



HISTORIC IMPROVEMENT PROJECT

2019

GRANT GUIDELINES & APPLICATION

Butte Citizens for Preservation and Revitalization Inc., a non-profit organization dedicated to the preservation of historic buildings in Butte, has set aside a portion of its revenue for grants to eligible applicants for façade improvements. The goal of the Historic Improvement Program of Butte CPR is to preserve and promote the structural integrity and historic character of exterior architecture of historic buildings in Butte. Butte CPR defines historic buildings as structures built during or before 1950. The committee designates one or more grant(s) per year to be awarded to either residential or commercial applicants who meet the appropriate criteria.

The deadline for 2019 grant applications is Wednesday, May 1st, 2019.

I. Eligible activities include:

- Exterior painting, historic masonry and stucco re-pointing, cleaning, and repair.
- Replacement or repair of original architectural features (e.g. cornices).
- Replacement of historically inappropriate windows, awnings, porch columns, and doors (etc.) with historically appropriate items.

II. Ineligible activities include:

- Interior renovations.
- Routine roof and chimney repair, unless they are major design elements.
- Vinyl or aluminum siding over existing repairable wood siding.
- Substantial reconstruction of structural elements.
- Interior plumbing and electrical work.
- Projects which fail to meet all the HIP grant requirements.

III. If applicants do not own the building, written permission from the owner is required.

IV. Approval of the application by the committee is contingent upon approval of the plans and specifications, based on the improvement of the historical value of the structure. Applications will be reviewed by committee within 30 days of the application deadline. If approved, the applicant is eligible to be considered for a grant. Grant amounts typically range between \$300 and \$2,000.

This is a competitive grant process. Available funds do not generally allow funding of all proposals. There is no guarantee that all grants will be made at the maximum level.

V. Project estimates will be reviewed to establish a grant figure. All or portions of the grant may be used. Butte CPR will not reimburse for items not covered in the project proposal or any work that is in excess of the grant award.

VI. Grant funds will be paid by reimbursement of receipts for materials (paint, bricks, wood, stucco, plaster, cement, etc.) or services. Grantees must submit receipts to Butte CPR after the material has been applied or installed. A project must be completed for reimbursement. After checking that the receipted material has been applied or installed according to the grantee's plan, CPR will issue a check for the amount of the receipt(s).

VII. Grant recipients will agree to display in a visible location and while the facade project is in progress, a sign indicating financial assistance from Butte CPR. Recipients will also allow Butte CPR to display before and after photographs of the project for educational or promotional purposes.

VIII. Grant recipients can apply for up to \$2,000 per property address in facade work from CPR in a five-year period. Applications filed by former recipients must have a different focus than that of the original grant (e.g. paint maintenance projects are not acceptable).

IX. All projects must be completed within 18 months of award of the grant. Any grant funds not spent within 18 months of award will be forfeited by grantee.

X. Recipients of awards who significantly change a design, color scheme, etc. from the original application must submit the change(s) to CPR before beginning the project in order to maintain eligibility for the award.

XI. All grant monies of any amount are considered income by the IRS, and CPR is required to file 1099-MISC forms for any award of \$600.00 or greater. Awards that equal or exceed \$600.00 will require submission of an appropriate identification number (for example SSN or EIN whichever is applicable) before the reimbursement can be paid.

Preferences

The selection committee will give preference to applications which meet grant guidelines and those that improve the historic nature according to the following criteria:

- Visual impact (improvement) to the neighborhood.
- Applicants who have not received nor are eligible for other grant funding, for example, URA grants.
- Selection committee members are not eligible for grants.

Application Instructions

- Grant awards are contingent upon approval of project design by the HIP Committee and the Butte CPR Board of Directors.
- The applicant is responsible for having a complete application and required documentation. In all cases, the applicant shall submit a presentation that informs the committee and the Butte CPR Board members of all aspects of the design, paint colors, intent, implementation, and construction.
- Applications become the property of Butte CPR and will not be returned. If you have any questions, call, email or write to Butte CPR (P.O. Box 164, Butte, MT 59703) and ask about the Historic Improvement Program grant.

HIP GRANT CONTACT INFORMATION

Larry Smith

uptownlarry.smith@gmail.com

PO. Box 164

Butte, MT 59703

HISTORIC IMPROVEMENT PROJECT 2019 GRANT INSTRUCTIONS

Butte Citizens for Preservation and Revitalization (Butte CPR) will provide grants upon completion of approved project per applicant, to eligible candidates for façade preservation of historic structures (pre-1950) in Butte-Silver Bow. For more details see the guidelines and qualifications attached to this application and located at www.buttecpr.com

Minimum Application Requirements

The applicant shall prepare design documents that fully explain the design, intent, implementation, and construction of the proposed project. See Example 1 and Example 2 on ButteCPR's website under Historic Improvement Project (HIP) – Grant Guidelines for examples of acceptable grant applications.

The grant application must include the following:

1. Existing Condition Photo Documentation.

The applicant shall submit color photos which show the current condition of the façade(s) to be improved.

2. Compatibility with Neighborhood Architecture.

Any improvement should be compatible with neighborhood historic architecture. Please provide color photo's of the neighborhood and show the relationship of the project façade to its adjacent neighbors and surrounding structures.

3. Project Illustration.

If the façade improvement includes significant change from the existing façade, scaled drawing(s) or an accurately drawn perspective of the façade(s) must indicate all aspects of the façade(s) design. The drawing shall have a representative portion colored or can be fully rendered in color to show the relationship of new and existing materials, indicating their color, texture and placement. Grant applications for façade painting must include actual color samples for the proposed colors.

4. Material and Work Specifications.

Inclusion of materials and work specifications will improve the application. For example, an application for paint reimbursement might include a description of scraping or sanding before painting as well as the type of primer (oil-based, latex, etc.) to be applied.

5. Grant Budget.

A grant budget will be submitted, detailing costs for materials to be applied during the façade work. The budget should include quantities, unit costs, and total costs of all materials.

6. Timetable.

A schedule for performance of the improvements should be submitted. Note that all receipts must be submitted to CPR within 18 months of the grant award to be eligible for reimbursement.

7. W-9.

All grant monies of any amount are considered income by the IRS, and CPR is required to file 1099-MISC forms for any award of \$600.00 or greater. All applicants are required to fill out the W-9 that is attached to the application to be considered for a grant.

HISTORIC IMPROVEMENT PROJECT 2019 GRANT APPLICATION

SECTION ONE - CONTACT INFORMATION

Date: _____
Applicant: _____
Address: _____
Building Address: _____
Building Owner: _____
Phone: _____ Email: _____

SECTION TWO - FUNDING

Type of Grant: Residential Commercial
Other Funding: _____
This project will receive the following funding in addition to this CPR Grant.
URA/RRA Funding? Yes No
Is the project within the URA or RRA district? Yes No
Federal Historic Tax Relief? Yes No
Other _____ Yes No
Optional:
Demonstration of financial need (attached)

SECTION THREE - CHECKLIST

I have included a written description of my project.
 I have included photos of the existing condition.
 My project is compatible with my neighborhood architecture and I have submitted color photos of the neighborhood.
 I have included a rendition of my proposed finished product.
 I have included a list of materials needed and work specifications.
 I have included a budget for materials.
 I have included a timetable to which this project will be completed.
 I have included a signed W-9 and understand that 2019 Grant recipients must have their **projects completed and receipts submitted by October 1, 2020** to receive grant award. Grant awards will be awarded 30 days after completion of project and receipt of receipts for work completed.
Applicant Signature _____

Please return application with photographs and attachments by May 1st, 2019 to:

**Butte Citizens for Preservation and Revitalization
PO BOX 164 - Butte, MT 59703**

*****FOR OFFICE USE*****

Date Received: _____ CPR Coordinator for project: _____
Designs Submitted: _____
Historical Significance: _____
Compliance with Butte CPR Goals: _____
Total Cost of Project: \$ _____ Amt. Requested: \$ _____ Grant Amt.: \$ _____
Tax ID # for sending 1099-MISC for (Grants of \$600 or more) _____ Date Paid: _____