



2017 Historic Ellicott City Revitalization Grant Program

Instructions:

- Save this fillable PDF on your computer
- Type your answers into the form
- Be sure to save your work regularly
- Email the completed application and supplementary materials to: submit@presmd.org
- Questions should be sent to: submit@presmd.org | Please no calls.
- **Applications are due by 12 PM on June 2, 2017**

Nominating Organization

All fields in this section are required.

Organization Name: _____

Contact Person: _____

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Phone: _____ Email Address: _____

Project Address

Please provide as much information as possible about the project.

Project Name:
(Required) _____

Property Name:
(if applicable) _____

Address: _____
Street Address

_____ *City* *State* *ZIP Code*

If this project involves repairs to or plans for a building, what is the square footage of the structure? _____



PRESERVATION MARYLAND

Property Owner Information

Please provide as much information as possible about the owner of the property. If this is a programmatic (non-capital) grant request, provide information on the property where program will occur.

Property Owner Name: _____

Address: _____
Street Address

_____ *City* *State* *ZIP Code*

Phone: _____ Email Address: _____

*If applicant is not property owner, does the applicant have legal authority to make improvements to the property?

Yes

Organizational Information

When was your organization founded? _____

Is the organization exempt under Section 501(c)(3) of the Internal Revenue Code, a municipal corporation or otherwise tax exempt? _____

Describe your organization, including any experience in preservation. Limit response to 300 words.



Historic Significance

Please answer the following question in 300 words or less. Be succinct, but do not assume that the selection committee members are familiar with the property.

Please describe the historic significance of the historic or archaeological site, building, district, or object that will be affected by this project.

Project Description

Please answer each of the following questions in 300 words or less. Be succinct, but do not assume that the selection committee members are familiar with the property.

What activities would the grant support?



Who will perform the work described above, and what are their qualifications?

What is the schedule for the project?



What deliverables (reports, products, public program, rehabilitation project, etc.) would result from the project?

Project Budget

Amount of grant request: _____ (\$10,000 maximum)

Total budget for the project: _____

What sources will provide the balance of funds needed for the completion of the project? Please specify sources, amounts and whether the funds are currently in-hand or pledged. A 10% cash or in-kind match is required. Your grant request amount combined with your other funding sources should be equal to or greater than the total budget for the project.

Required Supplementary Materials

Electronic copies of documents and application should be sent by email to: submit@presmd.org (subject line: ELLICOTT)

- Organization's latest financial statement or audit
- IRS determination letter of tax-exempt status
- At least two representative photographs of the project
- Any relevant plans, estimates or proposals from contractors or consultants
- Project budget including all project expenses and currently in-hand or pledged funding

Grant Conditions

Grants are disbursed upon receipt of copies of billing and proof of payment for the approved project unless advance disbursement is approved by Preservation Maryland. Projects must be completed within one year of grant approval. When relevant, all work related to the project must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties and any requirements imposed by Howard County Government. Any materials or publicity produced in relation to the project must include the following citation: "Funding for this project was provided in part by Preservation Maryland and Historic Ellicott City, Inc." Copies of the final materials should be submitted to Preservation Maryland.

Check the box to indicate that you, as a representative of your organization, agree to the conditions above.