



# CLG Historic Preservation Planning Grant Application

Louisiana Division of Historic Preservation  
Office of Cultural Development  
Department of Culture, Recreation and Tourism  
P.O. Box 44247, Baton Rouge, LA 70804, phone 225-342-8160

*Applications must be postmarked by March 11, 2011. Please type or print neatly.*

## Applicant

Applicant (Agency, Organization, Government) \_\_\_\_\_  
Contact person \_\_\_\_\_  
Address of applicant \_\_\_\_\_  
City/Town \_\_\_\_\_ Zip code \_\_\_\_\_  
Parish \_\_\_\_\_ E-mail address \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Applicant has received Certified Local Government Grant funds in the past.      Yes      No

## Project Name

Name of Project \_\_\_\_\_  
National Register Name of property/district (if applicable) \_\_\_\_\_  
Project address or location (if applicable) \_\_\_\_\_  
Total project cost \_\_\_\_\_ Grant funds requested \_\_\_\_\_

## Project Manager

Project Manager \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_  
E-Mail address \_\_\_\_\_ Fax \_\_\_\_\_

## Division of Historic Preservation Office Comments

*Do not write in this space*

### Threshold Criteria

- Complete
- Signature
- Photos
- On time

## Project Description/Scope of Work

In the space provided, or on attached sheets if necessary, give a description of the proposed project. Please be sure to include the following information:

- A) Describe the purpose and the primary activities or components of the project.
- B) Describe the products expected from this project (*for example, adaptive reuse study, design guidelines, etc.*)
- C) Methodology: Explain how the project will be carried out, how it will be supervised, and who will conduct each aspect of the project activities. Each line item in your budget should be included as part of your methodology. Explain how the budget was determined (*for example, contacted three consultants, compared to similar projects, etc.*)

## Project Justification

In the space provided, or on attached sheets if necessary, provide justification for the proposed project. Please be sure to include the following information:

- A) Describe the historical, cultural or architectural significance of the property or district.
- B) Describe any immediate or long-term threats to the property (if applicable).
- C) Describe how the project is part of a larger planning process.
- D) Describe how the project will benefit the public.

## Project Personnel

Give the name of the project manager and list his/her qualifications to manage the project. Attach the project manager's resume.

Do you intend to hire a consultant(s)?  Yes  No  
If yes, what kind of consultant(s)?

Will students or volunteers be involved with the project?  Yes  No  
If yes, what is their role and who will train and supervise them?

## Survey Projects

If this is a municipal survey project, give the estimated number of acres to be surveyed. Contact the Division of Historic Preservation staff to determine the estimated number of properties in the area(s) to be surveyed:

# acres \_\_\_\_\_ # of properties \_\_\_\_\_

Attach a map clearly showing the boundaries of the area(s) to be surveyed.

## Photographs and Maps

Enclose *black and white* or *color* photographs to help identify and explain the project or project area. A minimum of 4 photographs should be included in the application, but additional photos may be sent.

*Photographs will not be returned.*

Enclose a map showing the location of the property/project area. The map should be 8<sup>1/2</sup> x 11 and clear enough to allow someone unfamiliar with the area to locate the property precisely.

## Project Budget

Provide a proposed itemized budget for this project. Include a description of each line item. Grant funds cannot exceed 50 percent of the total project cost. Outline budget in the space provided below, and attach any additional budget information.

**Note:** *Salary figures or consultant fees must be figured using an hourly rate (200 hours @ \$20 p/h=\$4000).*

Amount of grant request \$ \_\_\_\_\_

Total Cost of project \$ \_\_\_\_\_

## Matching Share

State the amount of matching funds available. The match must be *at least 50%* of the total project cost.

Source \_\_\_\_\_ Amount \_\_\_\_\_

Source \_\_\_\_\_ Amount \_\_\_\_\_

Source \_\_\_\_\_ Amount \_\_\_\_\_

**TOTAL** \_\_\_\_\_

## Assurances and Certifications

If selected for funding, the Applicant agrees to comply with the following and with all other guidelines, which will be outlined in the Division of Historic Preservation grant agreement.

1. Applicant agrees that all survey projects will be recorded on state format survey forms. Contact Division of Historic Preservation staff at 225-342-8160 for a copy.
2. Applicant's project manager agrees to attend any scheduled grant orientation meeting.
3. Applicant agrees that all work conducted under the project will be carried out in accordance with the Secretary of Interior's *Standards for the Treatment of Historic Properties*. An order form can be obtained from the Division of Historic Preservation.
4. Applicant agrees to sign a Grant Agreement with the Division of Historic Preservation and to follow all state and federal regulations pertaining to this grant program.
5. Applicant understands that the Grant Agreement will specify a schedule and due dates for specific products. The grant amount may be reduced if a work item outlined in the Grant Agreement is submitted after an agreed upon due date.
- 6. Applicant certifies that the matching cash share is available to meet the non-federal share of the cost of the project.**
7. Applicant agrees to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to Department of Interior regulation 43CFR17.
8. Applicant agrees that work for which reimbursement is expected will not begin until the Division of Historic Preservation issues its approval.

The Applicant's signature below certifies acceptance of all the above conditions. Unsigned applications will not be considered.

To the best of my knowledge, this application constitutes a legitimate grant request and contains correct and accurate information. I understand that I may not proceed with any work for which reimbursement is expected until I have first been notified in writing (1) that my project has been selected to receive a grant, (2) that a grant agreement has been signed, and (3) the Louisiana Division of Historic Preservation approves the beginning of the work.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Historic District Commission Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Selection Criteria

Applications will be judged on two levels of selection criteria: Threshold Criteria and Priorities.

### Threshold Criteria

*To be eligible, the following criteria **must be met**:*

1. Application is completed and all blanks are filled in.
2. Application is signed by the appropriate authority. (For Certified Local Governments it must be the chief elected official).
3. All required attachments are included (resumes, photographs, maps, budget justification).
4. Application was received on time.

### Priorities

*All projects that meet the Threshold Criteria will be rated according to these criteria:*

1. Project is well-planned, proposes sound methodology, has an appropriate budget, and will use qualified personnel.
2. Project is part of a larger planning process.
3. Project benefits the public.
4. Project involves threatened historic or prehistoric resources.
5. Project involves significant historic resources.
6. Project community has not received Certified Local Government grant funds in the past.

## Checklist for Application

- Have you answered each question and filled in each blank?
- Have you discussed your project with the appropriate Division of Historic Preservation staff?
- Have you included all required attachments?
- Have you demonstrated that the required cash match is available and identified the source(s) of the match?
- Will Someone who is unfamiliar with your project understand the scope of work, expected products, time schedule, personnel, and budget from the information you have given in this application?
- Has the appropriate person/people signed your application?

Please send one copy of the completed application with appropriate photographs, maps, etc., to:

**CLG Grant Coordinator**  
**Division of Historic Preservation**  
**P.O. Box 44247**  
**Baton Rouge, LA 70804-4247**  
**225-342-8160**

For further information, contact the division staff at the above address and telephone number.