

## 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 2021"). 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: something like Elmville Meetinghouse, First Congregational Church, Grover's Corners Public Library, or Lawford Schoolhouse

**Grant Request:** How much money are you asking for? It can be no more than half of the total cost of the project.

**Resource Location:** Please provide a street address, 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:** Only political subdivisions of the state of New Hampshire (e.g., municipalities) and nonprofit organizations recognized by the IRS under section 501 c of the IRS Code are eligible to apply. Other parties wishing to participate in the program must partner with an eligible applicant. Nonprofit organizations should attach a copy of their letter of determination from the IRS.

**Mailing Address:** Legal mailing address for the applicant

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

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

**Phone:** A daytime phone is best.

1. *Has a representative attended an LCHIP **Grant-Orientation Workshop** within the last five years? If so, who? when?* At least one person connected with the project must have done or do so. Others may also have attended a Grant-Orientation Workshop.
2. *Who is the **property owner**?*
3. *When was the resource built?*
4. *Is the resource **listed**, or **determined eligible** to be listed, on the State or National Register of Historic Places?* To be eligible for LCHIP funding, the resource must be included in, or have been determined 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 (<https://www.nh.gov/nhdhr/index.html>) maintains records of resources that are listed, or have been determined eligible for listing, on the State or National Registers.
5. ***Project type:** Restoration/Rehabilitation, Planning Study, or Acquisition.*
6. *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?*
7. *Has an Historic Structure Report or similar planning study been completed?* For proposed rehabilitation/restoration or acquisition projects with a total project cost of \$50,000 or more, attach a draft or final copy of the report with this form. The study in final form will be required with the proposal. For more information about Historic Structure reports and other preservation plans, see *Preservation Brief 43: The Preparation and Use of Historic Structure Reports* (<https://www.nps.gov/TPS/HOW-TO-PRESERVE/briefs/43-historic-structure-reports.htm>).
8. *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.
9. *Please provide a BRIEF **description** of what the proposed project will accomplish.* Indicate what LCHIP funds would be used to do.

**Save the completed form and send via Filemail to George Born, Natural Resource Specialist.  
Filemail instructions are provided on the next page.**

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## DETAILED INSTRUCTIONS FOR SUBMITTING YOUR INTENT-TO-APPLY FORM VIA FILEMAIL

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1. On your computer, create a folder entitled “Project Town, Project Name, LCHIP ITA 2021,” if you have not done so already
2. Place your Intent to Apply form in the new folder, along with any attachments, such as a draft Historic Structure Report (for rehabilitation/restoration or acquisition projects costing \$50,000 or more) and/or Letter of Determination from the IRS (for nonprofit organizations).
3. Open [Filemail](http://www.Filemail.com) (www.Filemail.com). You do not need to create an account.

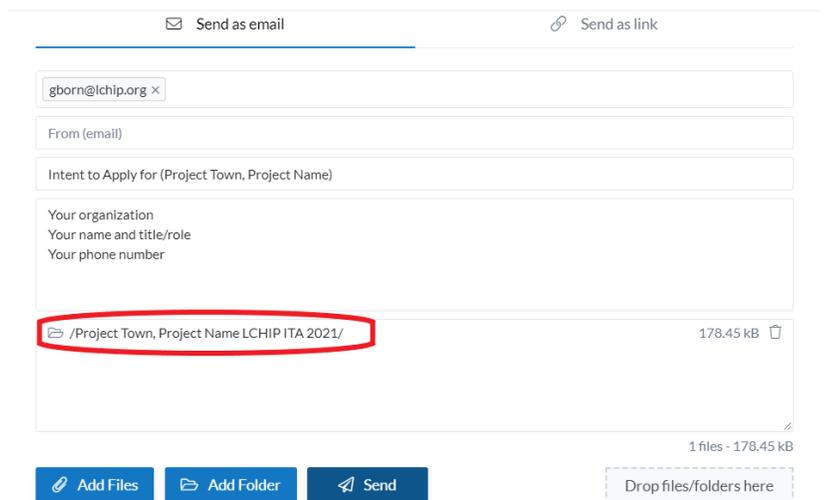
4. Select **Send as Email** and enter the following:

**To:** gborn@lchip.org

**From:** (your email address)

**Subject:** Intent to Apply for (project town, project name)

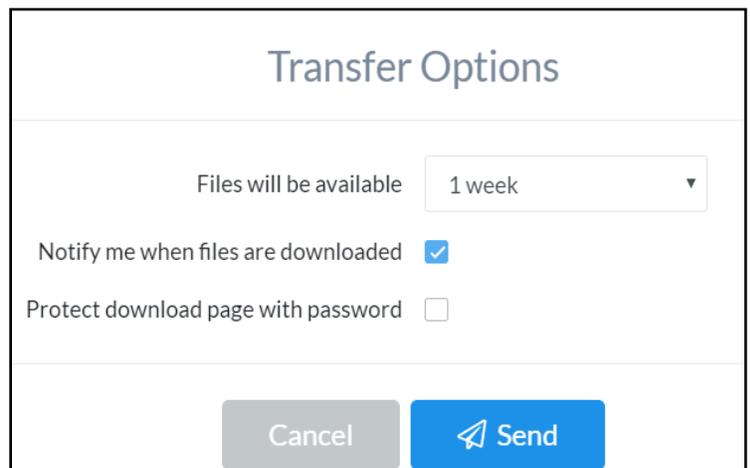
**Message Block:** (Organization, contact name and title/role, phone number)



The screenshot shows the Filemail interface with the 'Send as email' dialog box open. The 'To' field is filled with 'gborn@lchip.org'. The 'From' field is empty. The 'Subject' field is filled with 'Intent to Apply for (Project Town, Project Name)'. The 'Message Block' field contains the text 'Your organization', 'Your name and title/role', and 'Your phone number'. A folder named '/Project Town, Project Name LCHIP ITA 2021/' is highlighted with a red circle. The 'Add Files', 'Add Folder', and 'Send' buttons are visible at the bottom.

Figure 1

5. Select **Add Folder**.
6. Navigate to, select, and upload the folder created in step 1.
7. A new dialogue box will pop up asking if you wish to upload your files. Select **Upload**.
8. Confirm that your folder is shown (see red circle on figure 1) and select **Send**.
9. Ensure that the “Transfer Options” dialogue box shows the values illustrated in figure 2, then select **Send**. Do not require password protection.
10. Filemail will email you a confirmation when the Intent-to-Apply form has been uploaded, and a second when LCHIP has downloaded it.
11. Within 2 business days LCHIP will email you a confirmation that the Intent-to-Apply form has been received and is complete. If, within three business days, you have not received a confirmation email please contact gborn@lchip.org.



The screenshot shows the 'Transfer Options' dialogue box. The 'Files will be available' dropdown is set to '1 week'. The 'Notify me when files are downloaded' checkbox is checked. The 'Protect download page with password' checkbox is unchecked. The 'Cancel' and 'Send' buttons are visible at the bottom.

Figure 2