

LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM

Instructions for the Intent to Apply form for Historic Resource projects

The Intent to Apply is a fillable PDF form. To complete the form, follow these steps:

- a. Download the most recent version of [Adobe Reader](#).
- b. Open the application file using Adobe Reader.
- c. To save the application to your computer choose "Save as" and save the application with a new name (we recommend "Project Town, Project Name, LCHIP ITA 2020"). Save it in a folder that you can find again.
- d. Save the file again (with the same name) every time you open and work on it. Save just before closing the file or your work will be lost.

Date Submitted: When this form is being completed

Project Name: Typically, this is the name of your resource: Elmsville Meetinghouse, First Congregational Church, Grover's Corners Public Library, Lawford Schoolhouse

Grant Request: This should be no more than half of the Total Project Cost. Eligible applicants are required to provide at least 50% in matching resources. Matching beyond the minimum is encouraged.

Resource Location: A street address is most helpful, as if you were directing a package to be delivered there.

Total Project Cost: Should only include expenses related to restoration/rehabilitation, planning studies, or acquisition:

- For restoration and rehabilitation projects, this typically means specialized preservation services. Routine maintenance and/or modernization is not eligible unless necessary to fulfill the recommendations of an Historic Structure Report or preservation plan for the property.
- For planning studies, this typically means historic structure reports, historic building assessments with preservation guidelines, and/or other professional services that can demonstrate linkage to the permanent protection or restoration and rehabilitation of eligible resources.
- Acquisition projects can be for either the purchase of property in fee simple – or the purchase of easements in property.

Applicant and Organization Type: This must be either a political subdivision of the state of New Hampshire or a nonprofit organization recognized by the IRS under section 501 c 3 of the IRS Code. Other parties wishing to participate in the program should plan to partner with an eligible applicant.

Mailing Address: Legal mailing address for the applicant

E-mail: Should be an address that is checked regularly.

Contact: The name and title of the person who is in charge of the project

Phone: A daytime phone is best.

Has a representative attended an LCHIP **Grant-Orientation Workshop** within the last five years? At least one person connected with the project must have done so. Others may also have attended a Grant-Orientation Workshop.

1. Who is the **property owner**? You must have a willing property owner.
2. To what **year** does the resource date? When was it constructed?
3. Is the resource **listed**, or **determined eligible** to be listed, on the State or National Register of Historic Places? Resources eligible to benefit from funding must be included in, or be eligible for inclusion in, the National Register of Historic Places or the New Hampshire State Register of Historic Places. The New Hampshire Division of Historical Resources maintains records of resources that are listed, or have been determined eligible for listing, on the State or National Registers.
4. Project **type**: Restoration/Rehabilitation, Planning Study, or Acquisition.
5. Does the applicant and/or property owner understand that all Historic Resource projects must comply with the **Secretary of the Interior's Standards** for the Treatment of Historic Properties?
6. Has an Historic Structure Report or similar planning study been completed? Preservation Plans are reports serving as road maps for the re-use of historic resources, investigating their history, assessing present conditions, and proposing future work. They are best prepared by a team of professionals, because of the variety of skills and competencies typically needed. They provide prioritized recommendations, following the Secretary of the Interior's Standards for the Treatment of Historic Properties, along with an estimate of probable costs, for the next steps in a resource's restoration or rehabilitation. If report is complete, please include it with this form.
7. Please provide a BRIEF description of the **significance** of the resource. You may find information to help answer this question on the form that was used to evaluate the resource for eligibility – or to nominate it – to the State or National Register of Historic Places.
8. Please provide a BRIEF **description** of what the proposed project will accomplish. Indicate what LCHIP funds would be used to do.

Save completed form and send to George Born, Historic Resource Specialist, at gborn@lchip.org.