



Rhode Island Historical Preservation & Heritage Commission  
**STATE PRESERVATION GRANTS**  
 2016 Application Checklist



- 1) Provide one (1) Master Application on paper consisting of the Application Form, the Budget Worksheet, plus all attachments listed below as applicable.
- 2) Provide one (1) Digital Copy of every document in the application package—saved on a single CD or flash drive. Emailed attachments will not be accepted.

Master Application	Digital Copy	Document(s)	
Hard copy (signed in ink)	<b>.pdf file</b> Save as: [OrganizationName].[SPGapp].[2016] e.g. MarySmithHouse.SPGapp.2016	<b>The completed and signed Application Form</b> , including application, signed applicant assurances, and signed owner assurances (if required).	<b>Required</b>
Hard copy (signed in ink)	<b>.xls file</b> Save as: [OrganizationName].[SPGbudget].[2016] e.g. MarySmithHouse.SPGbudget.2016	<b>The completed Budget Worksheet</b>	<b>Required</b>
Original letters; original/copies of other materials in hard copy	<b>.pdf file (combine in one file)</b> Save as: [OrganizationName].[SPGsupport].[2016] e.g. MarySmithHouse.SPGsupport.2016	<b>Attachment A: Documentation of community support</b> Include examples of community support specifically for your project; these can be letters of support, award certificates, editorials, etc. (suggested for all applicants)	<b>Recommended</b>
Five 4"x6" Glossy Color Photographs on Photo Paper	<b>.jpg files (300 dpi or higher resolution, multiple files)</b> Save as: [OrganizationName].[SPGphoto1].[2016] e.g. MarySmithHouse.SPGphoto1.2016, etc.	<b>Attachment B: Photographs</b> Include one general view of the front of the structure for which the grant is sought and four views of target areas and conditions that demonstrate the need for the grant. The photographs must be clearly labeled, dated, and put in photo sleeves.	<b>Required</b>
Hard copy	<b>.pdf file (combine into one file)</b> Save as: [OrganizationName].[SPGnonprofit].[2016] e.g. MarySmithHouse.SPGnonprofit.2016	<b>Attachment C: Non-profit documentation</b> All of the following are required: - latest IRS form 990 (return of organization exempt from income tax) - current fiscal year budget - most recent accountant's audit, fiscal review, or compilation report - most recent annual report - list of board of directors and staff, with titles	<b>Required if applicant is a non-profit</b>
Hard copy	<b>.pdf file</b> Save as: [OrganizationName].[SPGlease].[2016] e.g. MarySmithHouse.SPGlease.2016	<b>Attachment D: Property lease or written agreement</b> Attach copy of lease agreement or written agreement (see Section C of the application).	<b>Required if applicant does not own the property</b>
Hard copy	<b>.pdf file (combine into one file)</b> Save as: [OrganizationName].[SPGdesign].[2016] e.g. MarySmithHouse.SPGdesign.2016	<b>Attachment E: Design and cost information</b> Include copies of documents cited in Section C of the application.	<b>Required if documents are cited</b>
Hard copy	<b>.pdf file (combine into one file)</b> Save as: [OrganizationName].[SPGreceipts].[2016] e.g. MarySmithHouse.SPGreceipts.2016	<b>Attachment F: Receipts of prior expenditures</b> Attach copies of receipts of prior expenditures cited in the Budget Worksheet.	<b>Required if expenditures are listed</b>
Hard copy	<b>.pdf file</b> Save as: [OrganizationName].[SPGletter].[2016] e.g. MarySmithHouse.SPGletter.2016	<b>Attachment G: Cover letter</b> Address cover letter to Edward F. Sanderson, Executive Director, RIHPHC, 150 Benefit Street, Providence, RI 02903	<b>Required</b>