

**LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM
GRANT ROUND 20 (2021)
HISTORIC RESOURCE PROJECT GRANT PROPOSAL INSTRUCTIONS**

SUBMITTING YOUR PROPOSAL¹

All grant proposals must be submitted electronically, via the free [Filemail](#) file transfer service, and received by LCHIP no later than 12:00 noon, Friday June 25, 2021.

Proposals submitted via e-mail or fax will not be accepted. Attachments 9, 10, and 11, which require signatures, should be scanned and submitted with your proposal package via Filemail, and the originals should be mailed to the LCHIP office. Detailed instructions for submitting your proposal can be found at the end of this document.

COMPLETING THE LCHIP APPLICATION AND ASSOCIATED FORMS

The 2021 proposal includes an application and other documents created as fillable PDF forms.

These LCHIP forms **MUST** be completed using the most recent version of Adobe Reader.

Other programs, including Adobe Acrobat Pro, may appear to work properly, but in most cases will cause formatting and other issues to occur, which may not be visible to the user. This could result in an incomplete or illegible proposal being submitted.

To complete the LCHIP application and other forms, carefully follow these steps:

- a. Download and install the most recent version of [Adobe Reader](#) here (<https://get.adobe.com/reader/otherversions/>)
- b. Open the application file from the LCHIP website and choose “Save as” to save the file to your computer. Name the file “*Project Town, Project Name, LCHIP Grant Proposal 2021*”.
- c. When working in the application form, be sure to SAVE before exiting or your work will be lost.
- d. For help working with the form, download the [Guide to Working with LCHIP’s PDF Forms](#).

Hint: The maximum number of allowed spaces (not characters) for each response is provided in the instructions. If you need more space, use the text box provided on page 5. Do not attach additional documents or pages to the application.

ASSEMBLING THE PROPOSAL PACKAGE

- Be sure the application form and all required attachments are uploaded to the Filemail service.
- Do not include Letters of Support or other materials not specifically requested.

Do not merge the application form and attachments into one PDF file. Submit individual PDFs of the application and each attachment submitted.

¹ The “Proposal” is the application and all attachments. The “application” is the fillable .pdf form.

PROJECT SUMMARY (Page 1)

Applicant: Use the formal, legal/banking name of the organization, to which grant checks might be payable.

Organization Type: Please contact LCHIP before selecting "Other."

Mailing Address: Legal mailing address for the applicant, including town/city, state, and zip code; may be Post Office box.

Tax ID#: The applicant's 9-digit federal tax or employer identification number (e.g.: 12-3456789).

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

Phone: A daytime phone for the contact person above is preferred. Please specify whether it is a home, office, or cell number.

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

Project type: Rehabilitation/Restoration, Planning Study, or Acquisition.

Project Name: Typically, the name of your resource: Elmville Meetinghouse, Grover's Corners Schoolhouse

Date of Resource: When was it built? If the structure has been moved or altered please address in the Extra Space question at the end of the application.

Municipality: Enter the town or city in which the proposed project is located.

County: Use the dropdown menu to select the county in which the proposed project is located.

Property Location: Enter a specific street address including town and zip code of the resource, as for package delivery. Do not use a Post Office box here.

Who owns the resource: What entity holds title to the property?

Grant Request: This can 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. It may be easier to enter this line after completing Attachment 1, the project budget.

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 study projects, 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 preservation easements in property.

Please refer to Section 7 B. of LCHIP's *Criteria, Guidelines, and Procedures* for detailed information about LCHIP-eligible expenses.

It may be easier to enter this line after completing Attachment 1, the project budget.

Gross square footage: For buildings, what is the sum of all areas on all floors?

Register Listing: Resources must be either listed, or determined eligible for listing, on the State or National Register of Historic Places. Click on the appropriate box to indicate the building status. Include the New Hampshire Individual Inventory Form and the Determination of Eligibility, or the National Register nomination form, as Attachment 3. If the property is listed as a National Historic Landmark, please explain in question 1.

Phased project: Indicate whether the proposed LCHIP-funded project is part of a larger project. If you check yes, provide a brief explanation of the larger project in the Extra Space question at the end of the application. anticipated.

Executive Summary (overview of significance): Provide a concise synopsis of the importance of the resource. This is a shorter version of the response to Question 1. It may be helpful to write this section last. *(411 spaces maximum.)*

Executive Summary (describe the work): Provide a brief description of the intended scope of work of the project. Indicate how it was identified. For rehabilitation/restoration projects, were the needs discovered in a Building Assessment or by staff or volunteers? If the total project cost is \$50,000 or more, a completed Historic Building Assessment with Preservation Guidelines or Historic Structure Report must be submitted as an attachment to this application. *(856 spaces)*

In the sections below, the questions from the application form are repeated in **bold**, followed by explanatory information and clarifying questions.

QUESTION 1. RESOURCE SIGNIFICANCE (35 points)

Consult the New Hampshire the Individual Inventory Form and the Determination of Eligibility, or the nomination form to the National Register of Historic Places, to complete questions 1a and 1b below:

- Describe the significance or uniqueness of the resource:** Summarize why the resource is important. Responses may include information about history, persons significant in the past, and/or architecture. *(1133 spaces)*
- Describe the resource's proximity to other historic cultural or natural resources. Is the resource part of an historic area or district? If so, describe:** Indicate whether there are other resources nearby. Is the resource part of a cultural landscape? *(721 spaces)*

QUESTION 2. IMMINENCE OF THREAT (10 Points)

Describe the extent to which the property is endangered, noting structural problems. How did the structural problems come to be? Is it unusable, unused, or underused? Are changes to the property proposed or planned that would be detrimental to the historic integrity of the resource? Explain if any community changes threaten the resource:

Has the resource been neglected for a long time? Is the structure facing likely demolition? Is the property for sale? Is it currently vacant and at risk of vandalism or arson? Are code requirements or a lack of modern amenities limiting the use of the building? In the event of structural issues, has an engineering report or building assessment investigated the magnitude of problem? Are there changes in the viability of the organization that has historically maintained the building? Are there economic or physical changes in the community that bear on the long-term survivability of the resource? *(1236 spaces)*

QUESTION 3. CAPACITY TO COMPLETE THE PROJECT (5 points)

- a. Complete the following estimated timeline, providing any clarifying details in the space provided.** LCHIP Historic Resource projects are allowed 24 months from when the grant is made until completion. Use the table to show an estimated timeline for reaching each of the indicated milestones to complete the project. Please note that “LCHIP due diligence” means preparing all documentation required to begin work:
- i. Rehabilitation/restoration projects require a project agreement, plans and/or a detailed description of the scope of work, a draft stewardship plan, an estimated timeline, proof of match funds, a list of contractors to be used on the project, proof of insurance, and evidence of having adopted the applicable standards and practices of the Land Trust Alliance.
 - ii. Planning study projects require a project agreement, a description of the scope of work, an estimated timeline, proof of match funds, and a list of consultants to be used on the project.
 - iii. Acquisition projects require a project agreement and draft deed language.
- b. Describe the capacity of project team to successfully manage the project. Note any previous experience with LCHIP or other similar grants:** ‘Capacity’ refers to the ability of an organization to perform work and achieve its goals. Aspects of capacity include human and financial resources, experience, policies, and culture. Explain what your organization will bring to this project to ensure that it is completed to a high standard of quality and in a timely manner. *(721 spaces)*

Adherence to the Secretary of the Interior’s Standards

- c. Select the predominant treatment approach that will be used on this project:** Review the different treatment approaches by clicking [here](#). Select the approach that best aligns with the proposed project. Most LCHIP projects follow the rehabilitation treatment approach.
- d. List the National Park Service’s *Preservation Briefs* that are relevant to the project:** Preservation Briefs provide information on preserving, rehabilitating, and restoring historic buildings. These NPS Publications help historic building owners recognize and resolve common problems prior to

work. Review the list of Preservation Briefs [here](#). Consider which titles might apply to your project and list them on the application. Become familiar with their contents and share with others involved in the project. (515 spaces)

e. If the project involves ground disturbance, how will archaeological concerns be addressed?

If foundation work, drainage, site work, etc., is part of the proposed project, there must be a plan for addressing archeological resources. That plan should include the proposed consultant and/or firm and how the work will be funded. Archeological review is an eligible expense, so the cost of the review can be factored into the LCHIP budget. (1331 spaces)

QUESTION 4. STEWARDSHIP (15 points)

a. What organization is responsible for the long-term care and maintenance of the property (the “steward”)? This may be the owner or a long-term tenant.

b. Describe the steward’s past record of caring for the resource, the steward’s capacity to care for and maintain the property into the future, and any unique or challenging stewardship concerns. (416 spaces)

c. Will the resource be maintained according to a cyclical maintenance plan? Is there a dedicated funding stream available for stewardship? If no, describe any efforts being made to develop a plan and funding: If there a cyclical maintenance plan, include it with your application as Attachment 5. Where will the money to care for the property in the future come from? If funded, you will be required to submit a Stewardship Plan to LCHIP that addresses maintenance, funding, and other issues. (312 spaces)

QUESTION 5. FUTURE ACTIVITIES (10 points)

a. Describe any change in public use of the property that is expected when the project is completed. Include any educational/interpretive plans:

Will the resource be used differently, or more? Will the role the resource plays in the community change? Will its use more fully engage the community? Will the project engender new economic activity? (416 spaces)

b. Current number of annual visitors (approx.):

How many people visit the resource? Please estimate if attendance is not tracked.

Anticipated number of annual visitors when project is complete:

Indicate the projected number of users/visitors upon completion of the LCHIP-assisted work.

QUESTION 6. COMMUNITY SUPPORT AND PLANNING (5 points)

a. Describe how the project aligns with the community’s Master Plan or the state’s priorities, citing any relevant examples. If applicable, describe how the project involves cooperation between or among communities. Identify project partners and diverse user groups supporting the project.

In your community’s Master Plan, look for a section about historic and cultural resources, or within text about community facilities, neighborhood plans, and community design. What local commissions, if any, have jurisdiction to review proposed changes to the resource? Has the project been embraced by the local historical society, Heritage Commission, Historic District Commission, or other parties? Please list and describe all partners. (416 spaces)

- b. For *municipal* projects only: Has the governing body of the municipality (Town Meeting or City or Town Council) voted to support this project or will it in the future?

If applicable, include the date of the vote and the general wording. (208 spaces)

QUESTION 7. FINANCIAL NEED (5 points)

Explain why the project proponents need the money for this project. Can the funds be found from other sources? Describe efforts made or planned to obtain funding from other (non-LCHIP) sources. Identify any sources that were considered but not included, explaining why. Describe any contingency plan if LCHIP funds are not received.

You may also address how a partial LCHIP award might impact the project's ability to succeed? (824 spaces)

QUESTION 8. ADDITIONAL INFORMATION (5 points)

Describe any other important aspects of the project that have not already been addressed. Why does this place matter to the community? Are there interesting stories or people connected with the property? Is there anything else we should know?

Use this space to tell us anything else you want LCHIP to be aware of. Are there any interesting stories or people associated with the resource? (1333 spaces)

EXTRA SPACE

If needed, use this space to further develop your response to a question earlier in the application. Identify with question number.

Use this space to provide additional information in response to any of the previous questions. (1442 spaces)

ATTACHMENTS AND ADDITIONAL DOCUMENTATION

Attachment 1: Budget The budget page includes one section for funding sources (**project income**) and another for project expenses. Columns are provided for both cash and non-cash values. When numbers are entered, totals will automatically calculate at the bottom of each section. In the last column, indicate the date when each line item was received/expended or is expected to be received/expended.

Project Income

At the top of the page, the section reserved for funding sources includes a line for your LCHIP request. The "LCHIP" label on this line is slightly darker than the other fields and may not be edited or deleted. Your budget must include the LCHIP grant that you are seeking. The LCHIP request must be no more than 50% of the total project cost. Enter the amount of the grant on the first line under "cash."

Below this, list other sources of income. *You must provide at least the same amount of money as your LCHIP request; more than that is encouraged.*

At least half of your contribution must be in cash. Other sources of cash could include:

- moneys from other grant-making organizations,
- private gifts,
- fundraising events,
- municipal contributions,
- income from investments or rents, etc.

Non-cash values may include donated services or materials. Examples of this could include:

- the time or services an architect, engineer, or consultant donates to the project
- the time of volunteers to accomplish a particular part of the project
- the value of donated lumber or other building supplies

Donated professional services may be computed at the billable rate for services rendered. Volunteer unskilled labor may be valued at the rate found [here](#). No more than half of your match may be in non-cash values.

Project Expenses

The bottom half of the budget page is for **expenses**.

For *rehabilitation/restoration* projects, eligible costs include specialized preservation services, such as:

- re-roofing the building
- repairing the historic windows
- carpentry work, such as replacing rotten wood in kind
- re-pointing historic masonry,
- repairing historic plaster, etc.
- fees to a preservation architect to supervise the work
- fees to an archaeologist, if ground disturbance is part of the project

Modernization expenses (mechanical, electrical, plumbing; heating, ventilation, and air conditioning; fire suppression systems, changes to improve accessibility by the disabled, etc.) are not eligible expenses unless they are required to fulfill the recommendations of an historic structure report or other preservation plan for the property. Do not list modernization expenses in your budget if they are not necessary to fulfill the recommendations of your planning study.

LCHIP will entertain contingencies of no more than 10%. If your estimates already include 10% contingencies, do not add 10% more in the budget. We review budgets for double contingencies.

For planning study projects, expenses typically include consultant's fees such as:

- a preservation consultant/architectural historian
- an architect
- an engineer
- an historic masonry expert
- paint analysis, etc.

For acquisition projects, expenses could include:

- the purchase price of a property in fee simple
- the purchase price of an easement on a property
- surveys
- appraisals
- title work
- legal expenses

The **Total Project Cost** is the sum of all the eligible cash and non-cash expenses. It is automatically computed from the expenses you enter. The same number should be shown at Total Project Cost on page 1. Ineligible Expenses, if any, are not part of the Total Project Cost.

Make sure that you are showing enough revenue to cover all costs. You may need to increase your fundraising or decrease your expenses to bring both parts of the budget into balance.

View a complete explanation of cash and non-cash requirements in Section 8 of LCHIP's [Criteria, Guidelines and Procedures](#).

You may include income that has not been secured, such as municipal funding not yet approved, planned fundraisers, or future grants, but the income sources and anticipated dates must be identified.

Provide an appropriate level of detail for project expenses. We do not need to see the cost of each nail, but we do need to know what kinds of expenses your project entails.

If your project is very complex, you may provide a summary on the budget page provided and also submit additional page(s) showing further budget details.

Administrative expenses: Applicants may use up to 5% of the requested grant amount for administrative costs. This maybe be shown as a cash or non-cash expense. If your organization incurs administrative expenses larger than the 5% permitted above, you may include these in the lines for ineligible expense at the bottom of the budget page.

LCHIP staff is available to assist you in understanding budget components.

Attachment 2: Documentation of Total Project Cost Contractor/consultant estimates, quotes, or appraisals.

For rehabilitation/restoration projects, we request cost estimates or quotes from more than one contractor, if possible. Although LCHIP will not refuse to accept an application as complete on account of having only one estimate or quote, we strongly encourage applicants to solicit cost estimates or quotes from multiple vendors, as prices and other factors can vary considerably.

Estimates or quotes should provide sufficient detail to enable understanding how they were calculated. Each expense shown in the budget should have clear documentation.

You are not required to employ any of the contractors from whom you solicited estimates or quotes; you may subsequently seek more detailed bids or proposals, when you are ready to begin work.

In reviewing and analyzing multiple estimates or quotes, you may develop the budget with a preferred contractor in mind, or you may average high and low estimated costs together.

While historic-resource planning studies typically include order-of-magnitude estimated probable costs, a current estimate or quote from at least one contractor will be invaluable. This is because a planning study may be several years old by the time the project begins.

Due to increasing costs of materials, estimates or quotes must be no more than a year old.

Attachment 3: State/National Register Nomination Form or Determination of Eligibility This is the documentation that supports your resource's claim of being "historic." Many properties listed on the National Register of Historic Places are in [Wikipedia](#), with hypertext footnotes to the nomination form, which can be downloaded as a PDF. Alternately, you can search the [National Register Database](#). Additionally, the [New Hampshire Division of Historical Resources](#) holds the records of Determinations of Eligibility and Individual Inventory forms used to nominate resources to the [State Register of Historic Places](#). Contact DHR [here](#).

Attachment 4: Historic Structure Report or Historic Building Assessment with Preservation Guidelines This is required for rehabilitation/restoration projects if the Total Project Cost is \$50,000 or more. It is also required to explain and justify expenses related to modernization. The attached version should be the final, complete copy.

Attachment 5: Cyclical Maintenance Plan (optional) If there is a cyclical maintenance plan, or other policy document that governs how the steward maintains the property, please include it. Grant recipients are required to provide a Stewardship Plan before the first portion of the LCHIP grant payment is disbursed.

Attachments 6, 7 and 8 are required for 501 (c) nonprofit organizations only.

Attachment 6: Copy of 501(c) determination letter from the IRS (nonprofits only) This is the certification that proves your organization is exempt from federal income tax.

Attachment 7: List of Current of Board Directors with affiliations (nonprofits only) This list should be of the group that has fiduciary responsibility for the organization. Note officers.

Attachment 8: Financial Information (nonprofits only) Use the attached form to note your organization's annual income, annual expenses, assets, and liabilities. You may consult your Form 990, if you file one; your audit, if you obtain one; treasurer's reports; and account statements from banks and other financial institutions. You may use data from the last full year for which information is available.

Attachment 9: Acknowledgement Form² The appropriate parties must read and sign this form. Certain parties are responsible for reading and understanding [LCHIP's Criteria, Guidelines, and Procedures](#).

Attachment 10: Photo Authorization² Each photographer must complete this form. Make additional copies as needed. Include brief captions numbering and describing each image (ex: Photo 1- Elmville Meetinghouse, front façade)

Attachment 11: Photo Release Form² Each recognizable person shown in a submitted photo must sign a release. Make additional copies of this form as needed.

² Scan and include digital copies of each signed document (Attachments 10, 11 and 12) with your proposal. Mail the original hard copy of each to George Born, LCHIP Historic Resource Specialist, 3 North Spring Street, Suite 100, Concord NH 03301.

Attachment 12: Photos (jpg files) Provide at least one, and no more than ten, digital high-resolution, color images, in JPG format. Name each file so that it corresponds with the caption provided on attachment 11, Photo Authorization. Do not compress files.

High-quality images are an important part of the project proposal. They are used by staff, review panelists, and board members to understand your resource and its needs. The photos should include at least one exemplary shot of the property (for context) accompanied by additional shots of specific features to illustrate the resource’s significance and the need for work that you propose.

When the application and all attachments are ready, use the table below to name each file as follows:

Document	File Name:
Application Form	0 App, Project Town, Project Name
Attachment 1 Budget Worksheet	1 Budget, Project Town, Project Name
Attachment 2 Doc of Total Project Cost ¹	2 TPC, Project Town, Project Name
Attachment 3 State/Nat’l Register Nomination/DoE	3 Historic Certification, Project Town, Project Name
Attachment 4 HSR or HBA (if required)	4 Planning Study, Project Town, Project Name
Attachment 5 Cyclical Maintenance Plan (if one exists)	5 CMP, Project Town, Project Name
Attachment 6 501(c) determination letter ²	6 IRS Letter, Project Town, Project Name
Attachment 7 List of Directors/Trustees w/ affiliations ²	7 Board List, Project Town, Project Name
Attachment 8 Financial Information ²	8 Financials, Project Town, Project Name
Attachment 9 Acknowledgement Form(s) ^{1, 3}	9 Ack. Form, Project Town, Project Name
Attachment 10 Photo Authorization Form(s) ^{1, 3}	10 Photo Auth. Forms, Project Town, Project Name
Attachment 11 Photo Release Form(s) ^{1, 3}	11 Photo Release, Project Town, Project Name
Attachment 12 Original Photos (jpg files)	12 Photo (1 – 10), Project Town, Project Name

1. If you are submitting more than one file for any attachment, add an a, b, c suffix to each file.
2. Attachments 6 - 8 are only required of 501 (c) organizations
3. Scan and include digital copies of each signed document (attachments 9, 10, and 11) with your submission via Filemail. Mail the signed original hard copies of Attachments 9, 10, and 11 to: George Born, LCHIP Historic Resource Specialist, 3 North Spring St. Suite 100, Concord NH 03301
4. All proposals should be submitted via Filemail (see detailed instructions on the next page) no later than 12 noon, Friday, **JUNE 25, 2021.**

DETAILED INSTRUCTIONS FOR SUBMITTING YOUR GRANT PROPOSAL VIA FILEMAIL

1. On your computer, create a new folder entitled “*Project Town, Project Name, LCHIP Grant Proposal 2021*”
2. Assemble all required proposal components in the new folder, naming each as described on the preceding list.
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: Grant Proposal for (*project name*)

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

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 proposal has been uploaded, and a second when LCHIP has downloaded it.
11. Within 2 business days LCHIP will email you a confirmation that the proposal has been received and is complete. If, within three business days, you have not received a confirmation email please contact gborn@lchip.org.

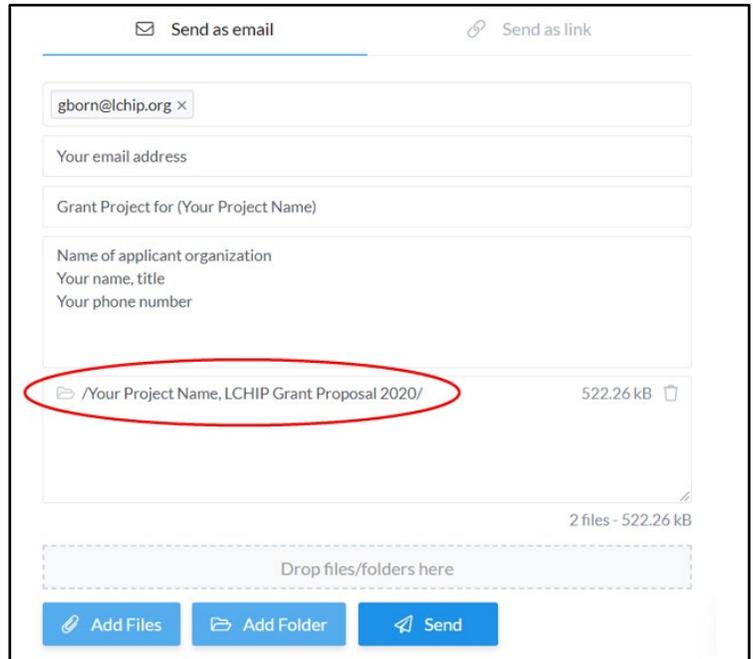


Figure 1

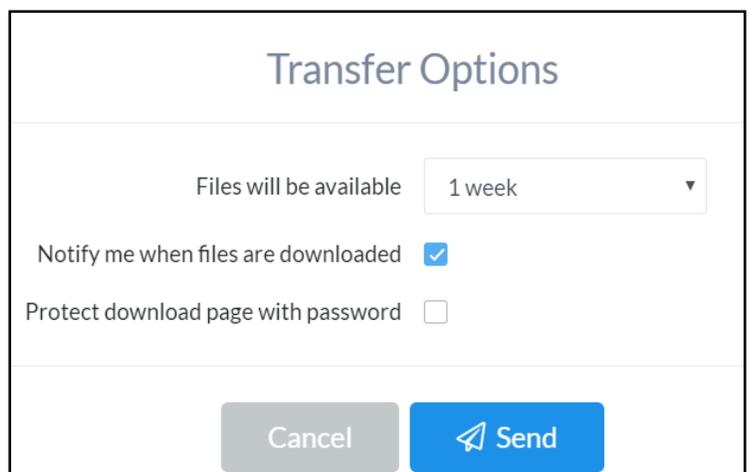


Figure 2