

LCHIP

Land & Community Heritage Investment Program



Guidance Document: Creating a Stewardship Plan

LCHIP defines “Stewardship” as *planning for and taking the necessary actions over the long term to successfully preserve and protect the natural, cultural, or historic value of a resource.*

Outline of an LCHIP Stewardship Plan

1. **Overview/Introduction/Preliminary Information:** Explain who owns the Resource, and who is responsible for maintaining it. If stewardship duties are shared among different organizations, indicate how those duties are divided up.
2. **Monitoring and Inspection Program:** Describe the (annual/quarterly/monthly) inspection schedule, including what is to be inspected when, and by whom. Indicate any organizations to which you are obligated submit reports (LCHIP, Select Board, board of trustees, etc.).
3. **Cyclical Maintenance Plan:** Provide a written plan that includes, at minimum, the term of the projected Stewardship Agreement. The plan should include a calendar of routine upkeep and maintenance tasks and associated expenses, similar to a Capital Improvements Plan. Include appropriate increases for inflation and identify the source of funding for each, along with any funding gaps. The plan should also include non-routine, but planned, improvements (e.g., additions, rehabilitation, etc.)
4. **Legal Obligations:** Describe any constraints governing stewardship of your historic resource, including (for example) any agreements with LCHIP from previous grants, local boards or commissions that have jurisdiction over the resource (like planning boards or historic-district commission), or (for leased resources) requirements of your lease.
5. **Use Guidelines:** Educating or informing those who might negatively impact the resource about the need to protect and preserve it is a critical component of stewardship. If your historic resource is used by outside groups for events, describe use guidelines established to protect the resource, and explain how users are made aware of the significance of the resource, the need to preserve it, and the use guidelines in place. If there are written agreements between your organization and outside users that include policies concerning the responsible use of the historic resource, describe those as well.