

**GEORGETOWN HERITAGE SOCIETY
HISTORIC STRUCTURE PRESERVATION GRANT PROGRAM
2017 GRANT APPLICATION**

The Georgetown Heritage Society (GHS) offers grants once a year to assist with the preservation of residential or commercial historic structures in the greater Georgetown area listed in the most recent City of Georgetown Historic Resources Survey. Note that this program is intended to assist with structural rather than cosmetic work. Grant funds are limited; therefore, this program may be competitive. **Additional policies, procedures, limitations and requirements are described on the following pages. Applicants are encouraged to read the entire application before beginning to complete it.** GHS contact information is on the last page.

The United States Secretary of the Interior (SOI) developed standards for the treatment of historic properties, which are used by property owners, historical organizations, governments and others. The SOI Standards offer four distinct approaches to the treatment of historic properties – Preservation, Rehabilitation, Restoration and Reconstruction. These are defined terms. The standards and treatments for Preservation, Rehabilitation and Restoration are the accepted models for the projects eligible for this Program and serve among the review criteria for these grant applications. The SOI Standards may be found on-line at <https://www.nps.gov/tps/standards.htm> along with additional treatment Guidelines regarding their use. Information is also available from GHS and the City of Georgetown.

Application Fee \$10.00 (Make check payable to Georgetown Heritage Society)

APPLICANT INFORMATION

NAME OF INDIVIDUAL OR ORGANIZATION _____

CONTACT PERSON _____ PHONE _____

MAILING ADDRESS _____ ZIP CODE _____

_____ E-MAIL _____

HAVE YOU APPLIED FOR FUNDING FROM GEORGETOWN HERITAGE SOCIETY IN THE PAST? _____

HAVE YOU RECEIVED ANY PRESERVATION FUNDING FROM GHS OR OTHER SOURCES IN THE PAST? _____

IF YES, WHAT SOURCE, WHAT YEAR AND FOR WHAT PURPOSE?

CURRENT PROJECT INFORMATION

PROJECT TITLE (If applicable) _____

PROJECT ADDRESS (If different from Mailing Address) _____

_____ Zip Code _____

AMOUNT OF GRANT REQUESTED **(Must be completed or application will not be accepted!)**

\$ _____

HISTORIC INFORMATION

WHEN WAS THIS STRUCTURE BUILT? _____ (Applicant must submit proof of date built, if available. Otherwise, use the build date in the Historic Resources Survey and state that is what you are using.)

CITY COUNCIL DISTRICT _____

NAME OF HISTORIC DISTRICT WHERE LOCATED (If applicable) _____

NAME OF NEIGHBORHOOD ASSOCIATION (If applicable) _____

THIS STRUCTURE IS LISTED IN THE _____ (YEAR) GEORGETOWN HISTORIC RESOURCES SURVEY AS SITE NUMBER _____ WITH A PRESERVATION PRIORITY OF _____ (HIGH, MEDIUM, LOW)

(A copy of the Georgetown Historic Resources Survey is locate at the Georgetown Library, 2nd Floor.)

IS THIS STRUCTURE?

1. A Recorded Texas Historic Landmark? _____ Yes _____ No
2. Listed on the National Register of Historic Places? _____ Yes _____ No
If so, is it listed individually or as part of a district? _____

TELL US THE HISTORY OF THE STRUCTURE (attach extra pages if needed) _____

PROJECT INFORMATION and COST

DESCRIBE THE PROJECT FOR WHICH THE GRANT IS REQUESTED AND THE COST. IF THE PROJECT CONSISTS OF SUB-PROJECTS WHICH COULD BE CONSIDERED SEPARATELY FOR GRANTS, THEY SHOULD BE DESCRIBED AND COSTED SEPARATELY WITH SEPARATE ITEMIZED BIDS. ALSO, PLEASE SUBMIT AN ITEMIZED BID FOR EACH CATEGORY OF WORK FOR WHICH YOU ARE REQUESTING FUNDING. FOR EXAMPLE, BIDS FOR FOUNDATION REPAIR, PORCH RESTORATION AND ROOF REPLACEMENT WOULD REQUIRE A SEPARATE COST BREAKDOWN FOR EACH CATEGORY OF WORK. (Must be completed and have itemized bids attached.)

DESCRIBE HOW THE PROJECT COMPLIES WITH THE TREATMENT GUIDELINES FOR PRESERVATION OR RESTORATION OR REHABILITATION IN THE SECRETARY OF THE INTERIOR STANDARDS.

DESCRIBE WHAT YOU HAVE DONE IN THE PAST TO PRESERVE, RESTORE OR REHABILITATE THIS STRUCTURE, WHAT THE CURRENT PROJECT WILL ACCOMPLISH AND WHAT OTHER PRESERVATION, RESTORATION, REHABILITATION WORK IS PLANNED FOR THE FUTURE. (Attach extra pages if needed)

DO YOU PLAN ON INCURRING ANY OF THE COST OF THIS PROJECT? IF SO, HOW MUCH? \$_____

ARE THERE OTHER FUNDING SOURCES COMMITTED TO, OR AVAILABLE FOR, THIS PROJECT, FOR EXAMPLE, INSURANCE PROCEEDS? _____ IF SO, PLEASE PROVIDE DETAILS AND AMOUNTS. _____

WHAT OTHER AVENUES OF FUNDING HAVE YOU EXPLORED? PLEASE DESCRIBE_____

HAVE YOU ENTERED INTO ANY CONTRACTS RELATIVE TO THIS PROJECT? _____
IF SO, PLEASE ATTACH PHOTOCOPIES OF THESE CONTRACTS.

OWNERSHIP INFORMATION

LEGAL OWNER OF PROPERTY _____

PROVIDE COPIES OF LEGAL DOCUMENTS SHOWING OWNERSHIP (E.G. PROPERTY TAX FORM, DEED OF TRUST)

HOW LONG HAS THIS OWNER OWNED THE PROPERTY ? _____

ARE THERE ANY LIENS, LOANS OR OTHER ENCUMBRANCES ON THE PROPERTY? _____

IS THE STRUCTURE INSURED? _____ IF SO, PROVIDE POLICY INFO _____

IF THE APPLICANT IS NOT THE OWNER, PROVIDE DOCUMENTATION OF THE OWNER'S PERMISSION TO WORK ON THE PROPERTY.

DOES THE APPLICANT OCCUPY THE PROPERTY? _____ IF SO, HOW LONG HAS THE APPLICANT OCCUPIED THE PROPERTY? _____ AND HOW MUCH LONGER IS PLANNED? _____

IS THE STRUCTURE USED AS A RESIDENCE? _____ IF SO, IS IT THE APPLICANT'S HOMESTEAD? _____

GRANT POLICIES

1. A historic structure must be listed in the most recent Georgetown Historic Resources Survey in order to be considered for a grant. Priority may be given to structures that are architecturally significant, endangered, within a historic district or owner occupied.

2. **Grants are restricted to project phases on which work has not begun at the time of awarding the Grant. (Grants are not considered for work already completed.)**
3. An applicant may have only one active grant at a time in a 12-month period.
4. Grant funds must be used within 12 months from the date of notification, or the grant will be voided. An Applicant may request an extension in writing, with justification, which will be considered.
5. Grant amounts for building projects are fixed and do not increase due to unforeseen conditions encountered in construction.
6. GHS is not responsible for supervision of the contractor during construction on building projects.
7. Approvals required by the City of Georgetown, HARC or any government agency must be obtained before the Grant Application is submitted to GHS. Determining what approvals are necessary is the responsibility of the Applicant. (Information may be obtained from the City of Georgetown web-site <https://georgetown.org/> or the City Historic District Planner, 512-930-3581.)
8. Funding will not be awarded for new construction, vinyl or aluminum windows, landscaping, sidewalks, driveways, garages, fences, retaining walls, patios, patio covers, air conditioning systems, electrical work, or ADA/handicapped projects. Maintenance, such as painting, re-shingling or other cosmetic work, is considered to be the ongoing responsibility of the property owner and is generally not eligible for grant funding.
9. All work must be done according to the Secretary of the Interior's Standards for the Treatment of Historic Properties and associated Guidelines. They promote best practices and are available on the internet at <https://www.nps.gov/tps/standards.htm>
10. If replacement or reconstruction of exterior elements is part of the project, there should be pictorial, historical, or physical documentation of the original elements.
11. If wood elements such as windows, foundation skirting, porch balusters, railings, columns, or latticework are to be replaced, please submit some type of detail drawing showing the method of construction proposed and the specific type of materials to be used.
12. Please submit an itemized bid for each category of work for which you are requesting funding. For example, bids for foundation repair, porch restoration and roof replacement would require a separate cost breakdown for each of the three categories of work.
13. Make sure you have fulfilled the minimum requirements for digital images and historical photos. Quality digital images are extremely important elements of your application. Images are presented to the Board of Directors, who makes the final decision on grant funding. Be sure to include a clear photo of the front façade of the structure and clear close-ups of areas to be repaired.
14. Although larger requests may be considered, it is anticipated that most grants approved under this program will be for \$7,500 or less. The average of grants awarded to date is \$3,400.
15. It is understood that the Georgetown Heritage Society may seek public recognition for its contribution to a project. By submitting a grant application, the Applicant agrees that, if a grant request is approved, the Applicant authorizes the use by GHS of project information and "before and after" photos to publicize GHS, the Preservation Fund, the Preservation Grant Program and the importance of preservation.
16. Grant decisions are at the discretion of the GHS Board of Directors and are final. Applications which are not funded may be updated and re-submitted in the next cycle.

CHECKLIST

- Amount of Grant Requested
- Contractor's Itemized Bid(s) Enclosed (not an Estimate)
- \$10.00 Application Fee
- *No more than six (6) digital images on a labeled CD, in JPEG format, showing existing conditions, one of which should show the front façade of the structure.
- *No more than six (6) historic photos, (required if available and/or applicable), preferably in digital format on a labeled CD
- Approvals of government agencies such as City of Georgetown and HARC, if required
- Architectural plans, if any
- Relevant documents from Ownership Section such as legal documents showing ownership and owner's permission to work on property, if not owned by applicant
- Signature is required on both page 5 and page 6

(The Georgetown Heritage Society reserves the right to retain necessary documentation)

*If you do not have access to a digital camera, purchase a one-time use camera, take 6 photos of the repair area and front façade and request developing on a computer disk from any store with available photo developing services.

Please read this application carefully and double-check to make sure you have answered all questions and have provided all items requested by 4:30 PM of the deadline date. Failure to do so will result in your grant being ineligible for the current grant cycle.

START DATE TO ACCEPT APPLICATIONS: THURSDAY, JANUARY 5, 2017

GRANT APPLICATION DEADLINE: THURSDAY, FEBRUARY 16, 2017 (By 4:30 PM)

RETURN THIS APPLICATION BY MAIL TO: Georgetown Heritage Society
P. O. Box 1265
Georgetown, TX 78627

OR IN PERSON TO: 811 South Main St.
Georgetown, TX
Office Hours 9 AM - 5 PM Thursdays & Fridays or by appt.

To the best of my/our knowledge, my application is complete and all information provided herein is true and correct. I have read, understand, and accept the policy statements within the application.

Applicant's Signature

Date

CONDITIONAL GRANT REIMBURSEMENT INFORMATION and AGREEMENT

To indicate your agreement, please initial each item below, sign and return with your application:

_____ All grant funds are handled on a reimbursement basis.

_____ This means that the grant recipient will pay the contractor for work on the project, according to the terms of the contract between the grant recipient and the contractor.

_____ The grant recipient will then submit a Request for Reimbursement of these funds to GHS in which the recipient will attest that the work has been completed as specified.

_____ The grant recipient will include proof of payment - such as a photocopy of the check made out to the contractor - along with a receipt for this payment signed by the contractor.

_____ If the grant recipient is paying for materials used in the project, receipts for these materials should also be submitted.

_____ The Georgetown Heritage Society does not reimburse the grant recipient for contractors' fees until work on the project is completed.

_____ The Georgetown Heritage Society reserves the right to review the project prior to payment.

_____ The Georgetown Heritage Society will reimburse the grant recipient within 30 days following the submission of acceptable proof of payment.

_____ All work must be done according to the Secretary of the Interior's Standards for the Treatment of Historic Properties and the related Guidelines. It is the applicant's responsibility to become familiar with the standards and guidelines because they are an integral part of the conditions of the grant.

_____ Should you decide to use another contractor, change professionals (e.g. architect), or contract for additional work during the active period of this grant (12 months plus extensions approved by GHS), you agree to notify the Georgetown Heritage Society in writing of your intent.

_____ The Georgetown Heritage Society reserves the right to cease funding of a grant project if Grant Policies and the Conditional Grant Reimbursement Agreement are not followed by the grant recipient.

AGREEMENT

I understand the payment policy of the Georgetown Heritage Society Grants Program and, if chosen to receive a grant, will be able to follow these procedures.

Applicant's Signature

Date

QUESTIONS? GEORGETOWN HERITAGE SOCIETY PHONE 512 869 8597 EMAIL georgetownhs@verizon.net