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HISTORIC PRESERVATION PARTNERS, INC.

Preservation Grant – Program Guidelines

These guidelines supplement the terms and conditions set forth in the Historic Preservation Partners, Inc. (“HPP”) Preservation Grant program. The HPP Board (the Board) shall have the sole authority to interpret and waive in whole or in part any provisions in these guidelines and the grant program. The decision of the Board shall be final and is not subject to appeal.

GRANT FUND AVAILABILITY:

The Board shall have the sole discretion on funding the grant program and whether to award all or part of the monies in the grant program to applicants, including the award or reservation of funds for emergency projects. The maximum amount of grant that will be awarded to an applicant for a single project is \$15,000.

USE OF GRANT FUNDS:

Grant funds are available for stabilizing or securing historical properties that are in danger of decaying beyond repair or to provide essential maintenance to assist in building preservation while the owner develops a long-term preservation and rehabilitation plan and secures funding. Grant funds are also available for small preservation projects that would not otherwise be feasible without outside assistance. The Board may, in its sole discretion, make a grant award to assist with specific and limited items as part of a larger rehabilitation plan. Additionally the Board will consider grant applications to fund a feasibility study, structural analysis, or development of a rehabilitation plan for a prospective historic rehabilitation project. The Board also will consider grant applications from local or state historic organizations for educational classes, programs or events. HPP grants will not be awarded solely to match other public or private grant funds.

GRANTEE STATUS:

Applicants for grants may be for profit, not for profit, educational or governmental entities. If the grant funds will be used for repair, maintenance or rehabilitation of an historic structure or building which is not wholly owned by the applicant, the property owner must co-sign the grant application and the grant agreement. Entities that are affiliated with HPP are not eligible to receive any grants under this grant program.

APPLICATION SUBMITTAL / DEADLINES:

HPP will, subject to available funding, periodically review applications and make grant awards. For 2015, applications for grants must be submitted on or before April 1 to be considered as part

of the grant review process. Generally, applications will be reviewed and grant awards announced within 60 days of the grant application submittal deadline. For the April 1, 2015 round of applications, the Board will endeavor to make award announcements on June 1.

The Board reserves the right to review and make emergency grant awards outside of the formal review process in extraordinary circumstances, such as the damage or partial destruction of an historic building through an act of nature, such as tornado, flood or fire. Additionally, an emergency grant award may be made by the Board to avoid the imminent destruction or loss of an historic structure. Applicants for emergency grant awards may be required to submit supplemental application materials describing the imminent need for the grant award.

ELIGIBILITY OF STRUCTURES:

Buildings should be historically and architecturally significant to be eligible for a grant. The Board will give a preference to those buildings or structures that either are on or eligible to be listed on the State or Federal Historic Register or contributing buildings located in an Historic District. The Board will consider a grant application that would include removal of non-historic features to expose the historic fabric and make a building eligible for listing on the State or Federal historic registers. All decisions relating to the eligibility of buildings or structures shall be at the sole discretion of the Board.

GRANT AGREEMENT:

No funds shall be disbursed by HPP prior to the Grant recipient executing a grant agreement. The grant agreement provides for access to the building or structure to HPP's directors, officers, employees or agents for the purpose of inspecting the building or structure and verifying that the grant funds have been expended for the stated purposes and that all rehabilitation work is done in accordance with all applicable historic preservation standards. Further the grant agreement sets forth the scope of the project and schedule of work. The project must commence within 60 days of execution of the agreement and must be completed within one year of its execution. Provided however, the Board may grant an extension of time for commencement or completion of work upon good cause shown by the applicant that the delay is not caused by the action or inaction of the applicant. Moreover, the grant agreement provides for repayment of all grant funds in the event grant proceeds are spent on non-qualifying expenditures or on any work not specified in the grant agreement or if significant or contributing historic elements of the Property are removed or destroyed. Further a prorated share of the grant funds must be repaid if the building or structure is sold or demolished within 5 years of the grant award.

DISBURSAL OF GRANT PROCEEDS:

The grant agreement also establishes the terms of the disbursement of the grant awards. All grant funds will be made on a reimbursement basis upon the furnishing of receipts and certification that the work has been completed. Grant fund disbursement will be made on a periodic basis no more frequently than monthly.

PROJECT DESCRIPTION:

The applicant will be required to provide a detailed description of the project for which funding is sought, including a description of work completed in prior phases and any planned future phases. The description should detail how the work will comply with the Secretary of the Interior's Standards.

PROJECT FUNDING:

The applicant shall disclose the amounts and sources of all funding necessary for the project for which grant funds are sought. While not required, matching funding in cash or services will be favorably looked upon by the Board as the presence of matching funds demonstrates the applicant's commitment to the project and allows the HPP grant funds to be spread among more qualified projects. Additionally, the source and amount of any other grant funds applied for or awarded must be disclosed as part of the application.

EVALUATION CRITERIA:

Projects will be evaluated by the Board in the context of historic site preservation. The factors that will be reviewed include:

- historical significance of the building or structure to the community, state or nation
- description of the project including the desired goals,
- appropriateness of the proposed improvements or work,
- compliance with the Secretary of Interior's standards,
- urgency of the project including the current status and the threats to the building or structure,
- financial need, and
- applicant's experience and capacity to complete the project.