Department of Economic and Community Development

State Historic Preservation Office

Connecticut
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State Historic Preservation Office

Grant Program Guidelines

For Partners in Preservation Grants

August 2015

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Partners in Preservation Grant Overview

The State Historic Preservation Office (SHPO) offers matching, reimbursement **Partners in Preservation Grants** to Connecticut municipalities and 501(c)3 and 501(c)13 nonprofits for projects that advance the goals of the State Historic Preservation Office through a variety of historic preservation education, awareness, promotion, outreach and visioning initiatives.

Partners in Preservation 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.

Partners in Preservation Grants are generally $10,000 or less. Larger grants with a cap of $50,000 are offered as funds are available. Please contact the Program Manager before applying. All grants must be matched 50%/50% with cash. State funds cannot be used as a match. A proposed project budget can exceed the total of the matching grant; however, additional sources of non-state funding must be identified on the Financing Plan and Budget. The grant recipient must expend the total project cost and reimbursement will be made upon approval of the final product. Funds for the entire project must be available and restricted for the purpose of the project at the time of application.

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.

Applicants:

Eligible applicants:

- Connecticut municipalities
- 501(c)(3) or 501(c)13 nonprofit organizations that have had tax-exempt status for at least two years
- 501(c)(3) or 501(c)13 nonprofit organizations that have had tax-exempt status for less than two years but can demonstrate at least a 5 year-history of sustainable historic preservation program activity
    - Must be individually approved as eligible for funding by the Historic Preservation Council
- "Friends" groups or other non-profit organizations applying for grant funds to survey archaeological resources on state land
- Statutory partners of the Department of Economic and Community Development

Ineligible applicants:

- Federal agencies
- State agencies
- "Friends" groups of federal or state agencies except for projects involving archaeological survey
- projects on state land.
- For-profit businesses or organizations
- Individuals
- Service organizations or clubs

No agency or organization can act as a fiscal agent to receive or disburse Partners in Preservation Grant Funds

What We Fund:

Public Education and Awareness

- State Archaeological Preserve booklets that present well-illustrated and informative text on a designated preserve for the general public to encourage participation in efforts to preserve the designated resource.
- Historic preservation public education events or publications
- Historic district commission training
- Development and publication of design review guidelines
- Exhibit, website, virtual tour, brochure or poster that would highlight Historic Preservation Month (May), Connecticut Freedom Trail Month (September) or Archaeology Awareness Month (October)
- The "architectural history" portion of a town major anniversary celebration (e.g 350th).

Promotion

- Historic preservation publications, including books, brochures, and magazine features
- Town or local non-profit website development or updates to promote historic preservation and architectural history
- Heritage tourism materials, including mobile applications, that emphasis historic preservation
- Walking tours of historic districts
- historic preservation awards program honoring property owners for appropriate restoration
- Historic Preservation Month (May) activities.

Outreach

- Workshops that provide technical assistance to owners of historic properties
- Public presentations on local historic preservation issues and tools
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Visioning

- Charrettes or other team-approach activities that use public/private/non-profit collaboration to find solutions to local preservation issues
- Publications that result from preservation problem-solving activities
- Preservation "tool kits" that can provide a roadmap with resources to help local communities identify and protect their local resources

Ineligible Activities and Costs:

- Costs incurred prior to the contract start date
- Costs incurred after to the contract expiration date
- Acquisition of real estate
- Archaeological salvage
- Capital expenses
- Construction, restoration, rehabilitation
- Court actions
- Curation
- Equipment purchase
- Fines or penalties
- Fundraising efforts
- General operating expenses
- Hospitality expenses including food, beverages, entertainment
- Interest payments
- Interpretive expenses
- Lobbying activities
- Nonconformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties
- Projects already underway
- Political contributions
- Regranting
- Scholarships
- Software acquisition
- Travel

Only project specific expenses are eligible toward the grant.

Application Information

Grants of up to $10,000

Applications are accepted on a quarterly basis on the first Monday of February, May, August and November. 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 points of clarification.

If the application is complete, applicants will be asked to make a presentation to the Historic Preservation Council who votes to award the grant. The Historic Preservation Council meets the first Wednesday of each month.

Grants over $10,000:

Larger grants of up to $50,000 require a pre-application that will be reviewed and approved by the Historic Preservation Council (HPC) to determine if a full application can be submitted. Applicants will be required to make a presentation of the pre-application to the HPC. The HPC meets the first Wednesday of the month. Once the HPC approves the pre-application, a full application is submitted according to the quarterly application submission schedule. All complete applications will be reviewed by SHPO staff and considered for funding. Staff will take into consideration input from the pre-application meeting, and contact the applicant with any questions or if it needs points of clarification. Once the application is considered complete it will be placed on the next available agenda of the HPC, which votes to award the grant.

Please visit our website for the Partners in Preservation Grant application and pre-application format.

Selection Process

The following criteria are the basis for the review of Partners in Preservation Grant applications:

- Clear narrative describing the proposed project
- Ability of the product to have a positive impact on historic preservation efforts
- Thoroughness and appropriateness of the project budget
- Feasibility of the product's/program's success
- Evidence that the product with do one or more of the following:
    a. Encourage new awareness of historic preservation at the state or local level
    b. Expand the scope of current public education outreach
    c. Produce written or website materials for property owners and/or town officials

Grant Administration

Once a grant is awarded by the HPC, SHPO will send the grantee an Assistance Agreement between DECD and the grantee. These contracts must be signed and returned to SHPO within 30 days. Grantees are required to credit SHPO and the Partners in Preservation Grant program in all print, audio, video, internet and publicity materials. As stated above, eligible expenses must be pre-approved by SHPO.

SHPO has the right to withhold, reduce, or cancel grants if the grantee:

- Owes a final report from a previous SHPO grant
- Fails to comply with the terms of the grant contract
- Demonstrates inadequate financial management or oversight
- Does not properly credit SHPO's support
- Experiences significant changes in programs or services
- Cancels or suspends a grant funded project

Request for Reimbursement

As stated above, all Partners in Preservation Grants are one-time reimbursement grants. Once the project is complete, a close-out package must be submitted to SHPO for review and approval. Upon approval, SHPO will submit a grant reimbursement request to the DECD Office of Financial Administration.

If you have questions regarding the Partners in Preservation Grant program please contact Mary Dunne at Mary.Dunne@ct.gov or 860-256-2756 o