



## Public Participation Grant Guidelines

There are several historic sites, monuments, and buildings in our community that have a restoration or rehabilitation need. This grant will encourage non-profits and government-related entities that own these properties to promote their “bricks and mortar” needs and to generate enthusiasm in the public about preservation by asking the public to vote on their project.

Grants ranging from \$10,000 to \$100,000 will be awarded to projects that will preserve, rehabilitate, restore, or increase accessibility to historic properties in the Muscogee County and its environs. An initial screening of projects will be completed, and qualifying sites will be selected as a finalist to move forward in the grant process. Finalists will move forward to the final phase of the program. If you have any questions, please contact project manager Callie Hecht at [callie@historiccolumbus.com](mailto:callie@historiccolumbus.com).

Please read the following guidelines carefully before completing an application.

**Applications must be submitted by 11:59 p.m. on June 30, 2017.**

### Eligibility

- Applicants must be 501(c) (3) nonprofit organizations or government agencies.
- Grants will support capital preservation projects (“bricks and mortar” work only) yielding a defined and visible improvement in a historic property.
- The property must be open to the public on at least a part-time basis.
- The work on the specific project identified in the proposal must commence no sooner than November 1, 2017 and must be completed no later than October 31, 2018.
- Property must be located within Muscogee County and its environs. Priority will be given to Muscogee County properties.
- The property must be eligible for listing on the National Register of Historic Places (meaning 50 years old or older), located within a designated Historic District, National Historic Landmark District, or be individual listed on the National Register of Historic Places.

### Evaluation Criteria

In selecting projects from the initial applicant pool, every effort was made to include a diversity of resource types, historical and cultural themes, and preservation needs.

When evaluating individual projects, reviewers will consider if the project:

- Represents a compelling story that reflects the rich diversity of Columbus, GA and its environs.
- Contributes to a coherent and sustainable preservation plan for the historic site.

- Demonstrates that the project will have a definable impact on the community, including the potential to encourage economic development opportunities or heritage tourism for the surrounding community.

Applicant organizations must demonstrate the strength of their organization. Each project sponsor must:

- Demonstrate their ability to marshal resources necessary to complete the project within the specified time frame.
- Be well connected to the community and demonstrate significant community support.
- Have a track record for success with previous efforts or projects.
- Be able to organize and participate in project-related public relations and community outreach events.

Projects will also be evaluated on both need and the likelihood for success. Applicants should:

- Demonstrate that grant support is needed and will make a measurable difference in achieving that plan (e.g. by getting the project started; making an important, visible contribution; or completing a significant phase of work).
- Clearly define the end results of this funding.
- Provide a clear budget and timeline for completion within the program parameters.

### Ineligible Expenses and Activities

Grants will support capital preservation projects (“bricks and mortar” work only) yielding a defined and visible improvement in a historic property.

- Grants funds may not be applied toward planning, design, survey, or interpretation projects.
- Grant funds may not be used to support staff salaries, benefits or organizational overhead costs.
- Grant funds may not be used to pay expenses incurred prior to the date of the grant award (grants will be announced on October 24, 2017).

### Grant Conditions

The following conditions must be met for each grant awarded:

- Grant recipients are required to sign a contract agreeing to the conditions of the program.
- **Grants will be paid in two equal installments.** The first 50% of funds will be released upon recipient of a signed grant agreement. **The final 50% will be released after the project is complete** and the grantee has submitted a final report which demonstrates the project was finished in compliance of the terms stated in the above mentioned grant contract.
- Grant funds cannot be used directly or indirectly to influence a member of Congress to favor or oppose any legislation or appropriation.
- Any work that result from the project must conform to the Board of Historic and Architectural Review or The Façade Board.
- Grant projects must be completed in the time frame listed below.
- Grant recipients will be required to display a project plaque with appropriate funder acknowledgment in a mutually agreed-upon location.
- Applicants must agree not to discriminate against any employee or applicant for employment because of actual or perceived race, color, national origin, creed, age,

gender, marital status, sexual orientation, religion, mental and physical disabilities, sex (including pregnancy), personal appearance, gender identity or expression, family responsibilities, genetic information, matriculation, political affiliation or veteran status.

### **Participation Conditions**

All submissions become the property of Historic Columbus. By submitting a proposal, applicants grant Historic Columbus permission to use the materials for the promotion of the program, including featuring the project on an interactive website and in future publications.

Grants are selected, in part, via a public voting process. If your project is selected to move forward to the voting stage, you will be required to participate in a series of events as outlined below. You will also be required to display a program banner during the voting period. Custom banners will be provided for you by Historic Columbus.

### **Program Timeline**

- May 25, 2017: Preservation for Profit- Grant Orientation and Training, Location: Saunders Board Room at the Chamber of Commerce
- June 30, 2017: Grant application due to Historic Columbus
- July 27, 2017: Selected grant finalists announced and Media Event, Location: TBD
- September 23, 2017: Open House Weekend at finalists' properties
- September 23- October 20: Public voting
- October 24, 2017: Grant winner announced at HCF Annual Meeting
- November 1, 2017: Grant projects commence (first 50% of grant funds issued)
- October 31, 2018: Project completion date
- November 30, 2018: Final report due to Historic Columbus (second 50% of grant funds issued)

### **How to Apply**

You will need the following items as part of your application:

- Up to five digital images of high quality (600 dpi and at least 1MB in size) depicting your site. Both historic and contemporary photos are encouraged. Caption and credit information must also be included. Include only non-copyrighted images or images for which your organization owns and agrees to release rights, as photos may be featured online or in publications. You may be asked to provide additional photos outside of this application process.
- A list of the applicant's current board of directors (nonprofit organizations)
- Applicant's Internal Revenue Service determination letter of 501c3 tax-exempt status (nonprofit organizations).
- Resume of consultant for project (if the consultant has been chosen).
- Resume of personnel administering project.
- Letter of consent from property owner (if applicant does not own property).
- Completed application form, which includes a budget section that outlines proposed expenses and revenue for the project.

### **Application**

Fill out an application for this grant program at [www.historiccolumbus.com](http://www.historiccolumbus.com). If you have questions about grant application, please contact the Historic Columbus at 706-322-0756.