



FOR OFFICE USE ONLY	
Application #	_____
Date Received	___/___/___
Date of Hearing	___/___/___

Historic Publication Fund Application

Applications must be received by April 15th annually.

The Deadwood Historic Preservation Commission reviews ALL applications. Please read the attached Policy Guidelines and provide the requested information below.

1. Applicant Information			
Name:	Telephone :		
Email Address:			
Address:			
	Street	City	State Zip

2. Author's Information
Please provide a copy of the author's curriculum vitae or resume. Include the following information: <ul style="list-style-type: none">• Contact information• Occupation• Education• Past book publications (include publisher, publication date and estimated unit sales)• Journal or magazine articles

3. Why will people want to read this book?

4. Describe how the book relates to Deadwood and/or Black Hills history

5. List other comparable books

Title:	Author:
Publisher:	Date of Publication:
Title:	Author:
Publisher:	Date of Publication:
Title:	Author:
Publisher:	Date of Publication:

6. List experts willing to review the manuscript

Name:	Telephone :		
Email Address:			
Address:			
Street	City	State	Zip
Name:	Telephone :		
Email Address:			
Address:			
Street	City	State	Zip
Name:	Telephone :		
Email Address:			
Address:			
Street	City	State	Zip

7. Has the book(s) been edited? If so, by whom?				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Name:			Telephone :	
Email Address:				
Address:				
	Street	City	State	Zip

8. List the primary target audience for the book(s)				

9. Attachments				
The following must be submitted with this application before being reviewed by the Deadwood Historic Preservation Commission. Incomplete applications will not be reviewed.				
<ul style="list-style-type: none"> • A copy of the manuscript * • Sections of the author's previously published work • Sample bibliography • A business plan showing how the book will be priced, distributed, marketed, and projected sales • Comparative cost estimates for printing 				

10. Non Guarantee				
<i>Completion and submittal of this application and conformance with the terms of this application does not guarantee funding.</i>				

11. Signature				
I HEREBY CERTIFY if funding is received, I agree to comply with the Historic Publication Fund guidelines. I also acknowledge that I have read and understand this program's policy guidelines and confirm that I understand that in failure to act in accordance with these terms may result in legal action.				

Signature of Applicant			Date	

12. Application Submittal/Contact Information

Applications may be mailed, emailed or hand delivered to:

City of Deadwood
Historic Preservation Office
108 Sherman Street
Deadwood, SD 57732

For Questions Please Contact:
(605) 578-2082 or
hpadmin@cityofdeadwood.com
kevin@cityofdeadwood.com

* The Applicant will provide the City with a copy of the book's manuscript for review only. Review of the manuscript by the City will not guarantee the City will provide with any funding. The City will NOT print, reproduce, publish, sell, lease, display or transmit the manuscript without the prior consent of author.



Historic Publication Fund Policy Guidelines

1. Statement of Purpose:

The City of Deadwood's Historic Preservation Commission believes great books are the lifeblood of any historic community. Therefore, it is beneficial to have a program to assist in the publication of well-written, well-researched books on Deadwood and Black Hills history.

2. Objective:

The objective of the program is to financially assist publication projects with funding for upfront cost to publish a book(s) on the history of Deadwood and/or the Black Hills.

3. Eligibility:

To be eligible for the Historic Publication Fund the book(s) must relate to the history of Deadwood and/or the the Black Hills. Preference will be given to authors from Deadwood first, followed by authors from Western South Dakota, South Dakota and then the surrounding states.

4. Application:

The Applicant must submit an application form including the following supporting documentation:

- a. A copy of the author's curriculum vitae or resume, including contact information, occupation, education, past book publications (with publisher, publication date, and estimated unit sales), and journal or magazine articles.
- b. Proposed Work
 - i) A copy of the manuscript.

The Applicant will provide the City with a copy of the book's manuscript for review only. Review of the manuscript by the City will not guarantee the City will provide with any funding. The City will NOT print, reproduce, publish, sell, lease, display or transmit the manuscript without the prior consent of author.
 - ii) Tell why people will want to read this book.
 - iii) A description of how the book relates to Deadwood and/or Black Hills history.
 - iv) A list of any other comparable books including the title, author, publisher and date of publication.
- c. Provide names and addresses of two or more experts in the author's field of study who might be willing to review the manuscript and do so objectively. In addition the manuscript must be reviewed by Historic Preservation Commission or their designated representative.
- d. Has the book(s) been edited? If so, by whom?
- e. List the primary target audience for the book(s).
- f. Provide sections of the author's previously published work.
- g. Include a sample bibliography.
- h. Provide a business plan showing how the book will be priced, distributed, marketed, and projected sales.
- i. Provide comparative cost estimates for printing.

5. Deadline:

The application deadline is **April 15th**, annually, with all applications being delivered to the Historic Preservation Office on or before 5:00 p.m., MST. Acceptable forms of delivery are e-mail, hpadmin@cityofdeadwood.com, mail, as long as the envelope is postmarked by the due date, or hand delivery. Use the method that is most convenient for you. Please send only copies of original information as we retain all submitted materials for our records.

6. Selection Process:

Completion and submittal of this application and conformance with the terms of the application does not guarantee funding. All applications will be reviewed by the Deadwood Historic Preservation Commission’s Projects Committee consisting of the Mayor of Deadwood, three members of the Historic Preservation Commission, and staff from the Historic Preservation Office. The Committee will make funding recommendations to the Deadwood Historic Preservation Commission and the Deadwood City Commission.

Due to the limited availability of funds, the Deadwood Historic Preservation Commission reserves the right to rank each application and establish the maximum loan amount available for each project. The Commission also reserves the right to deny any or all applications.

7. Partnership Information and Conditions:

- a. The Historic Publication Fund is a partnership between Deadwood Historic Preservation Commission and the applicant. This partnership offers an interest free advance on funds to assist with upfront printing costs. The applicant has 36 months to repay the advance. If after 36 months the full amount has not been paid, interest of 2% above prime rate at that date will be charged on the remaining balance of the advance.
- b. \$5,000 is the maximum amount available per applicant.
- c. The applicant will need to provide quarterly income and expense statements.

Sample Quarterly Income and Expense Statement					
Title of Book					
Applicant Name					
Year					
Quarter					
	January	February	March	Quarterly Totals	
Number of Books Sold	10	20	25	55	
Price per Book	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	
Gross Revenue	\$ 100.00	\$ 200.00	\$ 250.00	\$ 550.00	
Less Sales Tax (6.5%)	\$ 6.50	\$ 13.00	\$ 16.25	\$ 35.75	
Net Sales	\$ 93.50	\$ 187.00	\$ 233.75	\$ 514.25	
50% of Net Sales due to Deadwood Historic Preservation	\$ 257.13				
I certify, to the best of my knowledge, the above figures are accurate and true.					
Signature _____				Date _____	

- d. Payments shall be made to the City of Deadwood c/o Historic Publication Fund.

- e. Payments shall be a minimum of 50% (determined by the projected time frame for sales) of your Net Sales reported on your quarterly income and expense statements. Payment and Statement due dates are as follows:

Due Date	Quarter	Months
February 1 st	4 th Quarter	October - December
May 1 st	1 st Quarter	January - March
August 1 st	2 nd Quarter	April – June
November 1 st	3 rd Quarter	July – September

If the payment is not made within 15 days of the due date a \$50.00 late fee will be charged.

8. Funding Conditions:

- Funds are to be used for printing costs only and will be paid directly to the printing company.
- The Deadwood Historic Preservation Commission must be listed as a supporter in the book along with any additional printed material or publicity releases and include our official logo as shown below.



This publication is funded, in part, by the Historic Publication Fund provided by the City of Deadwood and the Deadwood Historic Preservation Commission.

9. Application Locations:

Applications are available at the Deadwood Historic Preservation Office located at:

Deadwood City Hall
108 Sherman Street
Deadwood, SD 57732
Tel.: (605) 578-2082

Or online at: www.cityofdeadwood.com **Click on Permits, Licenses & Forms on the left hand side of page and scroll down to Historic Preservation.