costs
- Catering, food and beverage, entertainment
- Construction or other capital improvement costs
- Expenses incurred prior to award date

CRITERIA

The regional office review committee will select grant recipients by considering, among other points, the following criteria:

- The significance of the project or resource
- The need for funding and the urgency of the project
- The project's budget and the applicant's proven ability to secure a match
- Evidence of community support for the project
- The project's timeline
- The long-term objectives or impact of the project
- The qualifications of the key personnel, including consultants
- The demonstrated ability of the applicant to complete preservation projects
- The potential to replicate the project in other communities

HOW TO APPLY

All applicants must complete the National Trust Preservation Funds application form. Completed applications and attachments should be mailed to the appropriate National Trust regional office serving your state. Regional office staff can provide helpful guidance for the application process.

Contacting your regional office before submitting an application is highly recommended.

Midwest Office

53 W. Jackson Blvd., Suite 350
Chicago, IL 60604
312-939-5547 ▪ mwro@nthp.org
(IL, IN, IA, MI, MN, MO, OH, WI)

Mountains/Plains Office

535 16th Street, Suite 750
Denver, CO 80202
303-623-1504 ▪ mpro@nthp.org
(CO, KS, MT, NE, ND, SD, UT, WY)

Northeast Office

7 Faneuil Hall Marketplace, 4th Floor
Boston, MA 02109
617-523-0885 ▪ nero@nthp.org
(CT, DE, ME, MA, NH, NJ, NY, PA, RI, VT)

Northeast Field Office

6401 Germantown Avenue
Philadelphia, PA 19144
215-848-8033 ▪ nefo@nthp.org
(DE, NJ, PA)

Southern Office

456 King Street
Charleston, SC 29403
843-722-8552 ▪ soro@nthp.org
(AL, FL, GA, KY, LA, MS, NC, SC, TN, PR, VI)

Southern Field Office

1785 Massachusetts Ave., NW
Washington, DC 20036
202-588-6107 ▪ sfo@nthp.org
(DC, MD, VA, WV)

Southwest Office

500 Main Street, Suite 1030
Fort Worth, TX 76102
817-332-4398 ▪ swro@nthp.org
(AR, NM, OK, TX)

Western Office

The Hearst Building
5 Third Street, Suite 707
San Francisco, CA 94103
415-947-0692 ▪ wro@nthp.org
(AK, AZ, CA HI, ID, NV, OR, WA,
Pacific Island territories)

NATIONAL TRUST PRESERVATION FUNDS Grant Application

Grants from National Trust Preservation Funds (NTPF) are available to nonprofit organizations and government agencies. Applications should be prepared after reading the grant eligibility requirements, guidelines and criteria, and after consulting with the National Trust regional office serving your state.

Enter information or “not applicable” in the space provided for a response. Please limit your response to the space provided.

A reasonable amount of additional information may be attached.

Incomplete, faxed, or handwritten applications will not be considered. Applications cannot be submitted electronically.

Refer to the CHECKLIST on the last page for a complete list of required application materials.

APPLICANT INFORMATION

1. Name of Applicant: _____

Address: _____

City: _____

State: ____

Zip: _____

E-Mail Address: _____

Telephone: _____

Fax: _____

Website: _____

2. Contact (individual responsible for project):

Name: _____

Title: _____

Address: _____

City: _____

State: ____

Zip: _____

E-Mail Address: _____

Daytime Telephone: _____

Fax: _____

3. Applicant's National Trust Forum membership number (if applicable): _____

4. The applicant is: a nonprofit organization a public agency

If the applicant is a nonprofit, has the organization been classified as a tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code?

YES NO If no, what is the organization's current tax status? _____

5. Organization's mission statement.

PROJECT DESCRIPTION

Project refers to the specific activity for which NTPF funding is being requested, e.g., feasibility study, workshop, fundraising plan.

6. Name of Project: _____

7. Date(s) project will occur: _____

8. Project Location:

City: _____

County: _____

State: _____

City's Population: _____

9. Project Summary (50 words or less).

10. If the project involves a historic resource (site, building, ship, etc.), please complete the following:

Name of site/historic district: _____

Street Address(es) of site(s): _____

City: _____ State: _____ Zip: _____

Date(s) of construction: _____

Is the project site recognized for its architectural/cultural/historical significance by any of the designation programs listed below? Check "eligible" if the site has not been designated, but has been determined eligible for designation by your state historic preservation office.

	Yes	No	Eligible	Year Listed
National Historic Landmark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Individually Listed in National Register of Historic Places	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Contributing Property to National Register Historic District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
State Designation Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Local Designation Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

11. If applicant does not own the property, describe the owner's involvement with the project and include a letter of consent from the owner.

12. Describe the project site and explain its significance (architectural/cultural/historical).

13. Describe the site's current use.

14. Detailed Project Description. Describe the project's purpose, schedule, and anticipated outcomes. Describe any products that will result from this project.

PLEASE NOTE: Any documents or plans for restoration work that result from this project must comply with the Secretary of the Interior's *Standards for the Treatment of Historic Properties*. If it is anticipated that the proposed project will not meet the Standards, please explain.

15. Describe the targeted audience and estimated attendance, if applicable.

16. Describe future plans for the project beyond the scope of this grant proposal (e.g., how consultant recommendations will be implemented, how education programs will be institutionalized, how publications will be distributed, etc.).

17. Have any of the following partners been involved in this project?

- State historic preservation office (SHPO), local preservation commission or CLG
- Statewide or local preservation organization
- National Trust regional office
- Other cosponsoring/cooperating organizations

If any of these partners have been involved, please identify the contact person with whom you worked on the project and describe the partner's involvement.

18. Describe the consultant services and skills needed to carry out the project.

19. Has consultant(s) been chosen?

- Yes (please provide the consultant's name and contact information below, and attach his or her resume)
- No (please discuss with the National Trust regional office)

PLEASE NOTE: Grant funds will not be disbursed until the National Trust has approved the qualifications of the personnel selected to conduct the project. National Trust Preservation Fund grants cannot be used to pay staff salaries. Board members of the application organization cannot serve as consultants unless appropriate conflict of interest procedures are followed and documented. If consultant services exceed \$25,000, a competitive bid process is required if National Trust funding is received.

20. Has the applicant received National Trust financial assistance in the last two years? Yes No
If yes, provide the name of the project and the year the grant was awarded.

PLEASE NOTE: Applicants are not eligible to receive funding if final reports on previous grants have not been submitted. No more than three grants will be awarded in any two-year period to a single grantee. Only one grant will be awarded per organization in any grant round. Only one grant will be awarded for a particular project phase.

21. How will National Trust for Historic Preservation support for the project be acknowledged?

PROJECT BUDGET

The project budget pertains to the proposed NTPF grant-funded activity only. Please be sure the budget balances – the total income amount must equal the total expense amount.

NTPF grant funds must be matched on at least a 1:1 cash basis. Attach evidence of anticipated or confirmed sources of funding and other support. Staff time, overhead costs and donated services or materials cannot be used as match. Matching funds must come from non-National Trust sources.

With the exception of publication projects, materials and services (such as printing, photographs, telephone and supplies) costs may not exceed 10 percent of the budget of the grant-funded portion of the project.

INCOME

Project income should equal or exceed the project "other" expenses.

NTPF grant (amount requested from the National Trust) \$ _____

Matching funds (identify sources and note if funding is anticipated or secured)

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Project Income: \$ _____

EXPENSES

Sample categories have been provided. Please use spaces to add categories relevant to your project.

Consultant fee/honorarium \$ _____

Travel/per diem \$ _____

Printing costs \$ _____

Photography costs \$ _____

Mailing and postage \$ _____

Supplies \$ _____

Other (specify): _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Project Expenses: \$ _____

CERTIFICATION

Acting as a duly authorized representative of the applicant, I am submitting this request for a National Trust Preservation Funds grant.

Name: _____

Title: _____

Signature: _____

Date: _____

CHECKLIST

- Please read the application form carefully and contact your National Trust regional office for clarification.
- Requested information or “not applicable” should be entered in the space provided.
- Incomplete, faxed or handwritten applications will not be considered.
- Materials submitted will not be returned.
- Please do not use plastic covers or binders; assemble applications and attachments in a manila folder or clip.
- Submission of videos and oversized documents is discouraged.
- Please keep attachments to a minimum.

The following materials must be submitted in order for your application to be considered:

- Two (2)** signed copies of the completed application
- Four (4)** different digital images at a minimum of 300 dpi, submitted on a CD, identified by project name and location and dated. Photos must include at least one overall view of the property. Please include photo credit information.
- Two (2)** different 4” x 6” or larger photographic prints of the project site identified by project name and location and dated. Please include photo credit information.
- Applicant’s articles of incorporation (nonprofit organizations)
- A list of applicant’s current board of directors (nonprofit organizations)
- Applicant’s Internal Revenue Service determination letter of tax-exempt status. If tax-exempt status has not been fully approved by the IRS, please provide evidence of filing for certification and letter of opinion from an attorney concerning the applicant’s tax status (nonprofit organizations)
- Documentation that the applicant is part of a state, regional, county or local government (public agencies)
- Resume(s) of consultant(s) being considered for the project
- Resume(s) of personnel administering the project
- Evidence of secured or pending matching funds
- Up to three letters of endorsement
- Letter of consent from property owner (if the applicant does not own the property)

Mail the completed application and attachments to the National Trust regional office serving your state. A list of National Trust regional offices appears at the front of this document, and can also be found at

http://www.nationaltrust.org/regional_offices/index.html or by calling 202-588-6197.

The review process is usually completed within six weeks of the deadline and applicants are notified in writing.