



Application for the Capital Preservation Grant

A program of SPA's Spokane Heritage Fund

Spokane Preservation Advocates (SPA) established the Spokane Heritage Fund in August 2000 to fund preservation projects within Spokane County. The Spokane Heritage Fund is administered by SPA's Heritage Committee. Grants are awarded to encourage the careful preservation, restoration, or rehabilitation of historic properties.

ELIGIBLE PROJECTS

- Examples of eligible projects include purchasing materials or services for "brick and mortar" projects to preserve a property or producing publications that promote historic preservation of a specific resource.
- Project work must conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties and must comply with local design guidelines when applicable.
- Properties must be on or deemed eligible for the Spokane Register of Historic Places, Washington Heritage Register, or National Register of Historic Places.
- Applicant must have control of the property through a deed or valid lease with lessee having authorization to make leasehold improvements.

FUNDING CRITERIA & CONDITIONS

- Maximum request for grant funds is \$5,000. All grants require a one-to-one match, with the applicant providing \$1 in funds for every \$1 of grant money awarded.
- General operating expenses and expenses incurred prior to the award date are not eligible for inclusion in a grant request.
- Grants to an individual organization will not be approved more often than once every two years.
- Funds will be awarded to applicants upon proof of work being accomplished via the "Grant Completion Report."
- Awardees will receive a letter of award for their grant.
- Grant projects should be completed within one year of the award date. If additional time is needed, grant awardees are required to notify Spokane Preservation Advocates in writing and provide a status report; otherwise grant funds will be forfeited.
- All work supported by previous SPA grants must have been satisfactorily completed and a "Grant Completion Report" approved.

ELIGIBLE APPLICANTS

- Incorporated Non-profit Organizations
- Unincorporated Citizens Groups/Advocacy Groups
- Most Endangered List Property Owners
- Public Agencies/School Districts/Civic Organizations/Religious Organizations

Applicants for a Spokane Preservation Advocates grant are required to become members of Spokane Preservation Advocates if they are not already members. A membership form is attached.

PROJECT CRITERIA

Criteria for selection of a Capital Preservation Grant focus on two general areas: technical merit and project impact. Within these general areas are a total of eight scored components:

1. Adherence to Rehabilitation Standards
2. Grant/Project Administration Experience
3. Project Readiness
4. Budget
5. Need
6. Impact
7. Accessibility/Visibility
8. Preservation Opportunity

Funds must be used to:

- Promote preservation of a specific historic resource
- Preserve a specific historic resource
- Support hiring of professional expertise

PROCESS FOR SUBMITTAL

- Submit **ten copies** of the completed application with attached documentation to Spokane Preservation Advocates.
- The Heritage Fund Committee will review the application and additional materials and make timely recommendations to the Board of Directors.
- Applicants will be notified by letter of the status of their request.

PROCESS FOR GRANT AWARDEES

- Within ninety (90) days of project completion, all grantees are required to submit a “Grant Completion Report” with good quality photographs of the completed work or a copy of the publication produced with the funds (brochure, book, historic structures report etc.).
- All publications produced, press releases, and/or references to this project must contain the following acknowledgement:
 - “Funding provided by the Spokane Preservation Advocates.”
- The report and photos/publications should be mailed to Spokane Preservation Advocates.

APPLICATION DEADLINES: April 15 and October 15



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APPLICANT

Name of Applicant: _____

Mailing Address: _____

Phone Number: _____ E-Mail: _____

Name, Title and Phone Number of Contact Person: _____

Applicant is:

- Incorporated Non-profit Organization
- Unincorporated Citizens Group/Advocacy Group
- Most Endangered List Property Owner
- Public Agency/School District/Civic Organization/Religious Organization
- Other _____

Description of Applicant including mission and goals: _____

PROJECT DESCRIPTION

Name of Project: _____

Location of Project: _____

Timeline for Project: _____

Detailed Project Description: Use separate sheet (with a maximum of 2,000 words, please describe the project).

Has the Spokane Historic Preservation Office, the Washington Trust for Historic Preservation, the National Trust for Historic Preservation or any other agencies been involved with the project? If so, specify which agencies and describe their involvement.

Is the project site recognized for its architectural, cultural, or historical significance by any of the following designation programs?

- National Register of Historic Places
Date Listed _____
- Washington Heritage Register
Date Listed _____
- Spokane Register of Historic Places
Date Listed _____

What is the site's current use? _____

Describe the consultant or contractor services or skills needed to carry out the project?

Has a consultant or contractor been chosen?

- No
- Yes
Name _____

Has applicant received Spokane Heritage Funds previously?

- No
- Yes, Project(s) _____
Date(s) _____

PROJECT BUDGET

Grant requested from the SPA cannot exceed one-half the total project cost, maximum request \$5,000.

Please list project cost, amount requested, and sources/amounts for the matching funds

TOTAL PROJECT COST		
SPA GRANT REQUEST	MATCHING FUNDS SOURCE	AMOUNT

List of other funding sources contacted for possible support and their responses to date

Describe plans for future funding; include if appropriate future funding sources and/or plans for maintaining the property or for continuance of the program

Estimated number of people expected to benefit from the project's outcome and the ways in which they would benefit

Describe follow up procedure to review success or impact of project

SUPPORTING DOCUMENTATION

All Applicants:

- Budget for project of grant requested.
- Proof of eligibility or designation on the Spokane Register of Historic Places, Washington Heritage Register or National Register of Historic Places.
- Statement of qualifications of consultant or contractor.
- A minimum of 2 photographs. For the photographs, please include both prints and digital copies of the images, if available (digital files may be sent on a disk or emailed to info@spokanepreservation.org).
- Drawings or other representation of the project and any other useful information that will assist in clarifying the project and its goals.
- Membership form to the Spokane Preservation Advocates with appropriate payment amount (if applicant is not already a member).

Upon Request, Applicants Must Be Able to Provide These Additional Documents:

- Copy of current IRS tax determination letter.
- Copy of most recent IRS 990 and 990T.
- List of current Board of Trustees/Directors.
- Articles of incorporation.
- Documentation identifying the agency as a part of a government agency.
- Proof of ownership or control of property.

I certify that the above is true and accurate and that I am the Chief Executive Officer or the Executive Director of the organization.

Signature of person completing this form

Date

Printed Name of Person Completing this Application

Title

Telephone

E Mail Address

Website Address of Organization

Mailing Address

Application Deadlines: April 15 & October 15

Mail ten copies of completed application and additional materials to:

**SPOKANE PRESERVATION ADVOCATES
P.O. Box 785
SPOKANE, WA, 99210**

JOIN SPOKANE PRESERVATION ADVOCATES *TODAY!*

Grant Completion Report

Date:

Organization:

Historic Building/Resource:

Contact Name:

Street Address:

City/State/Zip:

Telephone: Fax:

Email:

Please answer the following questions. Attach all grant products to this form (reports, pictures of completed project, publications, etc.). Applicants may submit answers on a separate page.

1. Grant Award Date:
2. Project Period:
3. Spokane Preservation Advocates Funding Amount Award:
4. Spokane Preservation Advocates Funding Amount Used:
5. Spokane Preservation Advocates Funding Returned and Reason:

6. Total Project Cost:
7. Provide a brief summary of the needs/problems the grant was designed to address.
8. Provide a brief summary of the accomplishments/results of your project by activity.

Mail this completed report and grant product(s) within **ninety (90) days** of your completed project to:

**SPOKANE PRESERVATION ADVOCATES
P.O. BOX 785
SPOKANE, WA, 99210**

For Accounting Purposes Only:

Date of Check: _____

Check #: _____