

Division of Historical Resources

Special Category Historic Preservation Grant Application

APPLICATION CHECKLIST

A printed copy of your online application and all required attachments (as listed below) must be submitted to the Bureau of Historic Preservation and be postmarked by **11:59 p.m. EST on August 31, 2010**.

All attachments must be labeled with the appropriate attachment designation.

Please review this checklist and provide all applicable information. Please indicate which labeled attachments have been included in the application. All attachments should be printed on 8 1/2"x 11" paper, except as indicated for the digital images required in Attachment C and the architectural project schematics or construction documents, or museum exhibit and design documents in Attachment D.

One Copy of Printed Special Category Application

Attachment A: Documentation of Confirmed Match: This attachment must contain current documentation of all match listed in Question 15 and the totals in Questions 4 and 14. Documentation of availability and commitment of all match funds to the project must be included.

- **For Commitments of Cash Resources:** The 25% cash match contribution must be cash-on-hand or pledged as indicated below and dedicated to the project as documented by resolution or minutes of board action. Availability of cash match contributions must be documented by a bank statement or letter from the applicants financial institution. For the purpose of this program, cash-on-hand includes funds identified in award letters or executed contracts from third parties, provided that those funds are expressly for the project for which the grant application is submitted.

Note: Applicant staff salaries are not allowable cash contributions but are allowed as in-kind match contributions.

Written Pledges committed to be paid by a donor over a defined time frame (e.g., two (2) \$1,000.00 cash payments, the first to be made on January 31, 2012 and the second on January 31, 2013), with a donor's signature will be accepted as contributions to the required cash match. **Anonymous pledges will not be accepted as match contributions.**

For local governments, a copy of the City Commission or Board of County Commissioners Resolution committing the funds must be submitted.

- **For Commitments of In-Kind Services, Volunteer Labor, or Donated Materials:** A detailed explanation of all services, labor or materials to be provided, including:
 - (a) Justification of the value assigned to the services or materials;
 - (b) An explanation of how those services will be used to fulfill the objectives of the project; and
 - (c) The numbers of work hours being pledged must be included.

A signed statement from the individual or entity making the donation must verify each commitment. See notes in Question 14 of the Application for further detail regarding required match documentation.

- **Match that is not adequately documented will be disallowed, reducing the applicant's match as well as the amount of the recommended grant award, and possibly jeopardizing application eligibility.**

- ☐ **Attachment B: Letters of Support, Endorsement, or Resolutions:** In this attachment, provide letters of support from your Legislative Delegation, community leaders, civic organizations and local citizens. The purpose of this attachment is to demonstrate community support for the expenditure of public funds for your project. Individual letters are preferred. **Form letters are discouraged.** Typically, form letters do not effectively convey genuine local support for the proposed project. The number of letters submitted should not overwhelm the application in terms of volume. In most cases, 10 to 20 letters of support are sufficient for an applicant to make the case for broad community or regional support for the project. *Applicants are strongly encouraged to include resolutions and letters of support with the submission of the printed copy of the application.*

Letters should be addressed as indicated below:

**Mr. Scott Stroh, Director
Division of Historical Resources
Bureau of Historic Preservation
Grants and Education Section
500 South Bronough Street
Tallahassee, Florida 32399-0250**

Note that letters of support received by this office, independent from the application or after the application cycle deadline, will be filed with the original version of the application, which is retained by the Bureau of Historic Preservation. Such letters will not be transmitted to the Florida Historical Commission (FHC), the reviewing body, but will be available to the commission during its public meeting. Grants staff will make the commission aware of additional expressions of support received independent from the application or after the application cycle deadline.

Please provide a coversheet for Attachment B that includes the following information for each letter of support, endorsement or resolution included in your application: name of author, type of communication (letter, petition, resolution, etc.), organization represented (if applicable), and date.

- ☐ **Attachment C: Representative Photographs (required of all applicants): Include both photographic prints AND corresponding digital images.** The photographs included in Attachment C are important to the reviewer's understanding of the historic integrity and physical condition of a historic or archaeological property.

- ✓ For Acquisition and Development Projects, minimum requirements include current photographs of all exterior elevations, principal interior spaces, and significant architectural features. If available, also provide historic photographs of the property.
- ✓ For archaeological excavation projects, photographs should include general views of the site, any visible archaeological features, and artifacts recovered from previous work, as applicable.
- ✓ For exhibits, please submit photographs of exhibit subject matter and the space in which the exhibit will be installed.

Digital Photographs: The resolution and file type for the digital images must conform to the specifications indicated in the Florida Master Site File Photographic Documentation Policy which is available at <http://flheritage.com/preservation/sitefile/>. The digital images must be submitted on CD-R or CD-RW.

Size/Resolution: 1600 x 1200 pixels at 300 ppi (pixels per inch) or larger. This is approximately 2 megapixels.

File Format: JPEG or uncompressed TIFF files are acceptable. Note that there are different levels of JPEG compression and that low or medium compression should be used when saving files in JPEG format. High JPEG compression may result in unacceptable image quality.

Note: 24-bit color JPEG images are the default image format for most digital cameras. Image resolution and compression are usually adjustable and should be checked prior to capturing images for submission. As of the date of this document, most cell phone cameras do not meet the minimum requirements for submission.

Important: The applicant must designate one of the digital images as the principal view of the subject property or the image that best conveys the purpose of the project. Please label the image as your designated choice for the public presentation during the discussion of your application.

Photographic Prints: Color photographic prints that are 4"x 6" or larger are preferred. Label all photographic prints with the property name, location, and the date of the image.

For A & D projects, the quality of these photographs (resolution, exposure, texture, focus, etc.) must be sufficient to clearly depict architectural details, where applicable, and the condition of the structure. Such details include but are not limited to: ornamentation, window types, masonry patterns and materials, and distinctive roof materials.

- Attachment D: For Acquisition, Development or Museum Exhibit projects only:** If completed, include architectural project schematics or construction documents, or preliminary exhibit design documents (ONE SET ONLY). Attach these documents as **Attachment D** to the original copy of your application. **Documents must be at least 11" x 17" (maximum: 24" x 36")**, and all text must be clearly readable. Digital copies of these documents are not acceptable. Submit hard copies only.
- Attachment E: Updated Florida Master Site File Form (all site-specific projects must attach two copies of this form):** If your historic property or archaeological site has been previously recorded in the Florida Master Site File, **review the existing form and update it to reflect current conditions.** If your property or site has not been recorded in the Florida Master Site File and you need assistance in meeting this requirement, you may contact the Florida Master Site File at **(850) 245-6440**, or you may visit the Florida Master Site File web site at <http://dhr.dos.state.fl.us/preservation/sitefile/> to learn more about the site file functions and download site file forms for recording your site. Include two copies of the updated or new FMSF form, plus the required maps and photographs, with the submission of your printed application. (One copy of the form will be submitted to the Florida Master Site File on your behalf.)
- Attachment F: Appraisal and Purchase Documents (for Acquisition projects only):** Include a complete summary appraisal prepared by a Florida State Certified General Real Estate Appraiser (two appraisals are required if the value of the first appraisal exceeds \$500,000), an ownership and encumbrance search, an executed option or purchase agreement, property survey, and (if applicable) a copy of a professional archaeological survey if the property is being proposed for purchase as a significant archaeological site. This attachment only applies to projects that are seeking funds to acquire historic or archaeological properties.
Check all included for Attachment F:
 - APPRAISAL(S)
 - PURCHASE AGREEMENT
 - TITLE/OWNER SEARCH
 - CERTIFIED LAND SURVEY
 - ARCHAEOLOGICAL SURVEY REPORT

If each of these items is not provided, the acquisition application will be determined to be incomplete and will not be considered for funding.

- ❑ **Attachment G: Exhibit Supporting Documents (for Museum Exhibit projects only):** Include curriculum vitae for all key project research and exhibit development personnel, if known. If objects are to be loaned from other institutions or individuals for exhibit, include letters of confirmation from lending institutions. If the exhibit is designed to travel, include letters of commitment from participating institutions.
- ❑ **Attachment H: Archaeological Supporting Documents (for Archaeological Excavation projects only):** If available, previous archaeological site reports or surveys of the property that are the subject of the proposed archaeological excavation project should be submitted. Abstracts or summaries of findings and recommendations of previous reports will be transmitted to the Florida Historical Commission (FHC). The entire report will be available to the FHC in the application file for review. Also include *curriculum vitae* for Principal Investigator and other key personnel, if known.
- ❑ **Attachment I: Documentation of Non-Profit Status (for Non-Profit Organizations only):** This attachment applies to all non-profit organizations seeking funding and non-profit property owners (when not the applicant). In-state corporate entities must provide documentation of their active status as a Florida non-profit corporation with the Division of Corporations, Florida Department of State. Information on entities registered with the Florida Department of State's Division of Corporations can be obtained at: <http://www.sunbiz.org> by searching on the corporate name. Out-of-state corporate entities must include documentation from the Internal Revenue Services confirming that they are exempt from federal income tax under section 501(c) of the Internal Revenue Code.
- ❑ **Attachment J: Optional Attachments:** Applicants may use this attachment to document immediate threats to the property and to add materials not specifically requested by the Division of Historical Resources that support the application. An optional attachment may consist of examples of previous work or information about the site such as an informational brochure. Please carefully select items that are most relevant to your project.

All optional materials will be available in the Original Application file, should the FHC wish to review specific items. Exclusive of threat documentation, a maximum of ten pages (no larger than 11" x 17") will be scanned by the grants staff for inclusion in the digital application review materials provided to individual panel members (This may only include the covers and tables of contents of extensive documents). **On the cover page for this Attachment, please list (with a short description) all included optional materials.**

Please Note: Be sure to include documentation of threats to property in this attachment, if applicable. All such documentation will be provided to members of the FHC.

- **Signature Forms:** Forms submitted in this section must be signed by the person duly authorized by the applicant organization, as applicable. Only original signature forms will be accepted. Blank forms are included with the online application materials. Please fill out those that are applicable to your project, print the forms, sign and submit to the Bureau of Historic Preservation along with the printed copy of your application.
- ✓ **Applicant Certification form (All applicants must sign):** This form certifies that all information in the Special Category grant application is true and correct to the best of the applicant's knowledge.
- ✓ **Civil Rights Assurance of Compliance form (All applicants must sign):** This form must be executed by the duly authorized person for this applicant. Please ensure that the Applicant-Recipient is clearly identified, that the applicant's mailing address is provided and that the authorized original signature is dated.
- ✓ **Project Archaeological Impact form (Only for Acquisition and Development Projects):** This form notifies applicants of their responsibility to determine the presence of archaeological resources prior to work that might include ground disturbance and requires assurance that measures will be taken to protect those resources.
- ✓ **Owner Concurrence form (Only for site specific projects):** This form provides documentation that the applicant has the permission of the owner of record (if the property owner is not the applicant) to conduct the proposed project on the owner's property and that the owner is in concurrence with this application for grant funding. Note that, for other than acquisition or archaeological excavation projects, the owner must be a non-profit organization or agency of government.
- ✓ **Agreement to Execute Restrictive Covenants or Preservation Agreement form (Only for Acquisition and Development projects or site specific archaeological projects):** This form commits the applicant to recordation of restrictive covenants or execution of a preservation agreement (depending on the type of property assisted) requiring maintenance of, and Division approval of modifications to, the historic property or archaeological site (the subject of the grant funded project) for a ten year period from the date of execution of the agreement or covenants.