



SPA Heritage Fund Preservation Grant Application

Spokane Preservation Advocates (SPA) established the Spokane Heritage Fund in August 2000 to fund preservation projects within Spokane County. The 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

Both physical ("bricks and mortar") projects and program or educational projects are eligible for grant funding through the Heritage Fund. Examples of projects that may be funded include:

- Projects that provide a public benefit
- Historic Register nomination (local, state, national)
- Historic survey/inventory
- Historic plaques, signs or markers
- Publications
- Enhancement of a historic building or space
- "Brick and mortar" projects to preserve a property or 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.

ELIGIBLE APPLICANTS

- Incorporated Non-profit Organizations
- Citizens /Advocacy Groups
- Public Agencies/Civic Organizations/Religious Organizations
- Building or property owners EXCEPT for private residences

FUNDING CRITERIA & CONDITIONS

- Maximum request for grant funds is \$5,000. Requests of over \$1000 require a one-to-one match, with the applicant providing \$1 in funds for every \$1 of grant money awarded.
- General operating expenses are not eligible for funding through Heritage Fund grants.
- Expenses incurred prior to the award date are not eligible for funding through Heritage Fund grants.
- The intent of the Heritage Fund is to encourage the implementation of many preservation projects; therefore, grants to an individual organization will not be approved more often than once every two years.
- Funds will be awarded to applicants upon completion of work and submission of the “Grant Completion Report.”
- 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 may be forfeited.
- All work supported by previous SPA grants must have been satisfactorily completed and a “Grant Completion Report” approved before subsequent grant applications are submitted.

Applicants for Heritage Fund grants are encouraged to become members of Spokane Preservation Advocates if they are not already members. A membership form is attached. Sign up online at <http://www.spokanepreservation.org/join.asp>.

PROCESS FOR SUBMITTAL

- Submit **one hard copy and one electronic copy** of the completed application with attached documentation to Spokane Preservation Advocates.
- The Heritage Fund Committee reviews applications twice yearly, in April and October, and makes 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 Spokane Preservation Advocates.”
- Report and photos/publications should be mailed to Spokane Preservation Advocates, PO Box 785, Spokane, WA 99210.

APPLICATION DEADLINES: April 15 and October 15



**SPA Heritage Fund
Preservation Grant Application**

APPLICANT

Name of Applicant/Organization:

Mailing Address:

Phone Number: _____ E-Mail: _____

Name, Title and Phone Number of Contact Person:

Applicant is:

- Incorporated Non-profit Organization
- Citizens Advocacy Group
- Public Agency/Civic Organization/Religious Organization
- Building or Property owner EXCEPT for private residence

Description of Applicant/Organization, including mission and goals:

PROJECT DESCRIPTION

Name of Project:

Location of Project:

Timeline for Project:

Project Narrative:

Attach separate sheet (maximum two pages), addressing the following:

All projects:

- Project need
- Impact on community
- Public accessibility/visibility/benefit to community
- Project Readiness

For Bricks and Mortar Projects, include:

- Site's current and proposed use
- Historical significance of project
- Proposed work to be accomplished with Heritage Fund grant
- Adherence of project to Secretary of the Interior Standards for Rehabilitation of Historic Buildings
- Applicable consultant or contractor services

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

Is the project site recognized or deemed eligible 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 _____
- Other Historic Registers
Date Listed _____

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 FUND SOURCE	AMOUNT OF MATCHING FUNDS	MATCHING FUNDS COMMITTED (YES/NO)

SUPPORTING DOCUMENTATION

All Applicants:

- A minimum of 3-5 photographs showing current condition of site or project, if applicable. 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, if available and applicable.

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

- Copy of current IRS (501(c)(3) tax determination letter.
- Copy of most recent IRS 990 and 990T.
- List of current Board of Trustees/Directors.
- Articles of Incorporation of organization.
- Documentation identifying the agency as a part of a government agency.
- Proof of ownership or control of property.
- Proof of eligibility or designation on the Spokane Register of Historic Places, Washington Heritage Register, National Register of Historic Places, or other historic register
- Statement of qualifications of consultant or contractor
- Invoices/documentation of proof of work (Grant Completion Report)

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

Send one hard copy and one electronic copy of the completed application and additional materials to:

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

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.). Grantees 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. Total Project Cost (include proof of matching funds, if applicable):
6. Provide a brief summary of the accomplishments/results of your project
7. Provide 3-5 photographs of completed project, indicating where Heritage Funds were utilized.

I certify that the information submitted is true and accurate and that grant funds from SPA Heritage Fund were used for the purpose applied for.

Authorizing official

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 #: _____