



## **GRANT APPLICATION GUIDE**

### **PURPOSE OF EASTLAND HISTORIC GRANT PROGRAM**

- Promote restoration and preservation of historic structures within Eastland's Historic Districts.
- Create incentives for quality historic projects.
- Educate community on importance of preservation and role of historic structures in community identity and economic development & tourism.

### **WHO CAN APPLY FOR HISTORICAL GRANT**

- Any property owner (Business or Individual) of historic structure within Eastland's Historic Districts.

### **CRITERIA**

- Grant funds may be used for structural repairs or exterior restoration only. No interior projects are considered.
- The City of Eastland Historic District Design Guidelines and/or the Secretary of Interior's standards for rehabilitation shall be used as guidance for all projects. (These documents can be found on the City of Eastland's Website.)
- Owners will be required to participate by matching grant funds for projects.
- Projects must be completed *and* meet inspection approval within the year the grant funds are awarded to be eligible for reimbursement. Timelines may be extended with Historic Board approval.
- Design plans may be broken into "several year projects" to allow owners to apply for grants multiple years in order to provide their matching funds.

*Board reserves the right to award grants based on emergency stabilization of historic structures.*

### **HOW IT WORKS**

- 1) Pick up Grant Application. Owners will be given an Historic Board member's name to contact should questions arise throughout the process.
- 2) Complete Grant Application and return with supporting documents to board member or City Hall.
- 3) Historic Board & City Commissioners meet to approve/decline Grants. Applicants will be notified.
- 4) Applicant and City of Eastland enter into contract for grant to begin.
- 5) Project commences.
- 6) Final Completion of work. Documentation and invoices turned in to City Hall.
- 7) Property inspection completed.
- 8) Reimbursement for grant monies awarded.
- 9) City to issue 1099-misc for income reporting.



## GRANT APPLICATION

### APPLICANT INFORMATION

<b>APPLICANT NAME</b>			
<b>HISTORIC PROPERTY ADDRESS</b>			
<b>MAILING ADDRESS</b>			
<b>TELEPHONE NUMBER(S)</b>			
<b>E-MAIL ADDRESS</b>			
<b>PROJECT TYPE</b>	<b>CIRCLE:</b>	<b>PERSONAL</b>	<b>BUSINESS</b>
<b>501(C)3 OR TEXAS NON PROFIT?</b>	<b>CIRCLE:</b>	<b>YES</b>	<b>NO</b>

### PROJECT FINANCE INFORMATION

<b>AMOUNT OF GRANT FUNDS REQUESTED</b>	<b>\$</b>
<b>AMOUNT OF TOTAL PROJECT COST</b>	<b>\$</b>
<b>AMOUNT OF APPLICANT MATCHING FUNDS</b>	<b>\$</b>
<b>PROPERTY TAXES CURRENT</b>	<b>CIRCLE: YES NO</b>

### OVERALL PROJECT INFORMATION

<b>BRIEFLY DESCRIBE GRANT PROJECT</b>	
<b>BRIEFLY DESCRIBE NATURE OF BUSINESS</b>	
<b>CHECK BOXES THAT SHOW HOW RECEIVING GRANT BENEFITS EASTLAND</b>	<input type="checkbox"/> <b>ADDING JOBS</b> <input type="checkbox"/> <b>PROVIDING NEW / IMPROVED SERVICE</b> <input type="checkbox"/> <b>IMPROVING ENERGY EFFICIENCY</b> <input type="checkbox"/> <b>COSMETIC</b> <input type="checkbox"/> <b>ADA COMPLIANCE</b> <input type="checkbox"/> <b>SAFETY</b> <input type="checkbox"/> <b>STRUCTURAL MAINTENANCE</b> <input type="checkbox"/> <b>TOURISM</b> <input type="checkbox"/> <b>OTHER</b> _____

DESCRIBE IF THIS IS A PORTION OF A LARGER BUSINESS PLAN OR PROJECT	
WILL YOU BE LIKELY TO ASK FOR GRANT FUNDS IN ADDITIONAL YEARS?	CIRCLE:      YES      NO
BASED ON HISTORIC GUIDELINES, DOES PROJECT REQUIRE CERTIFICATE OF APPROPRIATENESS?	CIRCLE:      YES      NO

**PROJECT TIMELINE (IF GRANT AWARDED)**

ESTIMATED START DATE	
ESTIMATED END DATE	
LIST POSSIBLE CONTINGENCIES THAT MAY AFFECT PROJECT	

**ATTACH THE FOLLOWING:**

- MAP OF HISTORIC DISTRICT PROPERTY LOCATION. (PRINTABLE)
- PROJECT BUDGET WITH AT LEAST TWO(2) DIFFERENT BIDS FOR PROPOSED WORK. INCLUDE INFORMATION ON TYPE OF MATERIALS THAT WILL BE USED.
- PHOTOGRAPHS OF EXISTING STRUCTURE.

**INITIAL THE FOLLOWING:**

\_\_\_\_\_ *I understand the Historic Preservation Grant must be used in the manner described in this application.*

\_\_\_\_\_ *I understand that reimbursement is granted upon completion of the project as outlined in this application.*

\_\_\_\_\_ *Failure to comply with these guidelines or provide evidence of documents for reimbursement may result in forfeiture of grant funds.*

\_\_\_\_\_ *I agree to allow Eastland Historic Preservation Board to publicize this award.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Title \_\_\_\_\_



## HISTORIC PRESERVATION APPLICATION CHECKLIST

Name of Applicant \_\_\_\_\_

Date Packet Turned In \_\_\_\_\_

Historic and/or Current Property Name(s) \_\_\_\_\_

Location \_\_\_\_\_

Street address

*Put an "x" or a check in front of the items included with your application packets. Please place all documents in order with system #1-4 given below.*

\_\_\_\_\_ **Application Checklist (THIS FORM completed, signed, and dated).**

\_\_\_\_\_ **Attachment #1. 2013 Application Form (completed).**

\_\_\_\_\_ **Attachment #2. Map(s) showing property location.**

\_\_\_\_\_ **Attachments #3. Detailed project budget information.** Provide necessary explanations if not available within budget. **MUST attach Proposals, bids, and/or related construction drawings.**

\_\_\_\_\_ **Attachments #4. Photographs** or clear color photocopies showing the property and the need for project. Please depict *all* of the following:  
a) Overall setting.  
b) Detail views of areas where work is proposed.  
c) Historic photograph(s), if available.