

Department of Economic and  
Community Development

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State Historic Preservation Office



# State Historic Preservation Office

Certified Local  
Government Grant  
Application  
July 2013

State Historic Preservation Office

One Constitution Plaza | Hartford, CT 06103 | P: 860.256.2800 | [Cultureandtourism.org](http://Cultureandtourism.org)

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## Certified Local Government Grant Overview

The State Historic Preservation Office (SHPO) offers two grants to Connecticut municipalities that have been formally designated as Certified Local Governments by the National Park Service of the U.S. Department of the Interior. Please refer to the corresponding guidelines for the **Supplemental Certified Local Government Grant** and the **CLG Historic Preservation Enhancement Grant** which can be found on our website.

**Supplemental Certified Local Government Grants** are funded by the Community Investment Act. "*The Community Investment Act*" (also known as Public Act 05-228) was signed into law on July 11th, 2005. The Act provides increased funding for open space, farmland preservation, historic preservation and affordable housing.

**Historic Preservation Enhancement Grants** are funded by the Historic Preservation Fund of the US Department of the Interior, National Park Service.

All work must be completed by a consultant who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61. The use of state and/or federal funds requires an open bidding process. Project consultants cannot be pre-selected and any potential consultants cannot play any role in the design of the project or application.

## Application Information

Applications are due by the 10<sup>th</sup> of each month. All complete applications will be reviewed by SHPO staff and considered for funding. Once an application is reviewed, SHPO will contact the applicant with any questions or to request points of clarification.

If the application is complete, applicants will be asked to make a presentation to the Historic Preservation Council who votes to recommend the awards of grants. The Historic Preservation Council meets the first Wednesday of each month. The Historic Preservation Council votes to recommend the award to the Advisory Committee on Culture and Tourism who ultimately awards the grant.

## Selection Process

The following criteria are the basis for the review of Survey and Planning Grant applications:

- Clear narrative describing the proposed project (limited to 2 pages)
- Ability of the product to have a positive impact on local historic preservation efforts
- Thoroughness and appropriateness of the project budget
- Feasibility of the product's/program's success
- The benefit of the project to the town, if the property is not owned by the municipality
- Evidence that the product will do one or more of the following:
  - a. Inventory and survey the state's cultural resources
  - b. Encourage new awareness of historic preservation at the local level
  - c. Expand the scope of current public education outreach
  - d. Produce written or website materials for property owners and/or town officials
  - e. Nomination of historic resources to the State or National Registers of Historic Properties
  - f. Produce high-quality pre-development documents

## Certified Local Government Grant Application Cover Sheet

### GRANT INFORMATION

Identify the grant program you are applying to:

- Supplemental Certified Local Government Grant (State funds up to \$30,000)
- Historic Preservation Enhancement Grant (Federal Funds, up to \$10,000)

### APPLICANT INFORMATION

Applicant Organization:

Chief Elected Official

Federal Employer ID Number:

Street Address:

Municipality:

State:

ZIP Code:

Contact Name:

Daytime Phone:

Email Address:

Website:

Mailing address:

Municipality:

State:

ZIP Code:

### PROJECT INFORMATION

One sentence explanation of the project:

Grant Amount Request: \$

Has the applicant received a grant from SHPO in the past:

yes     no

Is this a subsequent phase of a project:

yes     no

Is this a new initiative:

yes     no

### Certified Local Government Grant Application Cover Sheet

List any previous grants received from SHPO (include grant type, date awarded, and award amount):

#### LEGISLATIVE INFORMATION

U.S Representative's Name: District #

State Senator's Name: District #

State Representatives Name: District #

#### AUHTORIZATION

Name of Authorized Official:

Title

Signature:

Date:

**Certified Local Government Grant Application Checklist**  
**Please see website for required attachments and forms**

Required Items	Included	N/A	Comments
Application Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>	
Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>	
Certified Resolution	<input type="checkbox"/>	<input type="checkbox"/>	
Financial Plan and Budget	<input type="checkbox"/>	<input type="checkbox"/>	
Photographs	<input type="checkbox"/>	<input type="checkbox"/>	
W-9	<input type="checkbox"/>	<input type="checkbox"/>	
Vendor Profile Form	<input type="checkbox"/>	<input type="checkbox"/>	

Applicant Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

**If you have questions regarding the Certified Local Government  
Grant Application please contact**

**Mary Dunne at [Mary.Dunne@ct.gov](mailto:Mary.Dunne@ct.gov) or 860-256-2756 or**