

Garden State Historic Preservation Trust Fund 2010 Grant Guidelines



NJ Department of Community Affairs
P.O. Box 457
Trenton, New Jersey 08625
Phone (609) 984-0473 Fax (609) 984-7590
njht@dca.state.nj.us www.njht.org

Applications due by 4 pm, September 16, 2010

to

New Jersey Historic Trust
Department of Community Affairs
101 South Broad Street
Trenton, New Jersey 08608

June 2010

Dear Friends and Colleagues,

New Jersey is one of the oldest states in the nation - with a diverse and distinct historic character. In 1967, Governor Richard Hughes created the New Jersey Historic Trust to help preserve that rich history through education, stewardship and financial investment programs. Today, the Trust steadfastly continues to save historic buildings and sites through grants funded by the Garden State Historic Preservation Trust Fund.

The Trust Fund provides two types of historic preservation grants - Historic Site Management grants and Capital Preservation grants. Each grant provides the financial and technical support that an organization needs to successfully undertake a historic preservation project.

The Garden State Historic Preservation Trust Fund 2010 Grant Guidelines are enclosed. If you have any questions regarding these guidelines, please call the New Jersey Historic Trust at (609) 984-0473.

Thank you for your interest in protecting New Jersey's historic treasures. By bringing new life to New Jersey's historic buildings and communities through historic preservation, we can celebrate our state's diversity and preserve our past for future generations to enjoy. We look forward to working with you.

With regards,

Lori Grifa
Commissioner
Department of Community Affairs

Deborah Marquis Kelly
Chair
New Jersey Historic Trust

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... order your a “Discover NJ History” license plate today!

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**GARDEN STATE HISTORIC PRESERVATION TRUST FUND
2010 GRANT GUIDELINES**

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INTRODUCTION

The New Jersey Historic Trust

Established by statute in 1967 (N.J.S.A. 13:1B et seq.), the Trust is a nonprofit historic preservation organization created to preserve and protect New Jersey's historic resources. A 15-member board of trustees governs the Trust. Twelve members are private citizens appointed by the Governor. Three members serve *ex-officio*, representing the State Treasurer, Department of Environmental Protection /State Historic Preservation Office and the Department of Community Affairs.

The New Jersey Legislature gave the Trust broad powers to initiate and promote preservation programs and encourage joint preservation efforts by the public and private sectors. These powers include raising and disbursing funds; acquiring, holding, and disposing of personal property; accepting gifts, legacies, and endowments; and holding real property of historic, aesthetic, or cultural significance.

Through its programs and activities, the New Jersey Historic Trust assists, supports, and safeguards historic structures throughout the state. The Trust established the first statewide historic preservation easement program and a program for the donation of privately owned properties. Both programs ensure the preservation of historic properties in perpetuity through the use of deed restrictions. The Trust also operates a small grant and loan program to provide emergency financial assistance for a variety of preservation projects, and administers the historic preservation license plate program. The Trust supports legislation furthering the cause of preservation and cooperates with other agencies to protect New Jersey's historic resources and enhance the quality of life its citizens enjoy.

The Garden State Historic Preservation Trust Fund

On November 3, 1998, the voters of New Jersey overwhelmingly approved an amendment to the New Jersey Constitution that provides for a stable and dedicated source of funding for open space purposes. The Garden State Preservation Trust Act (Act) (P.L. 1999, c.152) authorized the set aside of a percentage of sales tax revenue and the issuance of state bonds over a ten-year period. Of this sum, \$60 million was dedicated to a fund to assist historic preservation projects with capital preservation and Historic Site Management Grants. The Act authorized the New Jersey Historic Trust ("NJHT" or "the Trust") to develop and administer the historic preservation grants program in accordance with the provisions of the Act (N.J.A.C. 5:101). In 2007 and 2009, referendums were approved by the voters allocating an additional \$18 million to continue the program as established. The 2010 Grant Guidelines are based on the regulations and provide information on the review, evaluation, awarding, and administration of these grants. Since 2000, the Trust awarded more than \$63 million from this fund.

Between 1990 and 1997, the Trust awarded more than \$52 million in six rounds of matching grants to projects under three bond acts (P.L. 1987, c.265, P.L. 1992, c.88, and P.L. 1995, c.204). The 1987 bond act also established a \$3 million Historic Preservation Revolving Loan Fund. The Garden State Historic Preservation Trust Program and its predecessor program were established by lawmakers and the voters of the state to provide for repairs or restoration of landmarks that embody our heritage. Preserving these landmarks contributes greatly to the overall well-being and quality of life in New Jersey. As proven here and in other states, historic preservation creates jobs, preserves building crafts, stimulates tourism, educates us about the past, and plays a significant role in downtown and neighborhood revitalization efforts.

The Garden State Historic Preservation Trust Fund provides capital and historic site management grants for a variety of preservation projects to improve and protect New Jersey's historic legacy. The

program encourages careful planning for the restoration, rehabilitation and preservation of a variety of historic resources. Through its matching requirements, the program stimulates broader support and participation in these historic preservation projects. Capital preservation grants and historic site management grants funded by the Garden State Historic Preservation Trust Fund will be available in 2010.

All applicants must meet criteria established in the Garden State Preservation Trust Act (N.J.S.A. 13:8C-1 et seq.). In addition to meeting basic eligibility requirements, capital grant applicants must demonstrate the need for and the administrative and financial capability to carry out the project; indicate how the preservation of the historic structure will be assured after the grant is expended; document the availability of funds to match the grant; and explain how the project will benefit the public. Any construction work related to providing access for handicapped or disabled persons must be in accordance with the New Jersey Barrier Free Sub code (N.J.A.C. 5:23-7), and the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (Revised 1995).

NEW FOR 2010 – CHANGES TO LEVEL I AND LEVEL II THRESHOLDS

Changes were made to the Level I and Level II thresholds to better reflect the types and scale of projects that have been submitted in the past several capital rounds and to ensure consistency in the review of applications. Level I applicants may apply for grants of \$5,000 to \$150,000 and the match required is 3:2 (for every \$3.00 in grant request, a match of \$2.00 is required). Level II applicants may apply for grants of \$150,001 - \$750,000, and the match required is 1:1 (for every \$1.00 in grant request, a match of \$1.00 is required). The Historic Site Management grants remain unchanged. Applicants may apply for grants of \$5,000 to \$50,000, and the match required is 3:1 (for every \$3.00 in grant request, a match of \$1.00 is required).

INITIATIVES FOR 2010

The 2010 grant round will offer both historic site management grants and capital preservation grants. The Trust is supporting several *new* initiatives for 2010. For Historic Sites Management Grants, the Trust is encouraging heritage tourism assessments and innovative techniques and/or solutions to integrating energy conservation and preservation. For capital projects (Levels I & II), the Trust is encouraging applications that address the preservation needs of industrial resources and resources that are contained within open space and/or farmland preservation initiatives. All activities eligible in previous historic preservation and capital grant rounds will continue to be eligible in the 2010 grant round. See “Eligible Activities” in each application section.

Historic Sites Management

Heritage Tourism Assessment: The Trust is encouraging applicants to undertake comprehensive assessments to evaluate a site’s potential for heritage tourism, identify deficiencies and develop a plan for how to improve services and enhance visitor experiences. Of the four steps to achieve sustainable heritage tourism, the first is to *assess the potential*. While the Trust will accept applications for tourism initiatives and product development, proposals for site assessments will receive priority consideration. The Trust encourages organizations to submit proposals that incorporate linkages between sites and resources.

Innovative techniques and/or solutions to integrating energy conservation and preservation: The Trust is encouraging applicants to explore incorporating energy enhancements into their preservation projects while respecting and retaining the character defining features of the historic resource.

Capital Projects (Levels I & II)

Industrial Resources: Whether located in an industrialized, urban center, or a small rural hamlet, industrial resources are often the most difficult to rehabilitate yet can offer unique opportunities for creative reuse. Due to their scale, location and state of abandonment, these resources are fast disappearing from New Jersey’s landscape. Applications for the rehabilitation and reuse of industrial resources will receive priority consideration.

Resource that is contained within an open space and/or farmland preservation initiative: Often times, when parcels of land are purchased to preserve farmland and/or open space, the parcels contain buildings and structures that are eligible for listing in the New Jersey Register of Historic Places. The

Trust is encouraging applications that preserve historic resources located within these larger preservation initiatives. Examples of resources that are commonly found on open space include, but are not limited to, farmhouses, barns, outbuildings, abandoned industrial sites, designed landscapes and archaeological sites.

APPLICATION REVIEW AND FUNDING

Eligible Applicants

The following organizations or groups are eligible to apply for grants through this program:

1. Agencies or entities of state government
2. Agencies or entities of county government.
3. Agencies or entities of municipal government.
4. Agencies or entities of state government
5. Nonprofit organizations organized under the New Jersey Nonprofit Corporation Act (N.J.S.A.15A:1-1 et seq.) that qualify for tax-exempt status under Section 501(c) of the Internal Revenue code (26 U.S.C. 501 (c)). Nonprofit applicants must include documentation of their tax-exempt status and registration with the State.

To document compliance with the New Jersey Charitable Registration and Investigation Act of 1994 (CRI Act), all nonprofit organizations must include a copy of a current registration number issued by the NJ Department of Law and Public Safety, Division of Consumer Affairs, Office of Consumer Protection/Charities Registration, or submit a letter from that agency confirming exemption from the requirements of charitable registration. For more information, call the NJ Division of Consumer Affairs, (973) 504-6215. Call (973) 504-6375 to confirm the applicable law and registration agency.

Applicants may, and are encouraged to, apply for grants for projects impacting multiple historic structures, for which a single application should be submitted. Applicants may also apply for grants for more than one historic resource in each grant round. For example, an organization that owns two distinct historic buildings is eligible to submit separate applications for each of the two structures or a single application for a project involving both buildings.

An applicant may request funds from more than one grant type, including Historic Site Management, Capital Level I, and Capital Level II. However, to promote greater geographic distribution of grant funds, the aggregate award to any single applicant for all grant types and all resources will not exceed \$750,000 per grant round.

Eligible Properties

To be eligible for a grant, a property must be listed in, or eligible to be listed in, the New Jersey Register of Historic Places and/or the National Register of Historic Places per N.J.A.C. 7:4 as follows:

1. Individually listed in the New Jersey Register of Historic Places and/or the National Register of Historic Places;

2. Situated within the boundaries of a historic district listed in the New Jersey Register of Historic Places and/or the National Register of Historic Places, and identified in the National Register of Historic Places Registration Form inventory as a resource contributing to the significance of that district; or
3. Certified by the State Historic Preservation Office as a property that is eligible to be listed in the New Jersey Register of Historic Places, or that meets the criteria to be listed in the New Jersey Register of Historic Places. Though a property need only be certified eligible for listing in order to apply for funding through GSPT programs, listing is required prior to the disbursement of capital grant funds.

In addition, there are other eligibility requirements concerning ownership and leases, which vary according to the type of grant requested. See following sections for requirements of specific grants.

For the purposes of a grant request through GSPT programs, a property may include a single building, structure, site, landscape, and/or associated buildings, structures, etc. that are identified in the National Register of Historic Places Registration Form inventory as resources that contribute to the significance of a property. In the case of a property that includes more than one resource, completed work performed on one or more contributing resources may be proposed for consideration as “match expended” within a grant budget for other contributing resources within the boundaries of that same individual property.

Application Instructions

There are four ways to obtain a copy of the guidelines and applications:

- Download the file from the Trust’s web site, www.njht.org.
- Call (609) 984-0473 to receive a copy by mail.
- Attend an Applicant Workshop on July 28, 2010. Visit the Trust’s web site (www.njht.org) or call (609) 984-0473 for more information.
- E-mail njht@dca.state.nj.us to receive a copy by attached email file.

Complete and submit a separate application for each project. No hand-written applications will be accepted. Be specific and complete as possible, and answer the questions in the space provided. If a question does not apply, fill in “N/A” and briefly explain why. Read and follow all instructions closely.

The Trust will accept completed applications with all supporting documents received to the Trust’s office by 4:00 p.m. the afternoon of September 16, 2010. Applications received after 4:00 p.m. will not be accepted. Once the application has been processed, the Trust will acknowledge its receipt.

Supporting Documents

To facilitate a thorough review of applications, the Trust requires supporting materials to accompany the application. These materials and the number of copies required are listed at the end of the application. Applications lacking any of the required materials at the application deadline will not be considered. **Submit 6 application sets (one original and 5 copies with attachments)** of the complete grant application with supporting documents as specified in the application by the deadline. Trust staff is available to answer your questions about these requirements or the application. Call (609) 984-0473 to speak to a Trust staff member.

Application materials will not be returned. The Trust reserves the right to retain and publish visual materials submitted with any application, such as photographs, digital images, plans, and working drawings.

Review of Applications

Once submitted to the Trust, applications will be reviewed for eligibility and completeness. Applicants are encouraged to consult with staff about any aspect of the application that requires clarification. NJHT staff members may make site visits during the application period.

Grant applicants must provide the Trust with all supporting materials and documentation requested in the application form, or the application will be ineligible for review.

An Evaluators Panel composed of independent advisors and Trustees reviews all Capital and Historic Site Management grants. The Grants and Loan Committee recommends worthy applications to the Board of Trustees, which makes the Trust's final decision on grant awards. Applications are evaluated for the following: the architectural and historical significance of the resource; the need for the work proposed for funding; the quality of the scope of work proposed for funding based on the qualifications of the consultant(s) and the clarity of the scope; the ability of the applicant to complete the proposed work within a specified timeframe and implement the recommendations or findings of planning documents; the cultural and economic benefits of the project; and the need for Trust assistance in the project (see "Criteria for Review" below).

The Board's list of recommended projects for grant awards is submitted to the Garden State Preservation Trust for approval and funding. The Garden State Preservation Trust then recommends a list of projects to the Legislature and the Governor for approval. Thus, availability of grant awards is contingent ultimately upon action by the Garden State Preservation Trust (GSPT), the Legislature, and the Governor.

Applicants will be notified in writing of the decision on their requests. The New Jersey Historic Trust may recommend a grant award, a grant award with conditions, or the resubmission of a grant application in future grant rounds. An invitation to revise and resubmit an application does not guarantee the future award of a grant.

Schedule for Review and Funding

Applications for historic site management and capital preservation grants will be available in mid-June 2010 from the Trust's website (www.njht.org) or by contacting the Trust for a hard copy. The Trust will be accepting completed applications for the 2010 grant round, with all supporting documents, **received at the Historic Trust's office** at 101 South Broad Street, Trenton, **no later than 4:00 pm on September 16, 2010**. Applications received after 4 pm will not be accepted. Please note: if you are using a delivery service, applications not delivered to the Trust office by the deadline will not be accepted. Refer to the 2010 application instructions for the required applications and supporting materials.

Historic Site Management and Capital Preservation Grants	2010 Round
Applicant Workshop. Call (609) 984-0473 for information and reservations.	July 28, 2010
<i>Declaration of Intent to Apply</i> due to Historic Trust Office, Trenton, either by e-mail (njht@dca.state.nj.us) or fax (609-984-7590) or mail.	July 22, 2010
Application one-on-one clinics, NJHT Office, Trenton. Call (609) 984-0473 for information and to schedule an appointment.	August 2010
Deadline for submission of all applications materials. All materials must be <u>delivered to</u> the Trust's office by 4:00 p.m. on or before this date <u>or</u> sent certified mail and received in the Trust's office by this date. Applications received after this deadline will not be considered.	September 16, 2010
Trust completes review of applications and site visits. The Trust's Evaluators Panel, consisting of Trustees and independent advisors, will evaluate application materials and make its recommendations for funding to the Board.	Fall/Winter 2010 - 2011
The Trust Board of Trustees will make its decision on recommended awards at a public meeting. All applicants will be notified of the Board's decisions.	March, 2011
The Board will forward its recommendations to the Garden State Preservation Trust. The GSPT will review Trust recommendations and submit a final list of recommended projects to the Legislature and Governor for appropriation of grant funds.	March 2011
Enactment of appropriation bill making grant funds available. Note that this date is approximate, subject to Legislative and Executive authorization. This date is an estimate to be used for planning purposes only.	Summer 2011

Criteria for Review

The following criteria are used to evaluate and rank applications for Historic Site Management and Capital Level I and II grants:

1. Significance of Resource

- a. **Significance of resource.** Property must be listed in the New Jersey or National Register of Historic Places, be a contributing resource to a Historic District, or have a Determination of Eligibility by the New Jersey Historic Preservation Office. For questions of listing or eligibility please contact the State Historic Preservation Office at (609) 292-0062.
- b. **Physical condition of property.** Threat of immediate collapse, demolition or inappropriate use or development; notice of code violations; and deterioration requiring stabilization are considered. Under this criterion, priority is given to resources where deterioration or threats have not resulted from the actions or negligence of the applicant.

2. Project Concept and Team

- a. **Quality of project.** Clarity, thoroughness, appropriateness and applicability of the proposed scope of work, as well as degree to which planning complies with the *Secretary of the Interior's Standards*.
- b. **Proposed consultant(s).** The credentials and experience of project team or consultants are considered in relation to the proposed scope of work. Archaeologists, architectural historians, architects, historic architects, and historians must demonstrate that they meet or exceed the minimum professional qualifications defined in the Code of Federal Regulations (36 CFR 61, Appendix A). Other consultants must demonstrate that they meet or exceed accepted professional qualifications in their respective fields. Priority is given to applications with qualified consultant teams identified and/or under contract.
- c. **Budget and schedule.** These must be realistic and feasible based on the work proposed for funding and allow sufficient time for the review of work products and/or construction documents by the Trust. The grant project must begin within eighteen months of the date of appropriation of grant funds, or the grant will lapse.

3. Organization Ability

- a. **Applicant.** The ability of the applicant to carry out the proposed work, develop programs to sustain and interpret the property, keep the property accessible to the public, and provide for the long-term protection and stewardship of the property.
- b. **Match.** The availability of funds to match the requested grant is considered.
- c. **Long-term preservation.** Financial plans for the continued preservation of the structure after the expenditure of capital preservation grant money.

4. Public Benefit and Distribution

- a. **Impact of project,** which includes:
 - i. Potential to promote other cultural and historic preservation activity.
 - ii. Proposed use for the site.
 - iii. Degree to which the proposed project represents innovative design or programming for a historic site and the degree to which the project reaches new audiences.
- b. **Relationship to other programs or initiatives** that aid community revitalization, protect the built or natural environment, or improve or promote heritage education and tourism

described in the New Jersey State Development and Redevelopment Plan. See application for list of specific programs.

- c. **Community Support.** Demonstrated community support for the proposed project and the site's activity, use and future preservation.
- d. **Distribution.** Allocation of funds to achieve a geographical balance as well as a balance among sizes and types of projects, diversity of audiences served by projects, and diversity of historical or cultural periods.
- d. **Funding Impact.** The ability of this grant to make a difference in the quality of the project.
- e. **Interpretation.** Project includes creating public history programs and education opportunities or improving the conveyance of site specific information to the public.
- f. **Grant initiative.** Projects which meet one of the 2010 grant initiatives (see page 5).

Applications will be reviewed by Trust staff for eligibility and completeness. Applications not complete by the application deadline will not be eligible for further review. NJHT staff members may make site visits during the application period.

As demonstrated by previous grant rounds, grant requests are likely to exceed the funds available. Therefore, not all eligible applicants will receive awards and grant awards may be less than the amounts requested.

HISTORIC SITE MANAGEMENT GRANTS

Historic Site Management Grants are intended to foster sound planning and stewardship for New Jersey's historic properties. Grants are available to aid historic property owners and managers to gain better understanding of preservation needs for a particular site or structure; to enhance long-term planning for the operations and programs of historic sites; and to broaden public awareness and enjoyment of historic sites.

Award Limits

The minimum historic site management grant request is \$5,000. The maximum historic site management grant request is \$50,000.

An applicant may request funds from more than one grant type, including Historic Site Management, Capital Level I, and Capital Level II. Applicants may also apply for more than one historic resource in each grant round. No applicant may receive more than \$750,000 per grant round.

Ownership of Project Properties

If the property is not owned in fee simple by the applicant, the applicant must obtain the written consent of the property owner.

Eligible Activities

In 2010, the Historic Trust encourages historic site management proposals that assess a site for its heritage tourism potential and/or demonstrate innovative techniques and/or solutions to integrating energy conservation and preservation. The Trust encourages all applicants to develop greater public information and education. The following activities are eligible for a historic site management grant:

1. Preparation of the following documents or reports for the purpose of planning for the preservation, restoration, or rehabilitation of historic properties:
 - a. Condition assessment reports;
 - b. Preservation plan;
 - c. Existing conditions documentation;
 - d. Historic structure reports;
 - e. Historic landscape reports;
 - f. Archaeological investigations and reports;
 - g. Engineering reports;
 - h. Historic research reports;
 - i. Analysis of existing building systems (e.g. electrical, security, environmental controls) and recommendations for improvement; including an analysis for energy saving measures
 - j. Master plans for rehabilitation;
 - k. Maintenance plans; and
 - l. Material conservation analyses (paint, mortar, masonry, etc.).
2. Feasibility Studies, including:
 - a. Adaptive reuse;
 - b. Marketability studies.
3. Master planning for compliance with the New Jersey Barrier Free Subcode, including:
 - a. Evaluations of barrier-free access requirements for a historic property;

- b. Evaluation of site and multi-site access for historic properties;
- c. Preparation of architectural plans, designs, specifications, cost estimates, and other contract documents for complying with State barrier-free requirements; and
- d. Planning for the development of materials or devices to help the disabled visitor (e.g. scripts for videos, audio narratives, exhibits.).
4. Preparation of nominations to the New Jersey or National Register of Historic Places for individual properties or sites owned by local government units, nonprofit organizations or a State entity or authority (The consent and signature of property owner must be obtained and submitted with the application).
5. Heritage tourism assessment plans and programs for a specific site or multiple sites.
6. Professional planning for the management of historic properties through the preparation of:
 - a. Multi-year strategic plans;
 - b. Fundraising plans for initiating capital campaigns for the preservation, restoration or rehabilitation of a historic property;
 - c. Interpretive and/or curriculum materials, signage or literature for visitors;
 - d. Endowment planning and proposals; and
 - e. Visitor assessments as part of a strategic plan or development of an interpretive/curriculum proposal for a historic district;
 - f. Unified planning for multiple historic sites.
7. Preparation of architectural plans, designs, specifications, cost estimates and other construction documents.

If a planning document or activity other than those listed above is proposed, please consult with staff to determine if it is an eligible activity.

Ineligible Activities

The following activities and expenses are not eligible for historic site management grants:

- Acquisition of real or personal property;
- Administrative or operational costs of the agency receiving funding;
- Donated materials and/or donated in-kind services;
- Expenses for publicity, unless stipulated in the grant agreement;
- Charges more than the lowest bid, when the State or the recipient requires competitive bidding, unless the Trust agrees in advance to the higher cost;
- Charges for deficits or overdrafts;
- Interest expenses;
- Damage judgments arising from constructing, or equipping a facility, whether determined by judicial process, arbitration, negotiation, or otherwise;
- Services, materials, or equipment obtained by a local governmental unit or nonprofit organization under any other State program;
- Contract cost overruns, not approved, which exceed the allowable amount under contract specifications;
- Costs for grant application expenses;
- Lobbying;
- Work including construction, research, and preparation of plans and reports performed outside the approved project period;
- Work including construction, research and preparation of plans and reports not included in the scope of work set forth in the project agreement;

- Funds expended prior to submission of an application for eligible project work in excess 25% of the grant amount requested;
- Work that does not comply with the *Secretary of the Interior's Standards*;
- Work performed for a local government unit which has not been awarded in compliance with the State Contracts Law, N.J.S.A. 52:32-1 et seq. or the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.;
- Work undertaken prior to September 16, 2008;
- Routine maintenance work;
- Costs related to the interiors of buildings that are used primarily for religious worship or religious purposes;
- Costs related to overseeing or managing a capital exercise.
- Planning, refurbishing or installing permanent or temporary museum exhibits, unless tied specifically to public education about the interpretation of the structure or site or barrier-free program access to the site or structure that is funded, and that are located on the site; and
- Collections management including:
 - a. Cataloging an artifact or archival collection;
 - b. Appraising or documenting collections;
 - c. Instituting conservation measures for artifacts; and
 - d. Furnishing plans.

Requirements for Archaeology

When submitting an application for archaeological work to be funded under the Historic Site Management Grant program, applicants should include a scope of work and budget for this activity. The Trust suggests that they prepare the scope and the budget for the archaeological work in consultation with a qualified archaeologist (meeting or exceeding the minimum professional qualifications of the National Park Service as defined in the Secretary of Interior's "Standards for the Treatment of Historic Properties" 36 CFR, Part 61, Appendix A and/or "Standards and Guidelines for Archaeology and Historic Preservation," CFR 48:190. September 29, 1983.

A qualified archaeologist should also be retained to conduct the work itself. In preparing budgets and schedules, applicants should include adequate funding and time so that archaeological investigations can be conducted to professional standards (all final reports will be reviewed by the HPO's archaeological staff as well as the Trust's archaeologists). For an archaeological investigation to be considered complete, the following components should be included: research, field survey/excavation; artifact processing/analysis; and report preparation.

The Trust strongly recommends that property owners and managers include an Archaeological Management Plan (AMP) among the planning documents (such as preservation plans, master plans, and historic structure reports) and activities proposed in their applications. Minimally, the objective of an AMP is to identify likely locations of archaeological resources and determine the relative sensitivity of various portions of the property. To do this adequately it will be necessary to conduct both a literature review and a preliminary archaeological visual inspection of the property. An AMP should guide and inform future decisions regarding landscaping and construction work. In addition to funding AMPs, archaeological activities undertaken before and during construction work are also eligible to receive funding within a Historic Sites Management grant.

More detailed information on conducting surveys and the contents of a report can be found on the HPO website's archaeology survey page (<http://www.state.nj.us/dep/hpo/1identify/survarkeo.htm>)

under the section headings *Guidelines for Phase I Archaeological Investigations: Identification of Archaeological Resources* and *Guidelines for Preparing Cultural Management Archaeological Reports Submitted to the Historic Preservation Office*.

Requirements for Matching Funds

To be eligible for a historic site management grant, the applicant shall demonstrate the ability to match 25% of the total project cost for which the grant is requested. In other words, the applicant must provide \$1.00 in funds to the request of \$3.00 in grant money from the Trust for every \$4.00 of project costs. Evidence of the match must be presented at the time of application.

Expenditures for certain services listed under “Eligible Activities” (above) may be claimed as “match expended” subject to review and approval by the Trust. All services claimed as match expended must meet all of the following tests:

1. Expenditures for the services must be documented by vendor invoices and corresponding cancelled checks paid by the applicant to the vendors on or after September 16, 2008;
2. The work must be further documented by work products in the form of contracts, reports, plans and specifications or other evidence;
3. The work products must be determined by the Trust to be an integral and current component of the project described in the application; and
4. The work was performed in accord with the *Secretary of the Interior's Standards* and other relevant professional standards.
5. No more than 25% of the value of the total project budget of the grant request may be expended prior to September 16, 2010.

An applicant's matching share shall consist only of eligible cash raised by the applicant or eligible funds spent by applicant on an on-going project as provided above.

No in-kind or donated services are eligible for reimbursement.

For non profit organizations and units of local government, matching funds derived from the sale of debt of the State of New Jersey, from other grant or loan programs funded by the State, or from special appropriations awarded by the State Legislature, shall not be used as the matching share of project costs.

Conditions for Receiving Historic Site Management Funds

All applicants selected for funding under this program must complete and sign a grant agreement prepared and executed by the New Jersey Historic Trust. The Historic Site Management grant agreement describes the scope of work and project schedule that is identified in the agreement for professional services between the applicant and the consultant(s). As one of the conditions for reimbursement of the final 20% of the grant, a final report will be required.

Recipients, or grantees, must also agree to fulfill several other conditions related to the program before grant money is disbursed. These include, but are not limited to:

1. **Project Timetable.** For a Historic Site Management grant, a grant agreement must be in effect and work must begin within eighteen months from the date funds are appropriated by the Legislature and signed into law by the Governor; otherwise the grant will be terminated. Work

on the project must be done in accord with the project schedule established in the grant agreement.

2. **Financial Accountability.** All money dedicated for the Historic Site Management project must be kept separate from other agency or organization funds. Once a grant has been made, funds may not be diverted from eligible to ineligible activities. Any misuse of funds, misrepresentation, or noncompliance will result in termination of the grant agreement and imposition of penalties specified in it. Receipts and invoices submitted for activities deemed ineligible for funding under this program will not be reimbursed. All projects receiving grants will be subject to audit. Grantees must retain all financial records and other documents pertinent to their project for three years after completion of the project. Any unexpended grant funds, or grant funds used for ineligible work, will be returned to the Trust.
3. **Public Information Materials.** An acknowledgement of grant assistance from the Garden State Historic Preservation Trust Fund must be used by the Historic Site Management grant recipient in all programs, literature and planning documents supported by a Trust grant (including but not limited to newsletters, brochures, and flyers). The acknowledgement is to include the Trust logo.

Procedure for Payment of Grant Awards

Before any funds are disbursed, an appropriations bill must be approved by the Legislature and signed by the Governor and a grant agreement must be executed.

Up to 80% of the historic site management grant can be paid when the following conditions are met:

1. A contract has been signed by both the consultant(s) and grantee;
2. A grant contract has been executed with NJHT;
3. An initial payment has been made to the consultants or project team by the grantee; and
4. Other administrative requirements are satisfied, such as an initial reimbursement request.

A minimum of 20% of each historic site management grant will be retained by the Trust until the project has been completed and has met financial and contractual requirements, including submission of satisfactory work products and final report.

LEVEL I and II CAPITAL PRESERVATION GRANTS

Capital Preservation Grants are intended to assist the construction expenses related to the preservation, restoration, and rehabilitation of historic properties and associated non-construction expenses.

All grants require matching funds. Grants may be requested for a single-phase project or one or more phases of a larger, multi-phased project. The term “total project budget”, as used herein, refers to the budget of the specific phase or phases for which funds are requested. The term “grant request” refers to the amount of funds requested from the Trust for the project.

Award Limits

The minimum capital preservation request is \$5,000. The maximum grant request is \$750,000. Two levels of capital preservation grants are offered. Level I grants are for smaller “bricks and mortar” projects and range from \$5,000 to \$150,000. Level II grants are for larger “bricks and mortar” projects and range from \$150,001 to \$750,000.

An applicant may request funds from more than one grant type, including Historic Site Management, Capital Level I, and Capital Level II. Applicants may also apply for more than one historic resource in each grant round. No applicant may receive more than \$750,000 per grant round.

Ownership of Project Properties

If the property is not owned in fee simple by the applicant, the applicant must obtain the written consent of the property owner and hold a lease or National Park Service Cooperative Agreement for the property. The unexpired term of the property lease must be 15 years or more as of the date project funds are appropriated by the Legislature and signed into law. In addition, the landlord must not be able to revoke the lease “at will.” All leases will be referred to the Attorney General for review and approval before grant funds can be released.

Eligible Activities

All proposed work and work claimed as a match must conform to the *Secretary of the Interior’s Standards for the Treatment of Historic Properties* (Revised 1995). These regulations must be followed as they are now in effect and as they may be subsequently modified, changed, or amended. These are referred to as the *Secretary of the Interior’s Standards* throughout the text.

For capital projects (Levels I & II), the Trust is encouraging applications that address the preservation needs of industrial resources and resources that are contained within open space and/or farmland preservation initiatives. The following types of preservation activities are eligible for funding through the Capital Preservation Grants program:

- 1. Preservation:** the act or process of applying measures necessary to sustain the existing form, integrity, and material of a historic property.
- 2. Rehabilitation:** the act or process of making possible a compatible use for a property through repair, alteration, and addition while preserving portions or features which convey its historical, cultural, or architectural values.

3. **Restoration:** the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period by removal of features from other periods in its history and reconstruction of missing features from the restoration period. Sufficient documentation must be provided to establish historic form and detail.
4. **Project sign:** Signs required as part of the grant agreement must be located and maintained on the site for the duration of the project. Grant money may be used to pay for the original sign, but grant money will not cover sign replacement or maintenance costs. The sign must acknowledge the New Jersey Historic Trust and the Garden State Historic Preservation Trust Fund as a source of funding for the project. The Trust will provide specifications for the sign in the grant agreement.
5. **Alternative barrier-free access:** Production of certain materials or devices to help a disabled visitor experience the resource (e.g. videos, audio narratives, exhibits, etc.).
6. **Interpretive or directional signs, plaques or literature** approved by the Trust for funding as part of the historic preservation project. These items must relate specifically to the property for which the grant is received.
7. **Certain non-construction activities** related directly to the development, implementation, and monitoring of historic preservation projects and post-construction interpretation of a historic resource. Up to 20% of the total amount of the project costs funded by the grant award may be used to fund such activities, which include:
 - a. Architectural plans, designs, specifications, cost estimates, and other construction administration services
 - b. Nominations to the State or National Register of Historic Places
 - c. Feasibility studies
 - d. Historic structure reports
 - e. Historic landscape reports
 - f. Archaeological investigations and reports
 - g. Engineering reports
 - h. Historic research reports
 - i. Material conservation analyses (paint, mortar, masonry, etc.)
 - j. Programs to educate the public about the history of the site
8. **Improvements** include upgrading mechanical systems, providing appropriate barrier-free access for handicapped persons, and bringing a property into conformance with building codes.
9. **Reconstruction** of the form, features and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location, may be eligible for a capital preservation grant. All reconstruction work must comply with the Standards for Reconstruction and be a necessary and appropriate component of a historic preservation project approved for funding. Up to 20% of the project budget requested may reimburse for this activity.
10. **New construction** of a new free-standing or attached building or structure. Up to 20% of the project budget requested may reimburse for this activity. Applicants must demonstrate that the new construction is a necessary and appropriate part of the historic preservation project.

Ineligible Activities

The following activities and expenses are **not** eligible for funding under the Capital Preservation Grants programs:

- Acquisition of real or personal property
- Request by an applicant with a Level I or Level II Capital Grant that is not substantially complete or closed
- Any request, or combination of requests, by an applicant that exceeds \$750,000 for a specific historic property in a single grant round
- Any request, or combination of requests, that exceeds \$750,000 by an individual applicant in a single grant round
- Administrative or operational costs of the agency receiving funding
- On-site project management costs, except to non-religious non-profit organizations receiving Level I grants not exceeding 10% of the funded project costs
- Donated materials and/or donated in-kind services
- Expenses for publicity, unless stipulated in the grant agreement
- Charges more than the lowest bid, when the state or the recipient requires competitive bidding, unless the Trust agrees in advance to the higher cost
- Charges for deficits or overdrafts
- Interest expenses
- Damage judgments arising from constructing, or equipping, a facility, whether determined by judicial process, arbitration, negotiation, or otherwise
- Services, materials, or equipment obtained by a local governmental unit or nonprofit organization under any other state program
- Contract cost overruns, not approved, which exceed the allowable amount under contract specifications
- Costs for grant application expenses
- Lobbying
- Work including construction, research, and preparation of plans and reports performed outside the approved project period
- Work including construction, research and preparation of plans and reports not included in the scope of work set forth in the project agreement
- Funds spent prior to the submission of an application for completed work that is claimed as a match in the project budget (match expended) in excess of 25% of the grant request. For example, in a grant request of \$100,000, no more than \$25,000 of non-construction and construction costs spent prior to the application deadline will be eligible as match expended.
- Funds spent prior to September 16, 2008
- Work that does not comply with the *Secretary of the Interior's Standards*
- Work performed for a local government unit which has not been awarded in compliance with the State Contracts Law, N.J.S.A. 52:32-1 et seq. or the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.
- Work performed for a nonprofit organization which has not been awarded in compliance with bidding requirements if the aggregate cost of contracts for the capital preservation project funded with a capital preservation grant exceeds \$100,000
- Routine maintenance work
- Costs involving the interiors of buildings used primarily for religious worship or a religious purpose;
- Costs incurred for planning and site management activities or documents that were funded by another NJHT Historic Site Management Grant or other state-funded grants program

- Planning, refurbishing or installing permanent or temporary museum exhibits, unless tied specifically to public education about the interpretation of the structure or site or barrier-free access to the site or structure which is funded, and located on the site
- Collections management including:
 - a. Cataloging an artifact or archival collection;
 - b. Appraising or documenting collections;
 - c. Instituting conservation measures for artifacts; or
 - d. Furnishing plans

Requirements for Archaeology

When submitting an application for archaeological work to be funded under the Capital Grant program, applicants should include a scope of work and budget for this activity. The Trust suggests that the applicant prepare the scope and the budget for the archaeological work in consultation with a qualified archaeologist (meeting or exceeding the minimum professional qualifications of the National Park Service as defined in the Secretary of Interior’s “Standards for the Treatment of Historic Properties” 36 CFR, Part 61, Appendix A and/or “Standards and Guidelines for Archaeology and Historic Preservation,” CFR 48:190. September 29, 1983.

A qualified archaeologist should also be retained to conduct the work itself. In preparing budgets and schedules, applicants should include adequate funding and time so that archaeological investigations can be conducted to professional standards (all final reports will be reviewed by the HPO’s archaeological staff as well as the Trust’s archaeologists). For an archaeological investigation to be considered complete, the following components should be included: research, field survey/excavation; artifact processing/analysis; and report preparation.

The Trust strongly recommends that property owners and managers include an Archaeological Management Plan (AMP) among activities proposed in their applications. Minimally, the objective of an AMP is to identify likely locations of archaeological resources and determine the relative sensitivity of various portions of the property. To do this adequately it will be necessary to conduct both a literature review and a preliminary archaeological visual inspection of the property. An AMP should guide and inform future decisions regarding landscaping and construction work. In addition to funding AMPs, archaeological activities undertaken before and during construction work are also eligible to receive funding within a capital grant.

More detailed information on conducting surveys and the contents of a report can be found on the HPO website’s archaeology survey page (<http://www.state.nj.us/dep/hpo/1identify/survarkeo.htm>) under the section headings *Guidelines for Phase I Archaeological Investigations: Identification of Archaeological Resources* and *Guidelines for Preparing Cultural Management Archaeological Reports Submitted to the Historic Preservation Office*.

Requirements for Matching Funds

The applicant shall provide evidence of matching funds in hand or demonstrate clearly the ability to match the grant requested.

Level I applicants requesting \$150,000 or less are eligible for a 3:2 funding match in which the Trust may provide up to 60% of project funding. In other words, the applicant must provide \$2.00 in funds to the request of \$3.00 in grant money.

For Level II applicants requesting \$150,001- \$750,000, the required funding match is 1:1, with the Trust providing a maximum of 50% of funding for approved project costs. In other words, the applicant must provide \$1.00 in funds for the request of \$1.00 in grant money.

An applicant's matching share shall consist only of eligible cash raised or eligible expenses incurred by the applicant. If matching funds have not been spent or are not in hand at the time of application, applicants must describe in detail plans and a timetable for obtaining matching funds.

Matching funds derived from the sale of debt of the State of New Jersey, from other grant or loan programs funded by the state, or from special appropriations awarded by the Legislature, shall not be used as the matching share of project costs by nonprofit organizations or local government units.

Expenditures for certain completed construction and non-construction work listed under "Eligible Activities" (above) may be claimed as "match expended," subject to review and approval by the Trust. All work claimed as match expended must meet all of the following tests:

1. No more than 25% of the value of the total project budget of the grant request may be expended prior to September 16, 2010.
2. Expenditures for the work must be documented by vendor invoices and corresponding cancelled checks paid by the applicant to the vendors on or after September 16, 2008.
3. Non-construction work must be further documented through contracts, reports, plans specifications or other work products. In the case of capital repairs and improvements, the completed work must be further substantiated by pre-construction photographs and drawings and/or reports documenting the condition of the resource prior to the work.
4. The completed work must be determined by the Trust to be an integral part of the historic preservation project described in the application
5. The completed work must be performed in accord with the *Secretary of the Interior's Standards*

No in-kind, donated or force-account services or materials are eligible for reimbursement.

Conditions for Receiving Capital Grant Funds

All applicants awarded grants under these programs must complete and sign a grant agreement with the Trust. The grant agreement stipulates general administrative requirements, as well as the specific scope of work and schedule for the funded project. To receive reimbursement, the grantee must document the full value of its expenditures for an approved project-related expense before the Trust will authorize payment of the grantee's share. This process requires diligent and methodical record keeping on the part of the grantee. The agreement also includes schedules and requirements for project reports and reimbursement requests.

All grantees receiving Capital Preservation funds agree to abide by the *Secretary of the Interior's Standards* in performing funded work. The selection of contractors to perform work covered by the grant, as well as planning and execution of the work itself, is subject to review and approval by the Trust.

Grantees must also agree to fulfill several other requirements before grant money can be disbursed. These include, but are not limited to:

1. **Easements.** Tax-exempt nonprofit organizations that receive grants of more than \$50,000 must execute a historic preservation easement with the Trust. An easement is not required if the resource is owned by a unit of local, county or state government. An easement is a deed restriction used to assure long-term preservation of a historic property by assuring proper maintenance, limiting changes in use or appearance, prohibiting demolition, and guaranteeing public access. The easement must be recorded before grant funds are disbursed. The easement goes into effect when the Trust contract for the funded work expires. Sites owned by units of government are not subject to the easement requirement. Terms for easements are:
 - Grants of \$50,001 to \$100,000 – 15 year term
 - Grants of \$100,001 to \$450,000 – 20 year term
 - Grants over \$450,000 – 30 year term
2. **Public Access.** Public access is required to all resources receiving capital funds. The Trust and the grantee will negotiate the days and hours that the property will be open, based on the type of work funded by the grant, if the property is not accessible to the public at the time of application.
 - A grant for exterior work requires the applicant to open the grounds to the public, but does not compel the applicant to make the interior accessible to the public.
 - Interior work will require the applicant to open the building to the public.
 - No additional access is necessary for properties open to the public on a regular basis, such as museums, libraries, or schools.
3. **Historic Preservation Office.** The New Jersey Historic Preservation Office (HPO) must review funded capital preservation projects for compliance with the New Jersey Register Act under N.J.A.C. 7:4-1.3 & 7.2. The New Jersey Historic Trust will coordinate review by the HPO on behalf of grant recipients. If the project for which funding is requested has already been authorized by the HPO, the authorization letter must be submitted with the grant application. For more information, contact the New Jersey Historic Preservation Office, (609) 292-0062.
4. **Project Timetable.** A grant agreement with the Trust for a capital grant must be in effect within 18 months from the date of the appropriation of the grant funds by the Legislature and Governor, or the grant will lapse. Also, the actual capital preservation project work funded by the Trust must begin within two years from the date project funds are appropriated by the Legislature and signed into law by the Governor, otherwise, the grant will lapse. Work on a capital preservation project must be done in accord with the project schedule established in the grant agreement.
5. **New Jersey Register of Historic Places.** If the property is not listed in the National or New Jersey Register of Historic Places at the time of application, the property must be nominated and listed in the New Jersey Register within 18 months from the time capital funding is appropriated or the grant award will lapse. The property must be listed before the disbursement of grant funds.
6. **Financial Accountability.** All money dedicated for the capital project must be kept separate from other agency or organization funds. Grant funds can not be diverted from eligible to ineligible activities once a grant has been approved. Any misuse of funds, misrepresentation, or noncompliance will result in termination of the grant agreement and imposition of penalties as specified in the agreement. Receipts and invoices submitted for activities deemed ineligible for funding under this program will not be reimbursed. All projects receiving grants will be subject to audit. Grantees must retain all financial records and other documents pertinent to their project for three years after completion of the project.
7. **Project Signs and Public Information Materials.** A project sign acknowledging funding from the Garden State Historic Preservation Trust Fund administered by the New Jersey Historic Trust, must

be located prominently and maintained on the project site. When a capital project receiving \$50,000 or more is completed, a permanent sign or plaque for the site will be required. The Trust logo and acknowledgement of the funding source must be used by the grantee in publicizing those programs or documents supported by a Trust grant including, but not limited to, newsletters, brochures, and flyers.

8. **Archaeological Compliance.** The project must be evaluated and deemed in compliance with state archaeological curation standards.

Procedure for Payment of Capital Grant Awards

Before any funds are disbursed, an appropriations bill must be approved by the Legislature and signed by the Governor and a grant agreement must be executed. Requests for reimbursement of approved expenses can be filed when the following conditions are met:

1. A grant contract has been executed with the Trust;
2. An easement has been filed, where necessary;
3. A project sign is in place;
4. The property has been approved for listing in the New Jersey Register of Historic Places; and
5. Other administrative requirements are satisfied.

To receive reimbursement, the grantee must submit itemized records of eligible expenditures to the Trust at times specified in the agreement. The records submitted must itemize the cost of labor and materials, describe the work performed, and include proof of payment. Once the submission is approved by the Trust, the State Treasurer will disburse payment for the itemized costs, minus a retainage. The retainage is 5% of the grant. When the Trust determines that the grantee has complied fully with the terms of the grant agreement, the remaining retainage will be disbursed.



Garden State Historic Preservation Trust Fund

2010 Capital Preservation and Historic Site Management Grant Applications

Declaration of Intent to Apply

To prepare for the 2010 grant round, potential applicants are strongly urged to submit a *Declaration of Intent to Apply*. Completed forms may be mailed, e-mailed, faxed or hand delivered to the Trust. Please complete a Declaration for each application. **Please read the 2010 Grant Guidelines before completing this form.**

The *Declaration of Intent to Apply* should be received by the Trust by 4 p.m. on Thursday, July 22, 2010. Send to:

New Jersey Historic Trust
Fax No. 609-984-7590
e-mail: njht@dca.state.nj.us

Postal address:
P.O. Box 457
Trenton, NJ 08625

Hand delivery or package service:
C/O Dept. of Community Affairs
101 South Broad Street, Room 604
Trenton, NJ 08608

APPLICANT

Name of applicant organization _____

Street address _____

City _____ State _____ Zip _____

Contact Person and Title _____

Email _____ Telephone _____ Fax _____

Applicant type: County agency Municipal Government Tax-exempt nonprofit organization.

Nonprofits, please provide NJ Charities Registration # _____.

What is your annual operating budget? \$ _____

Will you be hiring a consultant to complete this application? Yes No

Anticipated Grant Request: \$ _____

Type of Project: Capital Project Historic Site Management Project

(For clarification of project types see the *2010 Grant Guidelines*)

Does the project meet one of the Trust's initiatives for 2010? Yes No

(For a description of the initiatives, see Initiatives section of the *2010 Grant Guideline*)

PROJECT PROPERTY

Historic/common name(s) of project property/structure _____

Address _____

Does the applicant own the property? Yes No, supply name/address of owner _____

Does the applicant lease the property? No Yes _____ years remaining on lease

State Register of Historic Places Status of Project Property

Is property listed in the State and/or National Register of Historic Places? Yes No

If no, have you applied to the NJ Historic Preservation Office (HPO) for certification that the property is eligible for the Register? No Yes, date application sent to HPO _____

Briefly (50 words) explain the proposed project for which grant funds will be requested.

CHECKLIST

The following tasks should be completed and attachments assembled prior to submission of a grant application *on September 16, 2010*:

<i>TASKS</i>	<i>ATTACHMENTS</i>
<input type="checkbox"/> Review Initiatives and Eligibility sections of <i>2010 Grant Guidelines</i>	See “Attachments” in <i>2010 Grant Applications</i> for explanations of the following:
<input type="checkbox"/> Review Criteria for Funding and Conditions for Receiving Grant Funds in <i>2010 Grant Guidelines</i>	<input type="checkbox"/> Map locating historic resource
<input type="checkbox"/> Determine proposed project costs	<input type="checkbox"/> Historic designation of resource (contact the Historic Preservation Office at 609 292 0062 with questions about designation and eligibility)
<input type="checkbox"/> Determine proposed project team, goals, and timetable	<input type="checkbox"/> Documentation of matching funds
<input type="checkbox"/> Check location within state initiatives (see “Public Benefit” sections of <i>2010 Grant Applications</i>)	<input type="checkbox"/> Photo documentation
<input type="checkbox"/> If not owned by applicant, ensure that owner is informed and signs “Owner Assurances”	<input type="checkbox"/> Scope Statement from proposed consultant
	<input type="checkbox"/> Copies of related research, if appropriate
	<input type="checkbox"/> Copy of lease for leased properties
	<input type="checkbox"/> Copy of IRS documentation for non-profit applicants
	<input type="checkbox"/> Copy of financial information for non-profit
	<input type="checkbox"/> Evidence of community support

Appendix

The Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995 With Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings

Kay D. Weeks and Anne E. Grimmer

U.S. Department of the Interior
National Park Service
Cultural Resource Stewardship and Partnerships
Heritage Preservation Services
Washington, D.C.
1995

The Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995

Standards for Preservation

PRESERVATION IS DEFINED *as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.*

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

PRESERVATION AS A TREATMENT. When the property's distinctive materials, features, and spaces are essentially intact and thus convey the historic significance without extensive repair or replacement; when depiction at a particular period of time is not appropriate; and when a continuing or new use does not require additions or extensive alterations, Preservation may be considered as a treatment.

The Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995

Standards for Rehabilitation

REHABILITATION IS DEFINED AS *the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.*

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

REHABILITATION AS A TREATMENT. When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment.

The Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995

Standards for Restoration

RESTORATION IS DEFINED AS *the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.*

1. A property will be used as it was historically or be given a new use which reflects the property's restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed.

RESTORATION AS A TREATMENT. When the property's design, architectural, or historical significance during a particular period of time outweighs the potential loss of extant materials, features, spaces, and finishes that characterize other historical periods; when there is substantial physical and documentary evidence for the work; and when contemporary alterations and additions are not planned, Restoration may be considered as a treatment. Prior to undertaking work, a particular period of time, i.e., the restoration period, should be selected and justified, and a documentation plan for Restoration developed.

The Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995

Standards for Reconstruction

RECONSTRUCTION IS DEFINED AS *the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.*

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure, or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.

RECONSTRUCTION AS A TREATMENT. When a contemporary depiction is required to understand and interpret a property's historic value (including the re-creation of missing components in a historic district or site); when no other property with the same associative value has survived; and when sufficient historical documentation exists to ensure an accurate reproduction, Reconstruction may be considered as a treatment.