

# STATE PRESERVATION GRANTS

## APPLICATION GUIDELINES

2016



RI Historical Preservation  
& Heritage Commission

The Old State House 150 Benefit Street Providence, RI 02903  
401-222-2678 phone 401-222-2968 fax [www.preservation.ri.gov](http://www.preservation.ri.gov)

## **STATE PRESERVATION GRANTS**

### **Introduction**

In 2002, 2004, and 2014, Rhode Island voters approved bond issues to fund a historic preservation grant program operated by the Rhode Island Historical Preservation & Heritage Commission (“RIHPHC” or “the Commission”) to support capital preservation projects at public historic sites, museums, and cultural art centers located in historic structures in the State of Rhode Island. The Commission adopted regulations for the review, evaluation, award, and administration of the State Preservation Grants.

The State Preservation Grants Program was created because state lawmakers and voters recognized that many significant properties controlled by public agencies and non-profit organizations need extensive repairs or restoration; that it is essential to preserve landmarks that embody our heritage; and that arts, culture, and civic organizations face unique challenges in updating their historic facilities for new audiences and programs. Preserving these particular landmarks—theatres, museums, concert halls, dance spaces, art centers, public historic sites—contributes to the quality of life in Rhode Island and insures that our arts, culture, and civic facilities continue to inspire new generations. Moreover, historic preservation creates jobs, stimulates tourism, educates us about the past, revitalizes our downtowns and neighborhoods, and combats sprawl in rural places.

The State Preservation Grants Program is a matching grant program. It promotes careful planning for the restoration, rehabilitation, and preservation of a variety of historic resources around the state. Through its matching requirements, the program stimulates broader support and participation in historic preservation projects statewide. Past grant rounds have awarded a total of \$7.8 million to 90 sites. Applications for the 2016 grant round (approximately \$1.5 million) will be available on May 27, 2016 and due on August 19, 2016. Applicants will be notified of grant decisions by December 31, 2016.

The Rhode Island Historical Preservation & Heritage Commission is the state office for historic preservation and heritage programs. It identifies and protects historic and prehistoric sites, buildings, and districts statewide. Created in 1968, the Commission consists of sixteen volunteer members and a staff which includes historians, architectural historians, archaeologists, and architects. Responsibilities include developing a state historical preservation plan; conducting a statewide survey of historical sites and buildings; nominating significant properties to the National Register and the State Register of Historic Places; administering programs of financial aid including grants, loans, and tax credits; reviewing federal and state projects to assess their effect on cultural resources; and regulating archaeological exploration on state land and under state territorial waters. The Commission is charged with developing and carrying out programs to document, support, and celebrate the ethnic and cultural heritage of Rhode Island's people.

## **Letter of Intent (NEW for 2016)**

**RIHPHC staff strongly encourages you to submit a one-page letter of intent by July 1, 2016. Please include the following preliminary information:**

1. Name of organization filing application
2. Name/address of building for which grant is sought
3. Use of building
4. Brief description of project and other work planned for 2016-2018.

Please mail or email to Sarah Zurier 150 Benefit St Providence, RI 02903 or [sarah.zurier@preservation.ri.gov](mailto:sarah.zurier@preservation.ri.gov). We will offer preliminary guidance on your application.

## **Application Instructions**

- Application materials are available for download at: [www.preservation.ri.gov/grants/spg.php](http://www.preservation.ri.gov/grants/spg.php).
- A complete application package submitted to RIHPHC consists of:
  - **PDF Application Form**
  - **XLS Budget Worksheet**
  - **All required attachments (See Application Checklist.)**
- RIHPHC will accept completed applications with all supporting documents postmarked no later than **August 19, 2016** or hand-delivered to the RIHPHC office by **August 19, 2016**. RIHPHC will confirm receipt of each application.
- Applicants will be notified of incomplete applications within 30 days of receipt, and will have up to 5 business days to resubmit a complete application before the application is deemed ineligible.
- Originals of all applications will be archived. Copies of applications that do not receive funding will be discarded 60 days after grant announcements are made, unless the applicant requests their return. RIHPHC reserves the right to retain and publish visual materials submitted with any application, including photographs, plans, and working drawings.
- Applicants are encouraged to review the State Preservation Grants regulations at: [www.preservation.ri.gov/pdfs\\_downloads/grants\\_pdfs/15spg\\_regulations.pdf](http://www.preservation.ri.gov/pdfs_downloads/grants_pdfs/15spg_regulations.pdf)

For technical assistance with filling out the application form, please contact Katherine Jurczyk at 401-222-4131 or [katherine.b.jurczyk@preservation.ri.gov](mailto:katherine.b.jurczyk@preservation.ri.gov). For general information about the State Preservation Grant program, please contact Sarah Zurier at 401-222-4142 or [sarah.zurier@preservation.ri.gov](mailto:sarah.zurier@preservation.ri.gov).

## **Eligible Applicants**

The following groups are eligible to apply for grants through this program:

- Non-profit private organizations that can document their non-profit 501(c)(3) status
- Municipal agencies
- State agencies
- Indian tribes recognized by the Secretary of the Interior

If an applicant previously received a State Preservation Grant, or if the applicant was a “named recipient” of Creative and Cultural Economy Bond funds, the applicant cannot

apply for a 2016 State Preservation Grant unless the previous project has been completed and closed out. If the applicant previously received a State Cultural Facilities Grant, the applicant must have completed and closed out or made substantial progress towards completion of the project to be eligible for a State Preservation Grant.

Applicants may submit one application in each grant round. Applications for projects that include some activities to be funded by the State Preservation Grant program and other activities to be funded by the State Cultural Facilities Grant program will be considered.

### **Ownership status**

- Applicants must own or operate the building for which the grant is sought.
- Applicants who have a lease or written agreement of at least 20 years from the date of the application are eligible.
- Applicants with less than a 20-year lease or written agreement will be considered on a case-by-case basis.

### **Eligible buildings**

The building for which the grant is sought must be listed or eligible for listing in the State Register of Historic Places. The State Register includes buildings that are individually listed on the National Register, buildings that contribute to National Register historic districts, and buildings located in historic districts designated by local government.

The building for which the grant is sought must be used as a Museum, a Cultural Art Center, or a Public Historic Site.

- A Museum or Cultural Art Center is defined as: “A historic structure open to the public that is used principally to house artifacts and exhibits of historical, artistic, cultural, or educational value; or a historic structure open to the public that is used principally to present cultural events such as performances of music, dance, or theater. At a minimum, the museum or cultural arts center must be open to the public twelve (12) days per year.”
- A Public Historic Site is defined as: “A historic structure open to the general public that is used for events or activities of community interest and that is widely recognized as being representative of the community’s heritage. At a minimum, the public historic site must be open to the public twelve (12) days per year.”

### **The Grant Project and the Entire Project:**

The application requires information about both the *Grant Project* and the *Entire Project*. The Grant Project includes all activities funded by the grant request + matching share. The Entire Project includes Grant Project activities and any other work that will be undertaken but not funded by the grant request + matching share.

For example: an applicant has work planned for 2017 including a roof replacement (\$40,000), window restoration (\$14,000), and a re-pointing project (\$8,000). The applicant has defined the Grant Project activity as the roof replacement only. In this scenario, the Entire Project cost is \$62,000. The Grant Project cost is \$40,000.

Eligible activities are:

- Capital improvements defined as preservation, restoration, or rehabilitation expenditures that permanently improve or significantly extend the useful life of the historic building.
- Work that conforms to the Secretary of the Interior's Standards for the Treatment of Historic Properties—see [www.nps.gov/tps/standards.htm](http://www.nps.gov/tps/standards.htm)

The following activities are ineligible for grant funding but must be acknowledged if part of the Entire Project:

- new construction
- reconstruction such as recreating a building
- projects whose entire scope of work consists solely of general maintenance
- security alarm systems
- sitework as part of non-historic improvements such as parking lots, sidewalks, etc.
- projects that consist only of predevelopment or planning, such as historic structure reports, master plans, architectural studies
- acquisition of property or collections
- restoration of historical artifacts or collections
- mitigation activities performed as a condition or precondition for obtaining a local, state, or federal permit, license, or other approval

The following activities are not allowed on the Entire Project:

- any type of abrasive cleaning of exterior surfaces (including but not limited to sandblasting, wet grit blasting, high pressure water washing)
- application of aluminum or vinyl siding
- mortar which does not match original in composition, color, strength, and appearance
- scrubcoating masonry surfaces
- installation of insulation without a proper vapor barrier, or where the installation will result in inappropriate changes to the interior or exterior of the building
- replacement of original historic windows. If original historic windows are beyond repair, as determined in consultation with RIHPHC architects, replacement-in-kind would be allowed.

All existing historic building elements, exclusive of asphalt or wood roof shingles, are worthy of preservation. Only the most deteriorated wood (with extensive rot or splits in excess of 6") should be replaced with new wood. Consolidation, epoxy repair, or other means of repair of existing fabric, if possible, are preferable to complete replacement.

### **Grant Funding and Required Match**

There are two levels of grant funding, with different requirements for matching funds:

#### **Small Project Grants**

- The minimum Entire Project cost is \$12,000, and the maximum is \$45,000.
- The minimum grant request is \$8,000, and the maximum is \$30,000.

- For example, if the Entire Project consists of eligible window repairs and masonry work at a cost of \$20,000, the applicant would seek a Small Project Grant, because the Entire Project costs less than \$45,000.
- Applicants must provide a \$1 match for every \$2 requested in grant funds. For example, an applicant must provide a \$10,000 match for a \$20,000 grant.
- Eligible “in-kind” contributions may include approved building materials and approved professional design and construction services. Labor from volunteers who are not construction professionals and grantee staff time are not eligible for match.

### **Large Project Grants**

- The minimum Entire Project cost is \$45,001.
- For example, if the Entire Project consists of window repairs, masonry work, and parking lot construction at a cost of \$50,000, the applicant would seek a Large Project Grant, even if the Grant Project costs only \$20,000.
- The maximum grant request is \$150,000.
- Applicants must match the grant in cash on a dollar for dollar basis. For example, an applicant must provide a \$50,000 match for a \$50,000 grant.
- If the Grant Project defined by the applicant costs more than \$300,000, the match required includes any additional dollars to complete the Grant Project. For example, if a \$400,000 grant project receives the maximum grant of \$150,000, the applicant must provide the \$250,000 balance as match.
- No “in-kind” matches will be accepted.

Regardless of project size, funds awarded through the State Cultural Facilities Grants program, including funds to the Named Recipients of the Creative and Cultural Economy Bonds, will not be considered match.

Applicants may request a Waiver of Retroactivity for eligible costs incurred prior to a grant award to count toward matching fund requirements. Applicants must document that waived costs are directly related to the Grant Project. Costs incurred prior to the approval of a project are at the applicant's risk, and approval of retroactive matches is not assured.

### **The Budget Worksheet**

There are two Budget Worksheets available for download: a Small Project Budget Worksheet and a Large Project Budget Worksheet.

- Download, complete, and submit the Small Project Budget Worksheet if your Entire Project total cost is less than \$45,000.
- Download, complete, and submit the Large Project Budget Worksheet if your Entire Project total cost is more than \$45,000.

**Important:** The budget worksheet will add a 10% contingency to your project. Keep in mind that this may affect your status as a Small Project or a Large Project. If your project estimates include contingency funds, subtract them from your estimates before entering them into the budget to avoid double-counting and increasing the cost of your project.

## **Grant selection**

Grants are awarded on a competitive basis as the result of a three-part review:

- preliminary review by RIHPHC staff for eligibility and completeness
- evaluation by the Review Panel appointed by the Commission. Members will include a historian, an architect, a representative of the arts community, and the RIHPHC's Executive Director, and will come from different parts of the state.
- final consideration of Review Panel's recommendations by the Commission. The Commission will vote to approve Grant Projects. In making final selections, the Commission will consider the relative distribution of grants among different regions of the state.

Applicants will be notified about grant decisions by December 31, 2016.

## **Grant Requirements and Procedures**

If selected to receive a grant, the grantee will sign a funding agreement that includes but is not limited to the following requirements:

- The building owner will sign a historic preservation easement that protects the entire exterior of the historic structure where the project is located, significant interior features that were improved by the project, and the property surrounding the structure in consultation with the RIHPHC. The terms shall be 10 years for Small Projects and 25 years for Large Projects.
- The building shall be open to the public for a minimum of twelve (12) days per year, subject to reasonable limits on the type and extent of use of buildings supported by this grant program when such a limitation is necessary for maintenance or preservation of the building and subject to reasonable fees.
- Plans and specifications must be approved by the RIHPHC, and the project will be monitored by RIHPHC architects.
- Purchasing and contracting of services must follow approved competitive procurement procedures in consultation with the RIHPHC in order to encourage open and competitive bidding.
- Any municipal agency or state agency that owns a building assisted with funds from this grant program shall comply with RIGL 37-13.
- Construction contracts must be approved by the RIHPHC.
- A project sign acknowledging funding by the R.I. Historical Preservation and Heritage Commission will be placed on site during the course of the project. The sign will be provided by the RIHPHC.
- The building must be maintained in its historic condition and in accordance with an approved plan. A maintenance plan must be submitted and approved prior to the release of grant funds.
- A final project report will be required within 30 days after work is completed. This will include a brief description of each work item, and a financial summary. It will include "before, during, and after" photographs.

*For more information, refer to <http://www.preservation.ri.gov/grants/spg.php>*