PIERCe County Historic Preservation
Grant Program

Pierce County
Landmarks and Historic Preservation Commission

2016 Historic Preservation Grant
Application Guidelines
and
Application Form

Deadline for Submission: 3:00 p.m., July 1, 2015

Chad Williams, Historic Preservation Program
Pierce County Planning and Land Services Department
2401 South 35th Street, Room 175
Tacoma, WA 98409-7490
E-mail: cwillia@co.pierce.wa.us
Telephone: (253) 798-3683
Pierce County is a Certified Local Government (CLG) in Historic Preservation pursuant to Section 101(c) of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470). Pierce County became a CLG in 1986 by meeting the CLG requirement and administering the County’s Historic Preservation Program. The Pierce County Landmarks and Historic Preservation Commission is an advisory commission appointed by the County Executive and confirmed by the County Council. The Commission is comprised of up to 11 members, one from each of the 7 Council districts, and 4 at-large members including citizens with professional credentials in architecture, history, archaeology, or archival library science.

ABOUT THE HISTORIC PRESERVATION GRANT PROGRAM

The Pierce County Historic Preservation Grant Program is funded through the 2016 annual budget appropriations. The program is funded by the County’s one dollar portion of the five dollar per instrument surcharge charged by the Auditor for each document recorded under provisions of RCW 36.22.170 (1)(a). The goal of the program is to distribute throughout the county small, yet meaningful, grants to help promote historic preservation.

Pierce County is committed to a policy of equal opportunity regardless of race, religion, color, national origin, age, sex, physical, mental or sensory disability, or veteran status.

Applications due: July 1, 2015
Recipients notified by: October 1, 2015
Work must be completed by: November 13, 2016

For additional questions, contact:
Chad Williams, Historic Preservation Program
Pierce County Planning and Land Services Department
E-mail: cwillia@co.pierce.wa.us
Telephone: (253) 798-3683
ELIGIBLE PROJECTS

• Stabilization, restoration, or rehabilitation of buildings or structures currently listed on a local historic register overseen by a Certified Local Government (CLG) in Pierce County. All work must comply with the Secretary of the Interior’s Standards for the Rehabilitation of Historic Properties. (For more information about the standards, see www.cr.nps.gov/standards.htm.)

• Preservation or enhancement of photographs, documents, and/or other materials in Pierce County museums, historical societies, and libraries.

• Historic markers to promote Pierce County heritage.

• Pierce County history research compiled under the supervision of a history professional. Research associated with historic sites, buildings, structures, or objects important to a community is encouraged. Upon completion, the project must be housed in a facility open to the general public.

• Public events and public programs whose primary purpose is to promote public awareness of Pierce County history at large.

Prior to the start of work, drawings and replacement details shall be presented to the Landmarks Commission. If the project is under the jurisdiction of a Pierce County Certified Local Government (CLG), the project must be approved by that CLG. Individual projects, such as interior work, may also require Landmarks Commission approval.

NON-ELIGIBLE PROJECTS

• Performing arts.

• Preservation Planning (Condition Assessments and Structural Investigations). These may be part of a larger project, or part of the matching fund if developed specifically for the grant project. But, the grant is not designed to solely fund condition assessments.

• Purchase or rental of equipment for events.

• Attendance at seminars, conferences, or lobbying events.
APPLICANT ELIGIBILITY

• Individuals or entities that own a property listed on the Pierce County Historic Register or a CLG register within Pierce County (Gig Harbor, Lakewood, Puyallup, Steilacoom, or Tacoma). A letter from the local historic preservation officer or representative confirming the building’s historic register status must be included with the grant application. Owners of Pierce County Historic Register properties do not need to provide a letter. If the applicant does not own the historic building, a letter from the property owner approving the application and proposed project is required.

• Nonprofit organizations (tax-exempt status under IRS 501(c)(3)) including museums, historical societies, and other community-based organizations.

• Public agencies including governmental units such as a housing agency, community development agency, school district, or parks department.

FUNDING INFORMATION

• Maximum grant amounts fall into two categories: 1) $15,000 for stabilization, restoration, or rehabilitation of local (CLG) register-listed buildings or structures; and 2) $7,500 for photographic/document preservation, historic markers, history research, and public events/programming. (The Commission reserves the right to award higher levels if additional funding becomes available.)

• Matching resources, equal to the requested grant amount, comprised of cash or in-kind donations are required. While the grant cannot fund expenses incurred prior to the effective date of the contract, the matching fund portion may include volunteer or staff time incurred after Commission approval of the project (estimated approval date August 2015).

• General operating expenses are not eligible for inclusion in a grant request.

• The grant funds will be disbursed after the project is satisfactorily completed, and all required documentation and paperwork for reimbursement are submitted to, and approved by, Pierce County within the timeframe specified in the grant contract. If contract deadlines are not met, funding will be rescinded.

• Events funded by the grant must be open to the public. Grant recipients must acknowledge the Pierce County Historic Preservation grant funding in all publications, media materials, and press releases related to project. The Pierce County logo will be supplied by Pierce County.

• The grant project must be completed by November 13, 2016.

• Only one grant request per agency/organization/applicant, per funding cycle.
MAJOR EVALUATION CRITERIA

1. Quality, significance, and lasting impact of the project.
2. Ability for successful project execution.
3. Time urgency and/or level of need.

APPLICATION PROCESS

Applicants must submit 11 completed and signed original application forms. The grant guidelines and application forms can be downloaded from the Pierce County Planning and Land Services Department website www.piercecountywa.org/historicpreservation. All application materials (application form and supporting documentation) must be submitted one-sided. Do not staple or place the information in folders.

Electronically submitted applications will not be accepted. The grant application packet must arrive at the Pierce County Planning and Land Services Department, Room 175, no later than 3:00 p.m. on July 1, 2015 or it will not be considered. NO EXCEPTIONS WILL BE CONSIDERED.
PIERCE COUNTY HISTORIC PRESERVATION
GRANT PROGRAM

2016 HISTORIC PRESERVATION GRANT
APPLICATION FORM

Deadline for Submission: 3:00 p.m., July 1, 2015

Mail or Deliver Packet to: Chad Williams, Historic Preservation Program
Pierce County Planning and Land Services Department
2401 South 35th Street, Room 175
Tacoma, WA 98409-7490
Telephone: (253) 798-3683

Download an application form on the Pierce County Planning and Land Services Department website
www.piercecountywa.org/historicpreservation
SECTION 1: APPLICANT INFORMATION (enter N/A if applicable)

Applicant Type:  
______ Private owner of historic building or structure  
______ Nonprofit organization  
______ Public agency  
______ Corporation, partnership, or other legal status

Applicant Name: __________________________________________________________

Mailing Address: __________________________________________________________

______________________________________________________________

Email: __________________________ Phone: __________________________

Authorizing Official's Name and Title: ______________________________________

Authorizing Official's Signature: ___________________________________________

Please include a copy of the IRS 501 (c) (3) letter of determination.

SECTION 2: PROJECT INFORMATION

PROJECT TITLE: __________________________________________________________

PROJECT LOCATION: _____________________________________________________

WHAT GRANT CATEGORY IS THE APPLICATION FOR? BUILDING ______  NON-BUILDING ____

WHAT AMOUNT ARE YOU SEEKING? (Maximum award is $15,000 for building projects and $7,500 for non-building projects) ________________

OTHER SOURCES OF FUNDING FOR THIS PROJECT:

______________________________________________________________

______________________________________________________________

______________________________________________________________

Dates of Grant Project Activities (ALL activities must be completed by November 13, 2016)

From: __________________________ To: __________________________
CLEARLY DESCRIBE THE PROJECT AND ITS GOALS:

HOW WILL PIERCE COUNTY GRANT FUNDS BE USED?

IS THIS PROJECT PART OF A LARGER MASTER PLAN, OR LONG TERM SERIES OF PROJECTS? IF SO, EXPLAIN:
### SECTION 3: PROJECT BUDGET

<table>
<thead>
<tr>
<th>ITEM (Please Itemize)</th>
<th>PIERCE COUNTY GRANT FUNDING</th>
<th>APPLICANT MATCH</th>
<th>OTHER INCOME (Grants or Funds)</th>
<th>TOTAL PROJECT COST (Total Expense)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Project Staff</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>• Administration</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Construction Costs:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Materials &amp; Supplies</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>• Labor</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>• Subcontractor</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>• Permits/Fees</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>• Equipment Purchase or Rental</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Services:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Consultant</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>• Designer</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>• Other</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Space Use:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Space Rental for Events or Programs</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Collection Materials:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Preservation Supplies</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>• Other</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Promotion &amp; Publicity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Publications</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>• Other</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Miscellaneous:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Office Supplies</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>• Photographs or Scanning</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>• Other</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other:</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Percentages (%)</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>100%</td>
</tr>
</tbody>
</table>

*NOTE ON IN-KIND VOLUNTEER HOURS: Applicants may not charge more than $26.72 per hour for their volunteer time. For professionals who are volunteering their time in their professional capacity (i.e. a professional photographer who is taking photos for a project) please list their normal hourly rate and bill as such.*
SECTION 4: ADDITIONAL SUPPORTING DOCUMENTATION

Required for All Projects:

- Letters of support. Two (maximum) from endorsing organizations, governments, or relevant professionals with knowledge of the project and/or applicant’s abilities.

Required for Building Projects:

- If grant money is sought for work on a historic building, a letter from the local historic preservation officer for the Certified Local Government (CLG) district the building resides in must be included with the grant application. This letter must verify that the building is on a local CLG historic register.

- Digital photographs illustrating the project. At least one clear photo for each exterior wall of the building, and additional photos must be submitted as needed to clearly identify project scope.

- Architectural drawings, construction plans

- Cost estimates/bids from professionals for hired work, and/or estimates for materials for owner-completed work.