



PRINCE GEORGE'S COUNTY

Historic Preservation Non-Capital Grant Application

- Please read the Policies and Procedures and Guidelines and Application carefully. The applicant must be a certified 501(c)(3) non-profit organization or an individual property owner in Prince George's County to be eligible.
It is strongly recommended that you contact the Grant Administrator prior to applying to discuss project eligibility.

The application below shall be submitted to the Grant Program Administrator via regular U.S. Mail. Send the completed application to "Grant Program Administrator, Historic Preservation Section, 14741 Governor Oden Bowie Drive, Upper Marlboro MD 20772."

1. Applicant Information

Name of Applicant

Title

Street Address

City

ZIP

Telephone

Email Address

2. Organization's Mission Statement

3. Please Indicate Which Category Your Application is Eligible For

- \_\_\_ Preservation/Planning Consultant
\_\_\_ Preservation Education Project
\_\_\_ Planning Study

- \_\_\_ Project Design
\_\_\_ Other (describe)

4. Amount Being Requested (Not to exceed \$25,000)

Mini-Grant (up to \$5,000) \_\_\_\_\_ (no match required)

Other (\$5,001-\$25,000) \_\_\_\_\_ (50% match required)

5. Have You (or Your Organization) Received a Grant From This Program Before?

\_\_\_ Yes \_\_\_ No

If yes, when was the grant awarded and for what project?

PROJECT DESCRIPTION

6. Project Name

7. Date(s) Project Will Occur

8. Project Location

**IF THE PROJECT INVOLVES A HISTORIC RESOURCE, PLEASE COMPLETE QUESTIONS 9, 10, 11**

**9. Name of Historic Site, Historic Resource, and/or Historic District**

**Owner**

**Address**

**Date(s) of Construction**

**Is the Project Site Recognized as Having Architectural/Cultural/Historical Significance By Any of the Following Designation Programs?**

	<b>Yes</b>	<b>No</b>	<b>Eligible</b>	<b>Year</b>
<b>Individually Listed in the National Register of Historic Places</b>				
<b>Contributing Property to a National Register Historic District</b>				
<b>County Historic Site or District</b>				
<b>County Historic Resource</b>				
<b>Other</b>				

**10. Describe the Project Site and Explain its Architectural/Cultural/Historical Significance**

**11. What is the current use of the site?**

**12. Project Narrative**

Describe the proposed project and indicate the purposes for which the funds requested will be used? Describe any products that will result from this project.

**13. Project Rationale**

Describe the proposed project and indicate the purposes for which the funds requested will be used? Describe any products that will result from this project.

**14. Project Schedule**

What is the project schedule? When will the portion for the project to be funded by the grant be completed?

**15.**

Describe future plans for the project beyond this grant application. How will consultant reports be utilized, how will educational materials be distributed, how will educational programs become sustainable?

**16.**

Have any other organizations/professionals been involved in or provided guidance for this project? Please indicate names and involvement.

**17.**

If applicable, has a consultant been chosen for this project? If yes, please provide name, contact information, and resumé. If no, please indicate process of determining consultant.

**18.**

How will the county's support of this project be recognized?

**19. Budget**

Please list the total project cost, breaking down the major project expenses. **Please list the total project cost, breaking down the major project expenses. Project income should equal or match project expenses.**

Note: Please indicate the source(s) of matching funds, if applicable, and how they will be secured.

<b>DESCRIPTION</b>	<b>INCOME</b>	<b>EXPENSES</b>
<b>TOTALS</b>		

**20. Budget Attachments**

Please include:

- A list of your organization’s Board of Directors/Trustees
  
- Organizational Budget
  
- Internal Revenue Service determination letter of tax-exempt status
  
- Résumé or CV of consultant or other professional working on project
  
- Photographs of project (if applicable)
  
- News articles about your project (if applicable)

**CERTIFICATION** – Grant must be certified by executive director or board chairman/president.  
I acknowledge that a final report is due upon completion of the portion of the project that has been funded by this grant program.

I have been authorized by the applicant to submit this application for funding from the Prince George’s County Historic Preservation Non-Capital Grant Program

**NAME**

**TITLE**

**DATE**

**SIGNATURE**



## PRINCE GEORGE'S COUNTY

# **Historic Preservation Non-Capital Grant Program Summary**

The purpose of the Historic Preservation Non-Capital Grant Program is to help provide funding for planning, interpretation and programming projects related to historic preservation in Prince George's County. Through the efforts of the Prince George's County Historic Preservation Commission to obtain preservation mitigation funds from private sources, the Prince George's County Government and The Maryland National-Capital Park and Planning Commission established the Non-Capital Grant Program in 2017 to provide seed money for a wide range of historic preservation projects in the County.

Mini-Grants of up to \$5,000 will be made with no match requirement, and grant awards from \$5,001 to \$25,000 require a 50% match of either cash or in-kind contributions. Any non-profit organization, municipality or individual with a preservation project that needs assistance in getting started is eligible to apply.

### **WHAT WE FUND**

Non-Capital grant funds may be used to support fees associated with preservation and planning consultants, planning studies, feasibility studies, project designs, exhibits, interpretative signs, brochures, training programs, and the creation of educational projects, seminars, and conferences. Funds will not be awarded for the regular maintenance of structures or other "bricks and mortar" (capital) expenditures. Funds will also not be awarded for attendance at conferences, seminars, or for professional training.

### **APPLICATION PROCESS**

All applicants are encouraged to contact the Grant Administrator to express your interest in participating in this program. Completed grant applications must be sent to the M-NCPPC Historic Preservation Section via regular U.S. Mail to "Grant Program Administrator, Historic Preservation Section, 14741 Governor Oden Bowie Drive, Upper Marlboro MD 20772." Please follow the directions on the application form and review the Non-Capital Grant Program Policies, Procedures, and Guidelines. It is recommended that you contact us to discuss the eligibility of your project before submitting your application.

### **FINAL REPORT**

All grant recipients are required to submit a final report, detailing expenditures and summarizing the activities involving the grant upon completion of the project. The Grant Administrator will include the final report forms with the final grant check and will solicit any late reports. Any grant awardee with outstanding final reports will not be eligible to apply for another grant until the report is filed.

### **REVIEW AND AWARD**

Proposals will be reviewed by the Grant Committee and committee recommendations will be submitted to the Historic Preservation Commission for final approval. To be considered, a completed grant application must be received by the first day of the month, excluding the month of August, at which time the Historic Preservation Commission is in recess.

Contact the Grant Administrator at 301- 952-3680 to discuss project eligibility.