



## DC PRESERVATION LEAGUE | PRESERVATION INITIATIVES GRANT GUIDELINES<sup>1</sup>

### Mission

The Preservation Initiatives (PI) Grant Program provides matching grants to individuals and non-profit organizations for preservation planning, research, outreach/education, and bricks and mortar projects related to historic and cultural sites. These grants are intended to help stimulate public discussion, introduce the public to preservation concepts and techniques, make technical expertise accessible, and encourage partnerships.

### Funding Source

The Preservation Initiatives Grant Program is administered by the DC Preservation League. The program is supported by **two** separate funding sources:

#### ***Brightwood Car Barn Fund:***

##### **GOAL**

The goal of the fund is to provide the widest possible distribution of funding to the Brightwood Community and Ward 4 of the city to enhance the citizens' knowledge and understanding of historic resources in the community that add to the area's unique cultural heritage.

##### **SOURCE**

The Brightwood Car Barn Preservation Initiatives Fund is supported by mitigation funding paid by the owner of the building, Missouri Avenue Development Partners, LLC, as a result of the demolition of the Brightwood Car Barn in 2011. (*Square 2986 / Lot 856 -Old Lot 4*)

##### **Eligible Properties**

Listed or eligible properties located in the Brightwood neighborhood or Ward 4 of DC

#### ***Virginia Avenue Tunnel Fund***

*(in consultation with the DC SHPO)*

##### **GOAL**

The goal of the fund is to distribute funds within the geographic area surrounding the Virginia Avenue Tunnel Reconstruction Project that will be used to preserve, restore, research, identify and evaluate, interpret or otherwise benefit historic resources within the project area. (See Area of Potential Effect Map)

##### **SOURCE**

Funds for the Virginia Avenue Tunnel Grant Project were provided by CSX Transportation Inc., and through the DC Historic Preservation Office as mitigation for adverse effects associated with reconstruction of the historic tunnel in accordance with Section 106 of the National Historic Preservation Act.

##### **Eligible Properties**

Listed or eligible properties located within the Virginia Avenue Tunnel Area of Potential Effect

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



**Grant Cycle**

The Preservation Initiatives Grant operates on a six-month cycle (contingent on funding available after each cycle). Awarded projects must be completed within one year of signing the grant agreement.\* Applicants may only hold one open grant administered by DC Preservation League at a time.

\*Bricks & Mortar projects are allowed up to two years for completion.

**Grant Application Deadlines:**

See DC Preservation League Grant Website for application deadlines (specific to funding source):

<http://www.dcpreservation.org/grants/>

<b>FUND MANAGER</b>	DC Preservation League (in consultation with partners as noted)
<b>GENERAL PURPOSE</b>	Grants from the DC Preservation League are intended to encourage preservation at a neighborhood level by providing funds for preservation-related projects. These grants are intended to help stimulate public discussion, introduce the public to preservation concepts and techniques, make technical expertise accessible, and encourage partnerships.
<b>ELIGIBLE APPLICANTS</b>	Individuals and 501(c)3 organizations All applicants must provide a letter of support / sponsor letter with the application. The letter must be from a community organization (e.g. Ward Councilmember, Advisory Neighborhood Commission (ANC), neighborhood association, etc.)
<b>GRANT AMOUNT MIN.</b>	\$5,000
<b>GRANT AMOUNT MAX.</b>	\$10,000 (\$50,000 bricks and mortar projects)
<b>MATCH REQUIREMENT</b>	<ul style="list-style-type: none"> <li>▪ 100% match - Bricks &amp; Mortar (50% must be cash and available upon signing grant agreement)</li> <li>▪ 25% match - Research</li> <li>▪ 25% match - Outreach</li> <li>▪ 25% match - Planning</li> </ul> <p>In-kind matches of labor and materials are permitted. All in-kind services must be backed by a letter of support from the identified provider. The match may consist of cash, donated services, or the use of equipment. Match funding may be raised and spent during the grant period.</p>
<b>ELIGIBLE PROPERTIES</b>	<b>Brightwood Car Barn Fund –</b> Must be a historic property* or site within the Brightwood neighborhood or Ward 4.

	<p><b>Virginia Avenue Tunnel Fund –</b> Must be a property located within the Area of Potential Effect (see APE map on flier) and involve properties which are listed in the DC Inventory of Historic Sites, or determined eligible for listing in the National Register/DC Inventory by the DC SHPO.</p> <p>*see “eligible projects” section below for further clarification on eligible sites</p>
<b>INELIGIBLE PROPERTIES</b>	Properties with unresolved code violations.
<b>ELIGIBLE PROJECTS</b>	<p><b>Preservation Planning</b></p> <ul style="list-style-type: none"> <li>❖ Building/site must be a locally designated historic landmark or a contributing resource to a historic district.</li> </ul> <p><b>Outreach &amp; Education</b></p> <ul style="list-style-type: none"> <li>❖ Building/site must be locally designated historic landmark or a contributing resource to a historic district.</li> </ul> <p><b>Research</b></p> <ul style="list-style-type: none"> <li>❖ Applicant must make a strong case for the historic significance of the building/site. Research that will support development of a nomination must demonstrate owner support.</li> </ul> <p><b>Bricks &amp; Mortar</b></p> <ul style="list-style-type: none"> <li>❖ Building/site must be locally designated historic landmark or a contributing resource to a historic district.</li> </ul>
<b>EXAMPLES OF ELIGIBLE ACTIVITIES</b>	<p><b>Preservation Planning</b></p> <p>Support for developing strategies for the preservation, restoration, or rehabilitation of a historic site.</p> <p>Eligible planning activities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>❖ Hiring a preservation architect or landscape architect to produce a historic structure report or historic landscape master plan;</li> <li>❖ Hiring a preservation planner to produce design guidelines for a historic district;</li> <li>❖ Hiring a real estate development consultant to produce an economic feasibility study for the reuse of a threatened resource;</li> <li>❖ Hiring a fundraising consultant to launch a capital campaign for a building rehabilitation;</li> <li>❖ Sponsoring a community forum to develop a shared vision for the future of historic preservation in the neighborhood.</li> </ul>



	<p><b>Research/ Education &amp; Outreach</b></p> <p>Support for research efforts related to a historic property/site. Development of programs or educational materials related to historic sites that actively engage &amp; educate the public.</p> <p>Eligible research/education &amp; outreach activities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>❖ Sponsoring a workshop related to historic preservation issues in the community;</li> <li>❖ Sponsoring workshops related to green/energy efficiency for homeowners of “historic properties;”</li> <li>❖ Developing curriculum on community heritage for schoolchildren;</li> <li>❖ Scholarly research on neighborhoods to be presented to the public at-large;</li> <li>❖ Research and development of a landmark nomination for a historic property (<b>development of a nomination must demonstrate owner support</b>).</li> </ul> <p><b>Bricks &amp; Mortar</b></p> <p>Support for work that physically preserves, restores, or rehabilitates the exterior of a historic property (must be a designated historic landmark). Eligible properties must be listed in the DC Inventory of Historic Places. All work must be approved by the DC Historic Preservation Office.</p> <p>Eligible bricks and mortar activities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>❖ Replacement of historic windows;</li> <li>❖ Roof replacement;</li> <li>❖ Masonry repairs.</li> </ul>
<p><b>EXAMPLE OF ELIGIBLE EXPENSES</b></p>	<ul style="list-style-type: none"> <li>❖ Fees for consultant services;</li> <li>❖ Speaker/faculty costs/room rental fees;</li> <li>❖ Mailing costs for distribution of materials;</li> <li>❖ Web site development;</li> <li>❖ Materials and services such as printing, photographs, telephone, and supplies. With the exception of publication projects, these costs may not exceed 10% of project budget.</li> </ul>
<p><b>INELIGIBLE EXPENSES &amp; ACTIVITIES</b></p>	<ul style="list-style-type: none"> <li>❖ Organizational overhead costs including staff salaries;</li> <li>❖ New construction or other capital improvement costs;</li> <li>❖ Expenses incurred prior to award date;</li> <li>❖ Rehabilitation work that is already underway at the time of application or has been previously completed;</li> <li>❖ Projects that do not conform to The Secretary of the Interior's Standards for the Treatment of Historic Properties.</li> </ul>



<p><b>GRANT APPLICATION PROCEDURES</b></p>	<p>Grant applications must be submitted using the DC Preservation League’s Preservation Initiatives Grant online application form. (1) One original copy of the application must be mailed to:</p> <p>DC Preservation League c/o Zachary Burt (PI Grant)          PO Box 26005          Washington, DC 20001</p> <p>See “<b>Application Tips &amp; Instructions</b>” for additional details</p>
<p><b>SELECTION CRITERIA</b></p>	<ul style="list-style-type: none"> <li>❖ Relative historical and cultural <b>significance</b> of the resource(s);</li> <li>❖ <b>Project management</b> and administrative capability of the applicant;</li> <li>❖ Extent to which the project provides educational opportunities and <b>community value</b>;</li> <li>❖ <b>Urgency</b> of project and need for grant funding.*</li> </ul> <p>*Note: Financial need is not a criteria for selection</p>
<p><b>SELECTION PROCESS</b></p>	<p>The selection process is competitive. Applicants are encouraged to develop proposals carefully. DCPL staff will be available for consultation during the grant preparation/application process. The staff will compile the applications to review for completeness. Any unsatisfied requirements must be resolved within five business days of notification from DCPL. DCPL staff will compile applications and provide recommendations to Preservation Initiatives Grant Program Committee.</p>
<p><b>GRANT SELECTION COMMITTEE</b></p>	<p><b>Brightwood Car Barn Preservation Initiatives Fund</b>          7 members:</p> <ul style="list-style-type: none"> <li>(3) Representatives from DC Preservation League (Staff/Board)</li> <li>(1) DC Historic Preservation Office Representative</li> <li>(1) Military Road School Representative</li> <li>(1) Resident/Brightwood Advocate</li> <li>(1) Brightwood Park Association</li> </ul> <p><b>Virginia Avenue Tunnel Preservation Initiatives Fund</b>          (3) Representatives from DC Preservation League (Staff/Board)          (3) Representatives from DC Historic Preservation Office</p>



**GRANT AWARD CONDITIONS**

The following conditions must be met for each grant award:

1. All work performed must conform to The Secretary of the Interior's Standards for the Treatment of Historic Properties;
2. All work must conform to the DC Historic Preservation Office's policies and procedure;
3. Successful applicants will be required to sign a Preservation Initiatives Grant Program Grant Agreement;
4. A final report (or final product as stipulated in the grant proposal), financial accounting of the grant expenditures, and photographic documentation of project must be submitted to DC Preservation League;
5. All bricks and mortar work must be performed by licensed and insured contractor;
6. All projects require a match (percentage based on project type) see "**MATCH REQUIREMENT**" details above. The match may consist of cash, donated services, or use of equipment. The match may be raised and spent during the grant period. Proof of donated services is required as part of the final report and grant expenditures package (signed letter from donor);
7. Grant recipients must provide proof of availability of all funds as set forth in their budget;
8. Any materials or publicity produced in relation to the project must include the following citation: "Funding for this project was provided in part by the DC Preservation League's Preservation Initiatives Grant Program." (*Virginia Avenue Tunnel Fund Only: "Funding for this project was provided in part by the DC Preservation League's Preservation Initiatives Grant Program through the DC State Historic Preservation Office, and CSX."*)

**PAYMENT SCHEDULE**

**Preservation Planning Projects** - 1<sup>st</sup> payment will be released after a preservation consultant has been approved. 2<sup>nd</sup> (and final) payment will be released upon submission of approved final project and expenses. (50% increments)

**Research/Outreach & Education Projects** - 1<sup>st</sup> payment will be released upon receipt of signed grant contract. 2<sup>nd</sup> (and final) payment will be released upon submission of approved final project and expenses. (50% increments)

**Bricks & Mortar Projects** - Approved funds will be reimbursed upon submission of receipts (No more than 4 payments)

**CONTACT INFORMATION**

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