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**2020 Hampton Street ▪ Room 3063A ▪ Columbia, SC 29204**

**(803) 576-2083**

**APPLICATION FOR FY 2018-19**

**HISTORIC PRESERVATION GRANTS**

**Before submitting a grant application, the building must first have been determined historically significant by the RC Conservation Commission. The eligibility form is available at** [www.richlandlegacy.com](http://www.richlandlegacy.com)

**Deadline for receipt of application is 5:00 pm on February 5, 2018.**

**1. APPLICANT & OWNER**Applicant (organization, agency):

Contact person:       Daytime Phone number(s):

Address of applicant:

E-mail:       FEIN:

Property Owner (if different than applicant):

Address:

Daytime telephone number:       Email:

Project Manager (if different than Contact Person):

Project Manager Telephone:       Email:

**2. PROJECT NAME**

Name of project:

Location:

Tax Map Number:       County Council District:

**Historic Building Eligibility:**

[ ]  On or eligible for National Register of Historic Places

[ ]  Richland County Bicentennial Committee list

[ ]  City of Columbia Historic Landmark [ ]  Town of Blythewood Historic Listing

[ ]  Richland County Historic Building Designation

**3. AMOUNT OF REQUEST** RCCC:       Match:       Total:

**4. PROJECT DESCRIPTION**

A. Describe the purpose and the primary activities of the project.

B. Explain how the project will be carried out and how it will be supervised.

C. What are the final product(s) from this project?

**5. A. PROJECT JUSTIFICATION (Rehabilitation Projects)**

A. What is the historical, archaeological, or architectural significance of this site?

B. Describe any immediate or long-term threats to the property.

C. How will this project benefit the public? How will public access be provided?

D. How will the project act as a catalyst for other preservation projects within Richland County?

E. How will the project be sustained beyond the grant period?

**OR**

**5. B. PROJECT JUSTIFICATION (Educational Projects)**

A. What is the historical, archaeological, or architectural significance of this project?

B. Who is the primary audience and how will the materials be distributed?

C. How will this project benefit the public?

D. How will the project act as a catalyst for other preservation projects within Richland County?

E. How will the education activities be sustained beyond the grant period?

**6. PROJECT PERSONNEL**

A. Name of the project manager:

List his/her qualifications to manage the project.

B. List names and companies of professional consultants (architect, structural engineer, etc.) and/or licensed contractors:

C. Will students or volunteers be involved with the project? [ ] Yes [ ] No

 If yes, what is their role and who will train and supervise them?

D. What permits will be required? D/DRC, Building, Land Disturbance, Site Development, etc.

 How was this determined?

**7. BUDGET AND MATCH**

A. Use the budget template provided [here](http://rcgov.us/Portals/0/Departments/Conservation/Commission/Docs/HP%20Budget%20Template%202019.xlsx). Be specific. Include a budget narrative on a separate sheet to further explain categories and how charge was determined.

B. Attach a separate written statement signed by the appropriate authority affirming that matching funds are available and committed to the project.

C. List all RCCC grants the organization has received within the last five years; include amount, year and project name.

**8. TIMELINE**

Provide a schedule for completion of each of the activities proposed (activities cannot begin before the grant agreement is signed in mid-July).

**Important:** if the project is being done in multi-year phases, indicate timeline and estimated costs for each phase.

**9. PHOTOGRAPHS AND MAPS**

A. Submit a minimum of six (6) photos of different aspects of the project property on CD or emailed to stonecollumn@rcgov.us. Do not embed photos in a Word document.

B. Enclose a map showing the location of the property.

C. Letters of support from partners are welcome.

**10. ASSURANCES**

A. Applicant agrees to sign a Funding Agreement with RCCC and understands any and all funds expended on this project prior to execution of the funding agreement are ineligible for reimbursement or to be credited to the required 20% match.

B. Applicant will seek three (3) or more quotes for purchases of goods and services to ensure they are procured at a reasonable cost.

C. Richland County Conservation Commission (RCCC) reserves the right to make recommendations concerning the consultant selection.

D. Applicant agrees that all work conducted under the project will be carried out in accordance with the RCCC Historic Preservation Standards and Guidelines, available online at [www.richlandlegacy.com](http://www.richlandlegacy.com)

E. Applicant agrees to post a sign and/or acknowledge RCCC on appropriate materials, websites, etc.

F. Applicant consents to have a covenant placed on the property for a period of 10 years, agreeing to repair and maintain the property in the condition at the time of the completion of the grant-assisted work.

**The Applicant’s signature below certifies acceptance of all of the above conditions and attests that the information provided is correct and accurate.**

Printed Name of Authorized Official and Title

Signature of Authorized Official

\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**APPLICATION CHECKLIST**

**(include with original application only)**

**Required Elements**

[ ]  Complete each section of the application. Do not change format. Look up your County Council District on [www.richlandmaps.com](http://www.richlandmaps.com)

[ ]  Use budget template provided and include a budget narrative. **Be specific**; use as much space as needed.

[ ]  Application must be signed by an authorized official, i.e. Executive Director, Chairman of the Board.

[ ]  Attach letter of commitment for 20% match.

[ ]  Attach current Secretary of State Charitable Organization Registration letter (governmental agencies and churches excepted). This is **NOT** the IRS 501(c)(3) letter nor the Sec. of State Incorporation Certificate.

[ ]  Attach supplemental information to explain the project, i.e. photographs and map. Photos should be sent electronically to stonecollumn@rcgov.us or included on a CD. Do not embed in a Word document.

[ ]  I have read the Guidelines and Criteria document.

**Optional**

**[ ]** Include Letters of Support, if desired

**Application Packet**

**[ ]** Submit one (1) signed original application and six (6) copies (total of 7); submit an electronic version to stonecollumn@rcgov.us

[ ]  Secure each application with a staple, paper clip, or binder clip. NO report folders or 3-ring binders.

**Applications are due in the office by 5:00 pm on February 5, 2018.**

Richland County Conservation Commission

Attn: Nancy Stone-Collum

2020 Hampton Street, Suite 3063A

Columbia, SC 29204