



State of Tennessee  
Department of Environment and Conservation  
Tennessee Historical Commission  
2941 Lebanon Road  
Nashville, TN 37243-0442

**APPLICATION FOR HISTORIC PRESERVATION GRANT  
TENNESSEE HISTORICAL COMMISSION/NATIONAL PARK SERVICE**

**JUNE 2012**

**1. Applicant Information**

Project Title:

Project Type: (check one)

Acquisition &  
Development/Restoration

Survey/Planning

County

City

Total Project Cost

Amount Requested: (should not exceed 60% of total project cost)

Applicant Organization

Contact name

(Note: the contact name should be the project manager/authorized representative). Only one project manager acts as the point-of-contact.)

Address:

Applicant/contact

Project Address (for A&D)

City/State/Zip:

Applicant contact

Project Address (for A&D)

Telephone:

Fax:

Email:

**2. Summary Project Description:**

**3. Project Narrative (Attach)**

<b>4. Attachments</b> See instructions.	
<b>5. Budget/Funding Information</b>	
A. Project Cost (attach estimated budget, include source of estimate)	
B. Description of Matching Share (must equal at least 40% of project cost)	
Confirmed sources of cash	
Confirmed sources of donated property, goods, services	
<b>TOTAL</b>	\$

**6. Certification**

I hereby certify that all of the above information is correct and that the matching sources of funds listed above are confirmed and are or will be immediately available if a grant is awarded.

I further certify that in all hiring or employment made possible by or resulting from grant awards, I (1) will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin, and (2) will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age, or national origin. I understand that this requirement applies to, but is not limited to, the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

I will comply with all applicable statutes and Executive orders on equal employment opportunity, and understand that grant awards will be governed by the provisions of all such statutes and Executive orders, including enforcement provisions, as implemented by, but not limited to, Department of the Interior Policies, published in 43 CFR 17.

Typed name and title of applicant

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date

**HISTORIC PRESERVATION GRANT  
TENNESSEE HISTORICAL COMMISSION/NATIONAL PARK SERVICE**

**Instructions for Completing Application**

**JUNE, 2012**

1. Applicant: your name, mailing address, and phone number where you may be reached between the hours of 8:00 a.m. and 4:30 p.m. If the applicant is an organization, provide the name, address, and phone number for the individual who will be representing the organization. Also provide fax numbers and email addresses if applicable. For A&D projects the owner must provide written consent and must sign all required agreements, if the applicant is other than owner or owner's legal representative. Attach a letter of consent if applicable. For A&D projects also include the address of the property.

Indicate the total amount estimated to complete the project described in Item 2 and the amount of funds you are requesting. The amount of funds requested must not exceed 60% of the total project cost. Specifics concerning cost and funding should be provided in section 5.

Provide other information as indicated.

2. Summary Project Description: Give a brief description of the project for which you are requesting funds. Attach photos as specified in item 4 below.

**Example:** This project consists of the exterior restoration of the Smithville Depot, 112 Depot Street, Smithville, DeKalb County, Tennessee. The work consists of repairs and/or replacements to the roof, exterior masonry and windows. Enclosed are photos of all elevations of the depot, close up views of masonry to be repaired, and photos of windows to be repaired or replaced.

3. Project Narrative: Describe in detail the project you wish to undertake with the grant sought. Describe how the project will meet the priorities and criteria for funding as explained in the "FAQ".

Acquisition & Development/Restoration Projects (A&D):

If the work proposed is part of a phased restoration describe how the project fits into the phases. State whether plans for the work have been prepared. If the work includes restoration of missing features or details, describe any research previously done to guide the restoration. Include any information pertinent to consideration of the proposed grant; a detailed and specific list of final products or results expected. Prioritize, if possible, the different items of the proposed project both here and in the estimated budget (item 5) so that if full funding is not feasible, partial funding may be considered.

Survey & Planning Projects: (S&P)

The purpose of the proposed project should be stated. Describe the scope of activities the project will undertake. Provide a detailed and specific list of final products or results expected. Summarize any previous work done which is relevant to this specific project and describe what further use will be made of the products or results after the project is concluded.

Professional Services

Professional services must be obtained through a competitive process; however, you should describe the professional qualifications of any prospective staff, consultants, or principal investigators. These must meet the requirements of 36 CFR, Part 61, Appendix A. Specifics regarding these requirements may be obtained from the Tennessee Historical Commission.

4. Attachments: The following items/information must be included as attachments with the application.

A&D projects include name and address of National Register site and the date of listing. District name, if the property is part of a district, followed by the name and address of the property. Indicate whether the property is nominated under local, state, or national significance. Include black and white or color 8x10 photographs (no slides) that show all elevations of the property and depict areas and items of work to be done. Photographs cannot be returned.

5. Budget/Funding Information: A detailed budget as specified in items below.

A. Itemize by major work items the estimated total cost of the work. The budget should include all expenditures for the proposed project. Donated goods and services proposed as match for the federal grant should be included as part of the budget and listed in part 6 of the application. The source of the estimate must be Included.

Costs may be designated as federal or local. This is useful if the matching portion consists of donated in-kind services or materials to ensure that the matching share is sufficient, necessary to the project, and fairly evaluated.

The local matching portion of the budget must be at least 40% of the total.

Attach any supplemental reports or other information which you feel will aid in understanding the project. These cannot be returned.

**SAMPLE BUDGET FOR A&D PROJECT** Work/Cost Breakdown\*(listed in order of priority)

1. Repair and/or replace damaged or missing windows (10)	2,000.00
2. Repair and re-point chimney, install new flashing	1,500.00
3. Install all new wiring and electrical box	9,000.00
4. Scrape, prime and repaint exterior	8,000.00
5. Repair and/or replace missing or damaged cornice brackets	5,000.00
6. Reconstruct porch based on historic photograph	4,500.00
7. Architectural/Engineering	3,000.00
<b>Total</b>	<b>\$33,000.00</b>

\*Estimate by Rapp Bros. General Contractors and Smathers and Associates, Architects.

<b>SAMPLE BUDGET FOR S&amp;P PROJECT</b>	Local	Federal
1. Personnel Costs		
Director of survey (in-kind donation) (120 hours @ \$25 per hour)	#3,000.00	
Surveyors (600 hrs. @ \$5/hr)		\$3,000.00
2. Transportation (6,000 miles @ \$.22/mile)		\$1,320.00
3. Film & Processing (100 rolls @ \$12/roll)		\$1,200.00
4. Office supplies, copying, etc.		\$480.00
5. Office space (in-kind donation) 4 months @ \$250 per month	\$1,000	
TOTALS 4000.00 6000.00		
Totals	\$4,000	\$6,000
GRAND TOTAL		\$10000.00

B. Description of Matching Share: State the confirmed source(s) of your matching share in the appropriate categories. Matching share must equal at least 40% of the estimated cost of the project.

Matching funds do not have to be in hand at the time of application but credible assurances that they will be available by the time the grant is awarded are required. In-kind goods or services must be items necessary to carry out the project and be reasonably valued. Federal funds available under the Community Development Act of 1974 constitute an acceptable match but no other federal funds or donated services or property from any federal sources are allowable. THC staff can provide answers and advice concerning questions about matching share.

6. Certification:

Type your name and sign the application.

Applications must be completed and returned to the Tennessee Historical Commission office with a postmark no later than. **SEPTEMBER 4, 2012** Incomplete, illegible, or unsigned forms will be returned.

**This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, age or disability. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127 and Linda T. Wynn, Title VI Coordinator, Tennessee Historical Commission, 2941 Lebanon Road, Nashville, Tennessee 37243.**