



## DC PRESERVATION LEAGUE | PRESERVATION INITIATIVES GRANT

### APPLICATION TIPS & INSTRUCTIONS<sup>1</sup>

The DCPL Preservation Initiatives Grant features an online application system. The selection process for grant recipients is competitive. Applicants are encouraged to develop their grant proposal carefully and consult DCPL staff, as needed, during application preparation.

**When applying online, to avoid the risk of losing your data, we recommend that you enter your responses to the application sections in a separate document (e.g. Microsoft Word) and then copy and paste your responses into the provided form.**

All grant applications will be reviewed for completeness by DCPL staff and will be further vetted by a grant selection committee. Committee members are carefully selected to ensure that the committee best represents the mission and goals of the grant program.

Each application will be scored based on the following selection criteria:

<b>HISTORIC SIGNIFICANCE</b>	<b>PROJECT MANAGEMENT</b>	<b>COMMUNITY IMPACT</b>	<b>PROJECT URGENCY</b>
<p>Cultural significance to Washington, DC</p> <p>Alignment with the mission of the grant program</p> <p>Project contributes to equitable distribution of grant funds within intended grant areas</p>	<p>Project is well-defined and has an achievable scope</p> <p>Schedule is clearly defined with achievable project goals identified</p> <p>Demonstrates capacity and experience with budgeting</p>	<p>Demonstrated community interest and support</p> <p>Project includes educational or public outreach activities</p> <p>Final project will be accessible to the public</p>	<p>Property is threatened by incompatible development or demolition</p> <p>Property or site has been identified as an endangered historic property</p>
<b>35 POINTS</b>	<b>25 POINTS</b>	<b>25 POINTS</b>	<b>15 POINTS</b>

<sup>1</sup> Adopted by the DC Preservation League Board of Trustees



**GRANT APPLICATION MUST INCLUDE:**

**COMPLETE ONLINE APPLICATION**

1. You can access the online application at [dcpreservation.org/grants/](http://dcpreservation.org/grants/)

**GENERAL PROJECT INFORMATION**

- Choose Grant Fund (BCB or VAT)
- Applicant Type (Individual or Nonprofit)
- Attach W-9 Form (Nonprofits only)
- Project Type (Preservation Planning, Outreach/Education, Research, Bricks and Mortar)
- Organization or Individual Name
- Contact Information
- Project Name/Historic Landmark Information
- Supporting Photographs

**FUNDING REQUEST & BUDGET**

- Amount of Funding Requested
- Budget Spreadsheet (DCPL form required; found on website)
- Project Description and Project Impact

**SELECTION CRITERIA**

- Historic Significance
- Community Impact
- Project Management/Readiness
- Project Urgency
- Demonstrated Support for Your Project (Upload Letter of Support)
- Certification and Supporting Information

**LETTER OF SUPPORT**  
*(UPLOAD WITH ONLINE APPLICATION)*

Attach a one-page letter of sponsorship from community or preservation organizations (e.g., Neighborhood Association, ANC, etc.)

**PROOF OF NON-PROFIT STATUS**  
*(IF APPLICABLE, UPLOAD SUPPLEMENTAL INFORMATION)*

IRS 501(c)(3) designation letter and the EIN of the entity. The EIN will be verified to ensure the entity is current on its appropriate IRS 990 filing.



**GRANT APPLICATIONS MUST BE SUBMITTED AS FOLLOWS:**

- Online application must be completed with above items attached.
- One (1) printed application packet (on 8.5" x 11 paper) must be mailed to DCPL. The application packet must include: all written narrative listed above as part of the online application, images, sponsor letter, budget, proof of non-profit status (if applicable), and copies of other relevant attachments. **All applications must be submitted and postmarked on or before listed deadline date.**

MAIL APPLICATION PACKET TO:

DC Preservation League c/o Zachary Burt (PI Grant)  
641 S Street NW, Suite 300  
Washington, DC 20001

**Applications that do not meet the deadline will not be considered for the current grant cycle. Applicants seeking to have their application reconsidered must provide a written notice indicating the intention to reapply for the next grant cycle.**