

**Note: This list is provided for review only. The application must be submitted using the online form.**

# 2021\_SPG\_State-Preservation-Grant\_RIHPHC

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## *Applicant Eligibility*

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### Welcome to the RIHPHC State Preservation Grant Application!

Before you begin your application, check the eligibility of your property and your organization for the RIHPHC State Preservation Grant program by answering the following:

#### **My organization is a:\***

##### Choices

501(c)3 non-profit organization  
municipal agency  
state agency  
federally-recognized tribe

#### **My building is used as:\***

*A “Museum” or “Cultural arts center” means a historic structure open to the public that is used principally to house artifacts and exhibits of historical, artistic, cultural, or educational value; or a historic structure open to the public that is used principally to present cultural events such as performances of music, dance, or theater. At a minimum, the museum or cultural arts center must be open to the public twelve (12) days per year.*

*A “Public historic site” means a historic structure open to the general public that is used principally for events or activities of broad community interest and that is widely recognized as being representative of the community’s heritage. At a minimum, the public historic site must be open to the public twelve (12) days per year.*

##### Choices

Museum or Cultural Arts Center  
Public Historic Site

#### **My building is listed or eligible for listing on the State Register of Historic Places:\***

*Confirm the historic status of your property here: <https://preservation.ri.gov/historic-places/state-register>.*

*If you have any questions, email [katherine.pomplun@preservation.ri.gov](mailto:katherine.pomplun@preservation.ri.gov).*

##### Choices

Yes

These questions address some basic eligibility requirements for the RIHPHC State Preservation Grants program. For full guidelines, click [here](#). Your project may also be eligible for the RISCA State Cultural Facilities Grants. For more details, see RISCA's website [here](#).

## *Guidelines and Template Forms*

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Download the following documents from RIHPHC's website:

- RIHPHC State Preservation Grant Guidelines. *Please be sure to review the entire document before submitting your application.*
- Small Project Budget Worksheet (Excel) -- *for projects with a total cost <\$75,001*
- Large Project Budget Worksheet (Excel) -- *for projects with a total cost >\$75,000*

## *Project Overview*

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### **Project Title\***

Name of Project.

*Character Limit: 100*

### **Project Synopsis\***

In 1-2 sentences provide a brief summary of the project, how you will use the grant, the major work involved, and what you hope to accomplish.

*Character Limit: 300*

### **What is the total cost of the project?\***

*Character Limit: 20*

### **What is the amount of your RIHPHC State Preservation Grant request?\***

*Character Limit: 20*

### **Principal contact for questions regarding this project\***

Please indicate the one individual who should be contacted with questions regarding this project.

*Character Limit: 100*

### **Principal contact email address\***

Provide the email address of the principal contact for this project.

*Character Limit: 100*

### **Project Location - Address\***

Provide the physical address of the proposed project. Example:

125 Main Street

*Character Limit: 250*

### **Project Location - City or Town\***

Indicate on the drop-down list the city or town in Rhode Island where this project will take place.

#### **Choices**

Barrington  
Bristol  
Burrillville  
Central Falls  
Charlestown  
Coventry  
Cranston  
Cumberland  
East Greenwich  
East Providence  
Exeter  
Foster  
Glocester  
Hopkinton  
Jamestown  
Johnston  
Lincoln  
Little Compton  
Middletown  
Narragansett  
New Shoreham (Block Island)  
Newport  
North Kingstown  
North Providence  
North Smithfield  
Pawtucket  
Portsmouth  
Providence  
Richmond  
Scituate  
Smithfield  
South Kingstown  
Tiverton  
Warren  
Warwick  
West Greenwich  
West Warwick  
Westerly  
Woonsocket

## Zip Code of Project Location\*

Provide the Zip Code associated with the physical address of the proposed project.

*Character Limit: 12*

## Who are Your Elected Officials?

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Please use the physical address of the building for which you are seeking a grant when determining your Elected Officials. **To look up who your elected officials are**, please visit the Rhode Island Secretary of State's voter information website: <http://www.sos.ri.gov/vic>

## My representative in Congress is:\*

### Choices

Rep. David Cicilline (RI-1)

Rep. James Langevin (RI-2)

## My representative in the General Assembly is:\*

*Character Limit: 250*

## My senator in the General Assembly is:\*

*Character Limit: 250*

## The chief elected official of my city/town is:\*

*Character Limit: 250*

## Building Information

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### Date built:\*

*Character Limit: 10*

### Original use:\*

*Character Limit: 140*

### Builder(s):\*

*Character Limit: 140*

### Architect(s):\*

*Character Limit: 140*

## Describe the architectural, cultural, and historic significance of the building:\*

*Character Limit: 500*

## Current use of the building:\*

### Choices

Museum  
Cultural Arts Center  
Public Historic Site

## For how many years has the building been active in its current use?\*

### Choices

0  
1-5  
6-10  
11-20  
20+

## Accessibility\*

*Is the building accessible to the public as required by the Americans with Disabilities Act (ADA)? Describe current strategies to provide access, any barriers to achieving ADA compliance, and/or future plans and schedule for providing access.*

*Character Limit: 1000*

## What is the relationship of the applicant to the building?\*

### Choices

Applicant owns building  
Applicant leases or has written agreement to use building

## If owned by applicant: what year was the building acquired?\*

*Character Limit: 4*

## If leased by applicant: how many years will remain on the current lease as of 10/1/21?\*

*Character Limit: 4*

## Lease

If applicable, upload a copy of the lease or written agreement. Before uploading, save the file using this naming convention: [OrganizationName.lease.2021] e.g. JaneDoeHouse.lease.2021

*File Size Limit: 1 MB*

## *Project Information, Timeline, and Costs*

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### Description of Grant Project\*

*The Grant Project includes all activities funded by the grant request + matching share. How will you use these funds and what do you hope to accomplish?*

*Character Limit: 5000*

## Project Expenses and Budget Worksheet\*

Download the appropriate Project Budget Worksheet here. When complete, save the file using this naming convention: [OrganizationName].[budget].[2021] e.g. JaneDoeHouse.budget.2021 and upload the file here. This worksheet is in Microsoft Excel format.

*File Size Limit: 1 MB*

## Is the grant project part of a larger project?\*

*i.e., will other capital improvements be taking place concurrently?*

### Choices

Yes

No

## If yes, describe the other activities that make up the Entire Project.

*Explain how the Grant Project relates to the Entire Project.*

*Character Limit: 5000*

Provide projected completion dates for each of the following tasks. Assume a 2-year project period beginning in January 2022.

## Planning and design\*

*Character Limit: 10*

## Identify qualified contractors\*

*Character Limit: 10*

## Select contractor\*

*Character Limit: 10*

## Start construction\*

*Character Limit: 10*

## Finish construction\*

*Character Limit: 10*

## Project costs are based on:\*

### Choices

Price estimate provided by a construction professional.

Written proposal or contract signed by a construction professional

Competitive bids based on construction documents

Other (please specify in next question)

## If you chose "other" in the question above, please identify

*Character Limit: 250*

## *Physical Need for Project*

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### **Describe the current physical conditions of the building.\***

*Explain any significant risks, hazards, or preservation needs facing the building. If building is endangered, explain causes and how they developed.*

*Character Limit: 2500*

### **Describe your organization's building maintenance program.\***

*Address how the organization monitors the condition of the property, how the organization oversees and pays for maintenance work, and if there is a maintenance reserve budgeted annually.*

*Character Limit: 1000*

## *Impact of Project on Organization, Audiences, and Community*

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### **Is the applicant a membership organization?\***

#### **Choices**

Yes

No

### **Number of members**

*Character Limit: 10*

### **Describe paid and unpaid staff:\***

*Include number of full-time paid staff and total amount of personnel costs budgeted per year. If your organization has zero paid staff, describe responsibilities managed by volunteers and number of volunteers.*

*Character Limit: 250*

### **Describe current use of the building as a museum, cultural art center, or public historic site:\***

*Include information about your organizational mission and the audiences you serve. How does use of the building contribute to the cultural vitality of your community?*

*Character Limit: 1000*

### **Programming\***

*Museums: Describe permanent collection and ongoing/planned exhibits.*

*Cultural Art Centers/Public Historic Sites: Describe ongoing and planned programs and activities.*

*Character Limit: 1000*

### **Visitation/Access\***

*Provide information about visitation and public access to the building, including number of days open and exhibit/program/schedule highlights for the last three years.*

*Character Limit: 1000*

### **Impact on your organization\***

Explain the impact of the proposed project on the operation of your organization. How does the preservation of the building fit into the organization's long-range plans and how will the completed project serve current and/or new audiences and the community at large? Will completion of this project allow you to expand programming or increase your organizational capacity?

*Character Limit: 2000*

### **Impact on state or local economy\***

*Describe any anticipated impact of the project on the local and/or state economy. For example, will this project lead to increased revenue, attract new visitors/audiences, or have other economic impacts? Specific and measurable benefits or projections are encouraged.*

*Character Limit: 2000*

### **Engaging a broad and diverse community\***

In what ways, if any, do you anticipate that your project will increase access or engagement with historically and/or continuously marginalized communities or constituencies (BIPOC - Black, Indigenous, People of Color - or people with disabilities, for example.)

*Character Limit: 2000*

### **Letters of support\***

Please upload one .PDF file that includes up to three letters of support from partners and community leaders that address the value and importance of this project to your community. Before uploading, save the file using this naming convention: [OrganizationName.support.2021] e.g. JaneDoeHouse.lease.2021

*File Size Limit: 2 MB*

## *Capacity to Succeed*

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### **Organization's financial health and budget\***

*Describe any major fiscal challenges, achievements, or changes to your organization's budget within the past three years.*

*Character Limit: 2500*



### **Financial report: a recent budget report\***

Please upload a copy of a budget report you have recently prepared and presented to your board. This is typically a report that shows the budget for the year and income and expenses to date.

*File Size Limit: 1 MB*

### **Financial report: most recent IRS 990 report**

Please upload a copy of your most recent IRS 990 submission, if applicable.

*File Size Limit: 3 MB*

### **Organization's fundraising experience\***

*Describe your organization's fundraising efforts over the past three years, and how that experience will complement your fundraising for this project.*

*Character Limit: 2500*

### **Past grant experience\***

*Provide a brief description of a successful grant project managed by your organization within the past five years. Include grant amount, source, and date completed.*

*Character Limit: 500*

### **Past experience with capital projects\***

*Describe previous experience your organization has had with capital projects. Describe work completed, why the project was undertaken, how much the project cost, and when it was completed.*

*Character Limit: 1000*

## *Attachments*

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### **IRS Determination letter**

*Upload a copy of the IRS 501 (c) 3 determination letter for your organization, if applicable.*

*File Size Limit: 1 MB*

### **Board of Directors**

*Upload a list of board members, with affiliations.*

*File Size Limit: 1 MB*

### **Current architectural plans**

*Upload a 8.5 x 11 inch reduction of the current architectural plans for this project, if available.*

*File Size Limit: 3 MB*

### **Photograph 1\***

*A general view of the front of the structure for which the grant is sought.*

*File Size Limit: 1 MB*

### **Photograph 2\***

*Target areas and conditions that demonstrate the need for the grant*

*File Size Limit: 1 MB*

### **Photograph 3\***

*Target areas and conditions that demonstrate the need for the grant*

*File Size Limit: 1 MB*

### **Photograph 4\***

*Target areas and conditions that demonstrate the need for the grant*

*File Size Limit: 1 MB*

### **Photograph 5\***

*Target areas and conditions that demonstrate the need for the grant.*

*File Size Limit: 1 MB*

### **Optional support materials**

*List all optional support materials you wish to provide. These can include audio/visual material, clippings or press notices, or anything you feel the panel might need to evaluate your application. If you are claiming prior expenditures as match on your budget worksheet, upload receipts here. You may also use the box below to provide links to material that exists online.*

*Character Limit: 3000 | File Size Limit: 4 MB*

## *Certification*

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### **For leased properties:**

If the property is not owned by the applicant, the applicant must obtain the property owner's authorization to proceed. Download the Property Owner's Assurances form here, obtain the property owner's signature, and upload a .PDF of the signed document below.

### **Property Owner's Assurances (for leased properties)**

*File Size Limit: 1 MB*

### **Certification\***

By submitting this application, I warrant that: I have read the information contained in the 2021 State Preservation Grant Application Guidelines, and I am willing to follow the rules and regulations of the State Preservation Grants. I certify that:

- The facts, figures, and information contained in this application, including any attachments, are true and correct to the best of my knowledge;
- Sufficient matching funds will be supplied for the project;
- Any funds received will be expended in accord with the terms and conditions of the grant agreement to be executed with the RIHPHC;
- If awarded a grant, the building owner will grant a historic preservation easement, thereby agreeing to preserve and maintain the rehabilitated property for a term of years;
- If this property is owned by a city or town, this is the only application of a municipally owned property from that municipality.

### Choices

I have read the certification and am ready to submit the application.