

**HISTORIC IMPROVEMENT PROJECT**

**2024**

**GRANT GUIDELINES & APPLICATION**

Butte Citizens for Preservation and Revitalization, a non-profit organization dedicated to the preservation of historic buildings in Butte, has set aside a part of its revenue for grants to eligible applicants for façade improvements. The goal of Butte CPR’s Historic Improvement Project program 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 awards one or more grants per year to residential or commercial applicants who meet the program’s criteria.

**The deadline for 2024 grant applications is May 1, 2024**

**I.** Eligible activities include:

* Exterior painting upgrades.
* Historic masonry and stucco re-pointing, cleaning, and repair.
* Replacement or repair of original architectural features (for example, cornices).
* Replacement of historically inappropriate windows, awnings, porch columns, 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.
* Painting unpainted historic masonry.
* Substantial reconstruction of structural elements.
* Interior plumbing and electrical work.
* Projects which fail to meet all the HIP grant requirements.
* Re-painting of buildings that received an earlier grant for painting.

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

**IV.** A committee will review applications within 30 days of the application deadline. Approval of the application is contingent upon:

* Evaluation of the improvement in the historical value of the structure, as shown in the submitted plans and specifications.
* Approval of contractors, materials, and repair techniques, including (but not restricted to):
  + Mortar types, application techniques, and results for masonry work
  + Paint preparation techniques, use of primer, and wood restoration methods and materials.
* Contractors need to submit a list of references – properties where exterior work was conducted so the committee can determine their skills and results.

If approved, we will decide that the applicant is eligible for a grant. Grant amounts typically range between $500 and $1,500, with a maximum of $3,000.

This is a **competitive grant process**. There is no guarantee that we will fund grants at the largest amount.

**V.** Project estimates will be reviewed to establish a grant figure. All or portions of the grant may be used. Butte CPR will only reimburse for items covered in the project proposal. If work is done that does not meet required specifications funds will not be paid.

**VI.** Grant funds will be paid by **reimbursement** when the entire proposed project is complete once receipts for materials (paint, bricks, wood, stucco, plaster, cement, etc.) or services are submitted (electronic delivery is preferred). Grantees must submit receipts to Butte CPR after the material has been applied or installed. After checking that the receipted material has been applied or installed according to the grantee's plan, Butte CPR will issue a check for the receipts up to the grant amount.

**VII.** Before or once the project work has started, grant recipients will agree to display in a visible location a sign showing 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 $3,000 per property address in facade work from Butte CPR in a five-year period. Applications filed by former recipients must have a different focus than that of the original grant (for example, repainting a structure a second time is 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 the grantee. Reasonable extensions of this period will be considered upon a written request.

**X.** Recipients of awards who significantly change a design, color scheme, etc. from the original application must send the changes to Butte CPR before beginning the project to maintain eligibility for the award.

**XI.** All grant monies of any amount are considered income by the IRS, and Butte CPR must file 1099-MISC forms for any award of $600 or greater. Awards that equal or exceed $600 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, such as 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 encouraged to discuss details of their project with Mary McCormick, the HIP Grant Contact, see below, as an important first step in the application process.
* The applicant must submit a complete application and all required documentation. In all cases, the applicant shall submit documentation that informs the committee and the Butte CPR Board members of all aspects of the design, paint colors, intent, implementation, and construction.
* Photographs of the building are required. Please take good photos of the overall structure along with ones that best describe the “before” condition of elements that are important to the project.
* Digital versions of grant applications, sent to the email address below, are preferred, but not required.
* Applications become the property of Butte CPR and will not be returned. If you have any questions, email, or write to Butte CPR to the contact information below.

HIP GRANT CONTACT INFORMATION

Mary McCormick

RTIMary@gmail.com

(406) 490-1815

**HISTORIC IMPROVEMENT PROJECT 2024 GRANT INSTRUCTIONS**

Butte Citizens for Preservation and Revitalization (Butte CPR) will provide grants upon completion of approved applications 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 found at buttecpr.org

**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 Butte CPR's website, <https://www.buttecpr.org/historic-improvement-project-grants>,) 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. These are preferred to be submitted as digital files along with your application to Larry Smith ([buttecpr@gmail.com](mailto:uptownlarry.smith@gmail.com)). Alternatively, we will accept hard copies to our mailing address.

**2. Compatibility with Neighborhood Architecture.**

Any improvement should be compatible with neighborhood historic architecture. Please provide color photos (as above) 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 drawings or an accurately drawn perspective of the façade must indicate all aspects of the façade 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.

If the project is for painting, we do support painting the entire structure, as needed, not just the front, or façade.

**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, the type of primer (oil-based, latex, etc.) to be applied, and “color chips” of the paint to be used (available from paint retailers).

**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. We will support paying for contractors and their time, but not wages to building owners.

**6. Timetable.**

A schedule for performance of the improvements should be submitted. Note that all receipts must be submitted to Butte CPR within 18 months of the grant award to be eligible for reimbursement, unless an extension was granted.

**7. W-9.**

All grant monies of any amount are considered income by the IRS, and Butte CPR must file 1099-MISC forms for any award of $600 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 2024 GRANT APPLICATION**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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)

\_\_\_\_\_ 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 sent 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 according to which this project will be completed.

\_\_\_\_\_ I have included a signed W-9 and understand that 2024 Grant recipients must have their **projects completed and receipts sent by December 1, 2025** 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 1, 2024 to:*

**Butte Citizens for Preservation and Revitalization**

**Email:** [**buttecpr@gmail.com**](mailto:uptownlarry.smith@gmail.com) **or PO BOX 164 - Butte, MT 59703**

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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: \_\_\_\_\_\_\_\_\_\_\_\_\_