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**Montana**  
**Historical Society**

## 2014-15 Montana SHPO CLG Special Project Subgrant

### Guidelines & Eligibility

The 2014-15 Montana SHPO CLG Special Project Subgrants are intended to encourage preservation at the local level by providing seed money for preservation projects. These grants may help stimulate public discussion, enable local groups to gain the technical expertise needed for particular projects, introduce the public to preservation concepts and techniques, document a community's historic resources, encourage heritage tourism, or, in certain cases, help to physically rehabilitate a historic property. MT SHPO is particularly interested in projects that relate to a Certified Local Government's preservation plan.

**Grant awards will range from \$500 to \$5,000.**

**A total of \$25,000 is anticipated to be awarded in 2014-15 subgrants.**

**Projects may begin August 1, 2014, and must be completed by August 31, 2015.**

Complete, signed grant applications must be received by MT SHPO no later than **June 30, 2014**. Recipients will be announced no later than July 11, 2014.

### Eligible Applicants

Only Montana's Certified Local Governments in good standing may apply for funding. In the event that future grant monies are available in subsequent years, no more than one grant will be awarded in any two-year period to a single grantee.

### Grant Conditions

Applicants must be capable of matching the grant amount 60:40, i.e. 40% match. Match may be in cash and/or in-kind. The match source must not be derived from federal funds. Private funds and/or local and state sources may be used.

Other conditions include:

- 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 physical 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 \$50,000. This provision applies only to portions of the project supported by MT SHPO/NPS grant funds.
- Consultants must be approved by MT SHPO before grant funds are disbursed. Board members of the applicant organization cannot serve as consultants unless appropriate conflict of interest procedures are followed and documented.
- Grant recipients are required to sign a contract agreeing to the conditions of the program.

- Grant projects must show marked progress within six months of award date. Failure to begin the project in this timeframe may result in the cancellation of the grant.
- Grant recipients must include appropriate acknowledgement of National Park Service and Montana State Historic Preservation Office, Montana Historical Society financial support in all printed materials generated for the project.
- By August 31, 2015, a final report and financial accounting of the expenditure of the grant must be submitted. A final report form will be provided. 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 actual or perceived race, color, national origin, creed, age, gender, marital status, sexual orientation, religion, mental and physical disabilities, sex (including pregnancy), personal appearance, gender identity or expression, family responsibilities, genetic information, matriculation, political affiliation or veteran status.

## **Eligible Activities**

### Planning:

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

- Hiring a preservation architect or landscape architect to produce a historic structure report, building condition assessment, or historic landscape master plan.
- Hiring a preservation planner to produce design guidelines for a historic district.
- Hiring a real estate development consultant to produce an economic feasibility study for the reuse of a threatened structure.

### Heritage Tourism

- Waymarking projects that highlight historic resources.
- Interpretive signage.
- Walking tour creation/publication.

### Education and Outreach:

Support for preservation education activities aimed at the public. Funding will be provided to projects that:

- Employ innovative techniques and formats aimed at introducing new audiences to the preservation movement.
- Feature educational programs or conference sessions that focus on the preservation priorities.

### Documentation and Research

- Preparation of National Register (NR) nominations by professional consultants. National Register nominations may focus on any building, district, structure, object, or site significant to local, state, or national history. Properties may be either rural or located within a community. Community historic/architectural surveys or updates to existing surveys.
- Development of local historic contexts.

Prior to applying for this grant or selecting a consultant, please contact the Montana State Historic Preservation Office to determine if the property in question is eligible for listing/already listed in the National Register. Survey projects must conform to MT SHPO standards. Contact Kate Hampton for survey project guidance (khampton@mt.gov).

### Bricks and Mortar

- Properties qualifying for this grant must be listed in the National Register of Historic Places.
- Work **must** be done according to the Secretary of the Interior's Standards for Historic Rehabilitation (Standards).
- Applicants must consult preliminarily with the SHPO to determine if proposed work would meet the Standards. Applicants must provide a high level of documentation to assure MT SHPO that the standards are met throughout the project. Failure to follow through on work described in this application likely will result in the loss of the grant funds. Any proposed changes as work progresses must receive written approval from MT SHPO. Applicants can become familiar with the Standards at: <http://www.nps.gov/tps/standards/rehabilitation/rehab/>.

### **Ineligible Activities/Expenses**

- Academic research
- Acquisition of real property or objects
- General support for conferences
- Organizational capacity building activities
- Catering, food and beverage, entertainment
- Expenses incurred prior to award date

### **Eligible Expenses**

- Fees for consultant services
- Speaker fees/faculty costs for educational programs and conference sessions that focus on the preservation priorities listed above
- Mailing costs for distribution of materials
- The development of materials for education and outreach campaigns, including 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

### **Criteria**

Grant recipients will be selected 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
- 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 for the project to serve as a model for other communities

Please follow the Guidelines and Application Instructions to complete this application. Applicants must submit one (1) signed original and one signed digital (.pdf) copy complete application packages. See additional mailing instructions on the last page of the application form. Use 10 point or larger font.

**1. GENERAL PROJECT INFORMATION**

**Project Title** (10 words or less) \_\_\_\_\_.

**Name of Applicant** (Certified Local Government) \_\_\_\_\_

**Type of Grant Requested**

- Preservation Education and/or Training Project
- Preservation Planning Project
- Survey/Documentation Project
- Heritage Tourism Project
- Brick and Mortar Project \*\*\* must complete Appendix A\*\*\*

**Amount Requested Federal Share (min \$500 max \$5,000) \$** \_\_\_\_\_ **Match/Cost Share \$** \_\_\_\_\_

**TOTAL Project Cost \$** \_\_\_\_\_

**2. APPLICANT CONTACT INFORMATION**

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

**3. SIGNATURE OF AUTHORIZING OFFICIAL**

(The applicant's authorizing official (city, county, or Tribal) must sign and date this form. Signatures must be original and in ink.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name and Title \_\_\_\_\_

**4. PROJECT SUMMARY**

**Briefly summarize your project emphasizing the primary objectives and results. List the project tasks and deliverables. (maximum 500 words)**

**5. PROJECT OBJECTIVES.**

**How will the project help to preserve and/or promote the community's historic resources and cultural assets?  
Why is the proposed project the most appropriate action or strategy at this time? (maximum 400 words)**

**6. PROJECT ACTIVITIES AND TIMELINES. (MAXIMUM ONE PAGE)**

How and when will you perform the project activities to achieve the Grant Objectives? List and describe the project tasks, schedule and products. All grant activities must be accomplished within the grant period. A progress report is required no later than 6 (six) months into the grant period. *Those demonstrating no progress towards reaching stated goals in 6 (six) months will forfeit this grant.* Grant period must close, and projects completed, no later than August 30, 2015. Final project report is due September 15, 2015. .

**7. PERSONNEL QUALIFICATIONS.**

List the project personnel. Attach personnel resumes as needed.

## 8. MATCH REQUIREMENT

List the secured and pending sources and amounts of the required non-federal match, which can be cash, donated services, or use of equipment. Federal appropriations, or other Federal grants, except CDBG grants from HUD, may not be used for match. All non-Federal match amounts must be used during the grant period to execute the project. If the match is not secured, explain how it will be raised.

## 9. PRESERVATION PROJECT BUDGET

Outline the project budget in the form below; add additional rows in a category as needed. If you have any questions about cost categories, or how to formulate your budget items, please email [thenderson2@mt.gov](mailto:thenderson2@mt.gov) or [khampton@mt.gov](mailto:khampton@mt.gov).

**Brick and Mortar projects must complete the supplemental application and budget forms. (Appendix A)**

Outline the project budget in the form below. You can edit budget items or add additional lines in the table as needed. As you develop your budget, consider the following requirements:

- All costs associated with the project must be eligible, reasonable, and directly relevant to the project.
- Each cost item must clearly show how the total charge for that item was determined.
- All major costs must be listed, and all cost items should be explained in the narrative of the application.
- The budget should include at least the minimum required match. To calculate how much match is required, divide the federal grant amount requested by 0.6, then subtract the federal grant amount from that answer. (e.g., if applying for a \$1,200 grant:  $\$1200/0.6=\$2000$ ;  $\$2000-1200=\$800$ . The grant request being \$1200, applicants must show, at minimum, \$800 in match, and the total budget must describe at least \$2,000 of costs/work)

All non-federal match amounts must be cash expended, or services donated, during the grant period and not costs incurred prior to the grant award or after the close of the contract.

Budget Item	Item Cost/Rate	Grant Funds	Match/Cost Share	Total
Personnel				
Fringe Benefits				
Consultant Fees				
Travel/Per Diem				
Supplies/Materials				
Equipment				
Other Expense				
Total				

**Applications must be postmarked by 5 PM, Monday, June 30, 2014.**

## **APPLICATION SUBMISSION**

Applications must be submitted in both hard copy and electronically (.pdf files). The hard copy must include original signatures. Faxed applications will not be accepted. Applications not received by the deadline and incomplete applications will not be considered. Architectural drawings must be on 11X17 paper and in electronic formats. Drawings and specification books will be the only allowable items sent separately from the application.

Application materials will not be returned. All application materials, including photographs, become the property of the Montana Historical Society State Historic Preservation Office and may be reproduced by MHS SHPO or its partner organizations without permission; appropriate credit will be given for any such use.

### **YOU MUST SUBMIT:**

- (1) original **and** (1) electronic (.pdf) complete application package.
- Page one of the application must be the first page in the original and copies. Do not use other cover pages.
- The original and copies must be secured with a binder clip or paper clip; do not use pocket folders, notebooks, or ring-binders.

**Electronic Applications are available at:** <http://mhs.mt.gov/Shpo/Communitypres.aspx>

### **Mail Applications to:**

Montana SHPO  
Montana Historical Society  
PO Box 201202  
1410 8<sup>th</sup> Avenue  
Helena, MT 59620-1202

**E-mail pdf Applications to:** [khampton@mt.gov](mailto:khampton@mt.gov)

**For Project Questions:** Please contact Kate Hampton, Community Preservation Coordinator, 406-444-7742, [khampton@mt.gov](mailto:khampton@mt.gov).

**For Brick and Mortar Questions:** Please contact Pete Brown, Historic Architecture Specialist, 406-444-7718, [pebrown@mt.gov](mailto:pebrown@mt.gov).

**For Financial/Budget/Match Questions:** Please contact Tammy Henderson, Grants Manager, 406-444-7768, [thenderson2@mt.gov](mailto:thenderson2@mt.gov).

## APPENDIX A

### BRICK AND MORTAR APPLICATION

#### Program Requirements & Application Instructions

- Properties qualifying for this grant must be listed in the National Register of Historic Places.
- Work **must** be done according to the Secretary of the Interior's Standards for Historic Rehabilitation (Standards).
- Applicants must consult preliminarily with the SHPO to determine if proposed work would meet the Standards. Applicants must provide a high level of documentation to assure MT SHPO that the standards are met throughout the project. Failure to follow through on work described in this application likely will result in the loss of the grant funds. Any proposed changes as work progresses must receive written approval from MT SHPO. Applicants can become familiar with the Standards at: <http://www.nps.gov/tps/standards/rehabilitation/rehab/>.
- Applicants must use the grant application to describe existing conditions and proposed work. Thorough photo documentation of a building is required. SHPO encourages drawings for work that would significantly alter a building's features or spaces.
- Applications for projects in which work has begun or will follow this grant cycle must include a written overview of that work using Continuation Sheets. Overview photos must accompany this information. Please note that this 2014015 CLG subgrant may only pay for costs incurred during this grant's contract period. Prior work and subsequent work do not qualify for these subgrant funds.
- Numbered and labeled 4X6, 300 dpi photos of existing building conditions must accompany work descriptions and be inserted into the photo sheets.

**Applicants must contact SHPO for a preliminary review of proposed work. Contact Pete Brown at 406-444-7718 or at [pebrown@mt.gov](mailto:pebrown@mt.gov).**

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#### Project Information

1. Property Address: \_\_\_\_\_  
Project Contact name and phone number: \_\_\_\_\_  
Property Owner name and phone number: \_\_\_\_\_  
Property is listed in the National Register: \_\_\_\_ Yes \_\_\_\_ No

2. Work has begun: \_\_\_\_ Yes \_\_\_\_ No;  
Work will continue after grant cycle: \_\_\_\_ Yes \_\_\_\_ No  
Describe work outside of this grant cycle on Continuation Sheets.

3. SHPO has reviewed application preliminarily: \_\_\_\_Yes \_\_ No

4. Project start date: / / Estimated completion date: / /

Estimated cost of work paid for with this grant: \_\_\_\_\_

# WORK ITEM SHEET

Replicate page for additional work items.

**Work Item No:**

**Photo No:**

Architectural feature and its condition

Describe work and impact on existing feature

**Drawing No:**

**Work Item No:**

**Photo No:**

Architectural feature and its condition

Describe work and impact on existing feature

**Drawing No:**

**PHOTO SHEET**

Replicate page for additional photos

Photo No. \_\_\_\_\_ Subject: \_\_\_\_\_

Photo No. \_\_\_\_\_ Subject: \_\_\_\_\_

**CONTINUATION SHEET**

Replicate page as needed.

This sheet describes \_\_\_\_ work in progress; \_\_\_\_\_ future work on this property.