



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

Outside of Deadwood Grant Fund

DEADWOOD HISTORIC PRESERVATION COMMISSION GRANT FUND

Application

Applications must be received by January 18 and/or June 2 annually. In order to maintain funding eligibility, work **may not** commence on the project until **after** an award notification is received and grant agreement has been signed and returned.

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

1. PROPERTY INFORMATION				
Historic Name of Property (if known):				
Property Address:				
	Street	City	State	Zip
2. PROJECT CONTACT INFORMATION				
Name:		Telephone: () -		
Email Address:				
Property Address:				
	Street	City	State	Zip

****NOTE: Owner of Property:**

Applicant must own/retain property;

OR

Applicant must be leasing or renting the property and have written permission from the owner to conduct the work;

OR

Applicant must have a firm written commitment with the owner to purchase the property.

(Complete 'Owner of Property' only if different from that of Project Contact)

3. OWNER OF PROPERTY				
Name:		Telephone: () -		
Email Address:				
Mailing Address:				
	Street	City	State	Zip

8. IMPACT ON HISTORIC CHARACTERISTICS:

Show impact on historic characteristics by completing the following questions: (Use additional page as needed.)

a. Will the project change the current/historic material? For example installing asphalt shingles instead of wood shingles. If so, explain why.

b. Will the project change the size of the current/historic material? For example, does the project involve changing window size? If so, explain why.

c. Will the current/historic material be removed? For example, removing plaster. If so, explain why.

d. How does the project meet the Secretary of the Interior Standards? (See the Resource Section.)

9. PROPERTY USE:

Provide a description of the current and planned use for the property once the project is complete.

10. MAINTENANCE:

Provide a statement of how the owner plans to maintain the property after the project is completed.

11. ESTIMATES:

→ If requesting a grant that exceeds \$10,000, please provide and attach at least three (3) cost estimates from architects, contractors, or other professionals involved in the project.

→ If three (3) estimates are unattainable, attach statement documenting request for estimates.

→ **Cost estimates** must specify the costs of labor, materials, consultants, and permits. If conducting a masonry project the estimates must include mortar mixture specifications, statement concerning use of power tools, and percentage of building requiring masonry work. A contractor should be provided with a copy of the Historic Masonry Repair sheet located in the resource section before preparing a bid for masonry work.

12. PROJECT BUDGET – ITEMIZED AND SHOWING MATCH:

**** Sample Budget ****

Description	Applicant Matching Funds	Grant	Total Project Cost
Tuck-pointing	\$ 0	\$ 3,500	\$ 3,500
Volunteer Labor	\$ 566	\$ 0	\$ 566
Supplies/Materials	<u>\$ 3,934</u>	<u>\$ 1,000</u>	<u>\$ 4,934</u>
TOTAL:	\$ 4,500	\$ 4,500	\$ 9,000

<u>Description (i.e. roof)</u>	<u>Applicant Match</u>	<u>Grant</u>	<u>Total</u>
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Total:	\$ _____	\$ _____	\$ _____

Project's Total Cost: \$ _____ Grant Amount: \$ _____

13. Non Guarantee

*Completion and submittal of this application and conformance with the terms of this application **does not guarantee** a grant award.*

14. SIGNATURES

I HEREBY CERTIFY if awarded a grant, I agree to comply with *Secretary of the Interior’s Standards for the Treatment of Historic Properties*. I also acknowledge that I have read and understand this program’s policy guidelines and confirm that I understand that a failure to act in accordance with these terms, whether prior to or after an award, may result in a recapture and or forfeiture of funds.

SIGNATURE OF APPLICANT	DATE	SIGNATURE OF OWNER (IF DIFFERENT FROM APPLICANT)	DATE
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15. OUTSIDE OF DEADWOOD GRANT APPLICATION CHECKLIST

The following information must be presented with this application before being reviewed by the Deadwood Historic Preservation Commission (Incomplete applications will not be reviewed).

Attachments:

- a. Floor plan(s) (when necessary).
- b. Site plan(s) (when necessary).
- c. Photographs.
- d. Copy of deed or notarized letter of authorization if property is not owned by the applicant.
- e. Verification of listing on or eligibility for listing on the National Register of Historic Places.
- f. Submission of specifications and contracts.
- g. Description of work (if additional space was necessary to explain the project).
- h. Description of the relationship of the project to Deadwood.
- i. Preservation Reports and blueprints (when necessary).
- j. Work Schedule.
- k. Answer to impact on Historic Characteristics questions.
- l. Answer to property use question.
- m. Answer to Maintenance question.
- n. Cost estimates.
- o. Proof of match on a least a 50/50 basis is enclosed.
- p. The applicant has signed and dated this application, as well as the owner of the property, if necessary.

16. APPLICATION SUBMITTAL/CONTACT INFORMATION

Applications may be mailed 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

Outside of Deadwood Grant Fund

DEADWOOD HISTORIC PRESERVATION COMMISSION GRANT FUND FOR HISTORIC PROPERTIES OUTSIDE OF DEADWOOD

POLICY GUIDELINES

STATEMENT:

It is in Deadwood's interest to promote the preservation and interpretation of historic sites, buildings, and properties throughout the state when those buildings, sites and properties are related to historic preservation in Deadwood. The expense of such preservation projects may discourage owners and managers from undertaking necessary projects or may result in a lower quality of craftsmanship. The purpose of this grant fund is to assist and encourage property owners and managers to restore and protect their properties and to interpret their relationship to Deadwood's history.

The City of Deadwood and the Deadwood Historic Preservation Commission reserve the right to revise this grant policy or discontinue the program at any time without public notice. It is the responsibility of the applicant to ensure that they are in accordance with this grant program.

OBJECTIVE:

The City of Deadwood is a National Historic Landmark and is listed on the National and South Dakota State Registers of Historic Places. Maintaining these designations is critical to the economic success of the city and to the quality of life of its residents. The objective of the grant program is to stimulate quality restoration, protection and interpretation of buildings, sites and properties that contribute to an understanding of the history of the City of Deadwood.

FUND DEFINITION:

The availability of funds for a project will be determined on a case-by-case basis. A total of \$50,000 will be awarded each year over the course of two funding rounds as funds allow. This total will be split evenly with \$25,000 granted each round.

GRANT DEFINITION:

Grant funds will be available to any site located outside of Deadwood but within the state of South Dakota that is not eligible for the state property tax moratorium or to any site that is a National Historic Landmark. Grants will be for projects beginning approximately April 1 (following the January deadline) or September 1 (following the July deadline). Projects **may not** start until after an award is granted and a grant agreement has been signed and returned.

The availability of funds for a project will be determined on a case-by-case basis. Projects typically will not exceed \$10,000 except for special circumstances.

All grant expenditures and match resources must be expended for services and/or materials used for the approved project during the grant period. (The grant period shall refer to a period of one year commencing from the date of an executed agreement). In all instances, the burden of proving that funds will support work in historic preservation lies with the applicant.

GRANT INFORMATION:

Grants will be for projects beginning approximately April 1 (following the January deadline) or September 1 (following the June deadline). Projects **may not** start until after an award has been granted.

When an application is determined it merits support only in part or at a reduced level, or when funds are limited, the offer will be less than the amount requested. Larger grant awards may be considered in certain circumstances as availability of funds allows.

Payment of the grant award will be made on a reimbursement basis upon receipt of paid invoices. The Historic Preservation Office reserves the right to inspect completed work before payment.

Projects should demonstrate substantial public historic preservation benefits.

EMERGENCY GRANTS:

Emergency grants are made exclusively for interim stabilization of a historic property that meets the stated grant criteria and has been damaged due to some unforeseeable event. Emergency grants typically do not exceed \$10,000.00. Applications are accepted any time of the year. These applications are reviewed and awarded as availability of funds allows.

MATCHING REQUIREMENTS:

Grants are awarded for no more than 50% of the total project costs, with the project sponsor providing at least half of the total costs of the project. The applicant must demonstrate that funds are available to match the grant.

- **ELIGIBLE MATCH:** Cash, donated materials and labor or materials and labor provided by a third party for necessary and reasonable project costs.
- **INELIGIBLE MATCH:** Any costs, whether cash or in-kind, that are not necessary and reasonable to the completion of the project and within the grant period. (The grant period shall refer to a period of one year commencing from the date of an executed grant agreement).

Matching funds must be demonstrated with reimbursement requests.

ELIGIBILITY CRITERIA:

APPLICANT ELIGIBILITY:

1. Applicant must be a not-for-profit organization or a local government and not be eligible for State Tax Moratorium

OR

The site must be a National Historic Landmark.

2. Individual or private property owners are not eligible to receive grants unless the property is a National Historic Landmark.
3. Applicant may not have an open Outside of Deadwood Grant with the Historic Preservation Commission

GRANT ELIGIBILITY:

1. Applicant must own/retain property.

OR

Applicant must be leasing or renting the property and have written permission from the owner to conduct the work;

OR

Applicant must have a firm written commitment with the owner to purchase the property.

** Furthermore, the grant recipient(s) must agree to retain ownership of the property for a minimum of five years. Transfer of ownership or control will require repayment of the grant to the City of Deadwood*

2. Grant will be for projects beginning approximately April 1 (following the January deadline) or September 1 (following the June deadline). Projects may not start until after notification of the grant award and return of a signed grant agreement.
3. Applicant must demonstrate the ability to successfully implement the project.
4. The applicant must provide a plan for future public use of the site and assurances of the ability to maintain the property well into the future.
5. The project must meet the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. The standards for restoration and rehabilitation, summarized in the Resource Section of this application, are neither technical nor prescriptive. Instead, they promote responsible preservation practices that help protect our nation's irreplaceable cultural resources.
6. The property receives appropriate on-going maintenance, or its present state of disrepair is not the result of neglect by the current owner.
7. The application is clear, concise, complete, and includes a detailed budget.
8. The general contractor and subcontractors are professionally qualified and preservation sensitive, and if the work is being completed by someone other than a licensed contractor, the individual or company is capable of performing the prescribed work.
9. The property must be listed or eligible for listing, on the National Register of Historic Places or be a contributing building within a historic district listed on the National Register of Historic Places.

ALLOWABLE ACTIVITIES:

- **PLANNING:** A broad category that includes a wide range of non-conforming projects, such as surveys, registration and designation; comprehensive and projection planning; preparation of preservation-related studies and reports; photo documented projects, etc.
- **PRESERVATION:** The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.
- **REHABILITATION:** The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural and architectural values.
- **RESTORATION:** The act or process of accurately depicting the form, features and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The

limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code related work to make properties functional is appropriate within a restoration project.

SELECTION CRITERIA:

All applicants must describe the relationship of their proposed project to historic preservation in Deadwood. If a tangible relationship does not exist, the applicant must describe the historical significance of the proposed preservation project. Projects will not be considered for grant funding unless there is a demonstrated, tangible connection to historic preservation in Deadwood or the promotion and development of historic preservation in some other facet.

Projects will be selected based primarily on the funding priorities, but evaluation will include consideration of the following criteria (listed in no specific order):

1. Funding Priorities
 - a. Work required to give the building a weather proof envelope and make it structurally sound;
 - b. Work that will abate any serious threat to the structure whether from internal or external sources (i.e. hazardous wiring);
 - c. Exterior restoration;
 - d. Restoration of character-defining interior features;
 - e. Work necessary to facilitate putting the building to an appropriate use, including meeting all codes and accessibility standards;
2. Historical or architectural significance of the property;
3. Administrative and financial management capabilities of the sponsor;
4. Community support and interest;
5. Quality of application;
6. Prepared predevelopment material including work plans and specifications;
7. Evidence of future support plan.

Projects from lower priorities may be selected if extraordinary circumstances exist.

DEADLINE:

The application deadline will be January 18 and June 2, annually, with all applications being delivered to the Deadwood Historic Preservation Office on or before 4:00 p.m., MST on January 18 and June 2 of the year for which the grant is requested. Acceptable forms of delivery are e-mail, kevin@cityofdeadwood.com, mail, as long as the envelope is postmarked by the due date/time, fax, (605) 578-2084, 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.

SELECTION PROCESS:

Completion and submittal of this application and conformance with the terms of the application does not guarantee a grant award. All applications for grants will be reviewed by the Deadwood Historic Preservation Commission's Grants, Recognition, Advocacy, and Public Education Committee consisting of the Mayor of Deadwood, three members of the Historic Preservation Commission, and the Historic Preservation Officer. The Committee will make funding recommendations to the Deadwood Historic Preservation Commission and the Deadwood City Commission.

APPROVAL NOTIFICATION:

Awards will be announced within a month of review by the two Commissions – No later than March 1st or August 1st in the year for which the grant is requested.

FUNDING CONDITIONS:

1. Submission of a copy of the deed to the property or a letter of support from the property owner if owner is not project sponsor;
2. Verification of listing on or eligibility for listing on the National Register of Historic Places;
3. Use of competitive procedures for procurement;
4. Submission of specifications, contracts, and a signed grant agreement to the Deadwood Historic Preservation Commission for approval before beginning work and before making any changes in the course of the work;
5. The Deadwood Historic Preservation Commission must be listed as a supporter in any printed material or publicity releases;
6. Inspection and approval of work by the Deadwood Historic Preservation Office and City Building Official or local officials as selected by the City of Deadwood;
7. Maintenance of proper financial records and submission of documentation for reimbursement;
8. Submission of progress reports to the Deadwood Historic Preservation Office;
9. Additional photographs of existing conditions and of the completed work;
10. A final project report including a complete identification of the work performed, costs and resources used;
11. Compliance with the Secretary of the Interior's Standards;
12. Conformance with the ownership requirement;
13. Required match;
14. Deadwood concurrence with consultants/contractor(s) selection;
15. Material change in project must be okayed by Deadwood Historic Preservation Office;
16. Project must be conducted within grant period.
17. All grant recipients will display a bronze plaque on the structure which will be provided by the City of Deadwood Historic Preservation Commission.
18. The Grant recipient MUST submit reports as requested.

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 Departments, Historic Preservation**