

State Historic Preservation Office

**Basic Operational
Support Grant
Application**
June 2016

Basic Operational Support Grants for Historic Preservation Non-Profit Organizations

Application Information

The Basic Operational Support Grant for Historic Preservation Non-Profit Organizations (BOS) program is designed to advance the mission of local historic preservation organizations by supporting and promoting greater organizational stability, increasing a historic preservation organization's management, planning, and fiscal capabilities, and encouraging a broad range of educational and advocacy programs in historic preservation. The program also intends to give local historic preservation organizations the financial means to attract qualified staff and to allow governing boards to focus on financial support, governance, policy and mission.

Basic Operational Support Grants are funded by the Community Investment Act. "*The Community Investment Act*" (also known as Public Act 05-228) was signed into law on July 11th, 2005. The Act provides increased funding for open space, farmland preservation, historic preservation and affordable housing.

Basic Operating Support Grants may be used for the support of local historic preservation non-profit organizations incorporated in Connecticut. For the purposes of this program, a local historic preservation organization is defined as a 501(c)(3) nonprofit organization dedicated to the comprehensive identification, evaluation, registration and protection of historic districts, sites, buildings, structures, objects, and landscapes that are significant in the history, architecture, archeology, engineering, or culture of the municipality in which it is based. Examples of eligible organizations include the Hartford Preservation Alliance, the New Haven Preservation Trust and New London Landmarks.

Organizations must have maintained tax-exempt status under Section 501(c)(3) of the Internal Revenue code for at least two years, be governed by a board of directors that meets regularly to set policy, and have completed two full years worth of historic preservation programs.

Applicants are required to submit an organizational strategic plan that is consistent with Connecticut's State Historic Preservation Plan, Investment in Connecticut: State Historic Preservation Plan, 2011-2015 (available online at www.cultureandtourism.org); an audit for the most recently completed fiscal year; an Affirmative Action Plan; and a statement on compliance with federal Americans with Disabilities Act requirements. Organizations must submit a proposed one-year work plan to be approved by SHPO prior to the issuing of a grant contract by SHPO. The proposed work program must provide a clear benefit to the public in the field of historic preservation.

Matching Share: Grant awards have to be matched with private, municipal or federal funds. Annual grant awards will be made up to a maximum of \$75,000. For the first year, applicant organizations must match the state grant award on a 50/50 basis. For each subsequent year, the applicant's matching share requirement increases as follows: Second year 70 (applicant)/30 (state not to exceed \$45,000); third year 80 applicant/20 (state not to exceed \$30,000). The organization can continue to apply for and receive operational support on an annual basis with a required 80% match. Grants at this point will not exceed \$30,000/year.

Staff salary expenses, in-kind services and direct facility costs (rent, utilities, office supplies) are eligible components of matching share.

Grant funds are paid to grantees quarterly by the SHPO on a reimbursement basis.

Applicable project work must be consistent with the Secretary of the Interior's Standards for Identification, Evaluation, Registration, and Protection as interpreted by the SHPO.

Eligible applicants are strictly limited to Connecticut non-profit local historic preservation organizations as described above. Proof of non-profit status is required. All applicants must provide their Federal Employer Identification Number issued by the U.S. Internal Revenue Service.

Ineligible applicants include: federal and state agencies, "friends" groups of federal or state agencies, municipalities, historical societies, historic house museum organizations, municipal historic district commissions, elementary and secondary schools, colleges and universities, individuals, service organizations or clubs, for-profit entities, archives and research libraries, and land trusts.

Eligible costs include:

- staff salaries and wages (administrative, programmatic, and technical) including fringe benefits
- in-kind services (must receive SHPO review and prior approval)
- postage, shipping
- professional development
- professional services such as legal, accounting, or audit
- printing/publication-must contain the DECD funding acknowledgement and logo
- public education activities
- rent
- software
- supplies
- telephone
- utilities
- volunteer time (limited to 20% of the total project cost)
- website development

Ineligible costs include:

- acquisition of real estate
- activities performed outside of the represented municipality
- archeological salvage
- archival research not connected to historic preservation, “pure” history
- capital expenses
- construction, restoration or rehabilitation
- costs incurred prior to the date of a grant award and the execution of the state contract
- court actions
- curation
- equipment purchase
- fines or penalties
- fundraising efforts
- general operating expenses
- hospitality expenses including alcoholic beverages, food, meals and entertainment
- indirect costs
- interest payments
- interpretative expenses
- lobbying activities
- nonconformance with applicable Secretary of the Interior’s Standards
- projects already underway
- political contributions
- regranteeing

Application Materials

Applications will be accepted on a rolling basis and will be considered for funding as long as state funds are available. One original application shall be submitted. Faxed or electronic applications will not be accepted. The application must include all materials shown below.

1. Application Cover Sheet

2. Detailed Annual Work plan (four-page maximum) to include:

- Narrative general description of the work plan for the year with a list of anticipated products and/or programs;
- Detailed timeline
- A narrative of desired effects/outcomes of project for both the organization and the general public. Describe the organization's impact (i.e., preservation planning, protection of buildings, number of surveyed buildings, nominations to the National Register of Historic Places, public education activities or other issues deemed relevant by the applicant) on a local, regional or statewide basis. Describe what broad-based community support the organization has.

3. Budget to include:

- Itemized program budget that includes eligible grant costs.
- A signed statement committing matching funds if awarded a state grant.
- A statement identifying the sources of the matching share and the amounts.

Organizational readiness and attachments

- Attach a copy of the organization's Strategic Plan.
- Attach an audit report for the most recently completed year.
- Attach a copy of the organization's Affirmative Action Plan
- Attach a copy of the Affirmative Action and ADA form.
- IRS Tax Exempt Letter (Determination Letter) for non-profit organizations
- W-9 Form
- Attach copies of other required state forms as found with the Application Cover Sheet
- Staff and board demographics by age, gender and ethnicity We require that BOS recipient staff and board membership are reflective of the communities they serve.

All complete applications will be reviewed by SHPO staff and considered for funding. Once an application is reviewed, SHPO will contact the applicant with any questions or to request points of clarification.

If the application is complete, applicants will be asked to make a presentation to the Historic Preservation Council who votes to award the grant. The Historic Preservation Council meets the first Wednesday of each month.

The following criteria are the basis for the review of BOS applications:

1. **Quality of program:**

Ability of program to have a clear and positive impact on local historic preservation efforts

2. **Program Impact:**

Evidence that the proposed program will do one or more of the following:

- Encourage new awareness of historic preservation at the local level with particular focus on under-served populations
- Expand the scope of current public education outreach
- Produce written or website materials for the public
- Inventory and survey historic, architectural, and archaeological resources
- Protect properties through nomination to the National Register of Historic Places or State Register of Historic Places
- Produce high-quality pre-development documents such as historic structures reports, feasibility studies, or architectural plans

3. **Ability to carry out the program:**

- Thoroughness and appropriateness of program budgets
- Feasibility of the program's success, based on thorough planning reflected in narrative

Please Send completed applications with all support materials to:

Mary Dunne
DECD-State Historic Preservation Office
Constitution Plaza, Second Floor
Hartford, Ct, 06103

Grant Award, State Contract and Request for Reimbursement

- A grant award letter and contract will be sent to the grantee following award by the Historic Preservation Council.
- Grant contracts must be signed and returned within 30 Days. SHPO will not disburse funds without receipt of signed original contracts.
- Grant recipients are required to use funds for the purpose indicated on the contract and must seek and receive SHPO written approval for any changes or modifications to the contract.
- Grantees are required to credit the “Connecticut Department of Economic and Community Development, State Historic Preservation Office” in all print, audio, video and internet materials, and all publicity materials.
- Grantees are allowed to request payment of the grant on a quarterly basis following the execution of a grant contract with DECD. BOS grant payments are done as a reimbursement to the grantee. Grantees are required to submit a Request for Reimbursement for each quarter with fiscal documentation.
- Funded organizations are required to submit a Final Report within 30 days of the completion of the program. Forms and instructions will be provided. Failure to submit a final report will void eligibility for future funding from the SHPO.

Grant Cancellations

The SHPO has the right to withhold, reduce or cancel grants if a non-profit organization:

- Owes final reports from previously received SHPO grants which are overdue
- Fails to comply with the terms of the grant contract
- Demonstrates inadequate financial management or oversight
- Does not properly credit SHPO support
- Experiences significant changes in programs or services, or cancels or suspends a funded project

Basic Operational Support Grant Application Cover Sheet

APPLICANT INFORMATION

Applicant Organization:

Chief Elected Official/Executive Director:

Federal Employer ID Number:

Street Address:

Municipality:

State:

ZIP Code:

Contact Name:

Daytime Phone:

Email Address:

Website:

Mailing address:

Municipality:

State:

ZIP Code:

Grant Amount Request: \$

Has the applicant received a grant
from SHPO in the past:

yes no

Is this a subsequent phase of a
project:

yes no

Is this a new initiative:

yes no

List any previous grants received from SHPO (include grant type, date awarded, and award amount):

LEGISLATIVE INFORMATION

U.S Representative's Name:

District #

State Senator's Name:

District #

State Representatives Name:

District #

AUHTORIZATION

Name of Authorized Official:

Title

Signature:

Date:

Basic Operation Support Grant Application Checklist

Required Items	Included	N/A	Comments
Application Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>	
Detailed Annual Work Plan per guidelines	<input type="checkbox"/>	<input type="checkbox"/>	
501(c)3 or 501(c)13 IRS tax status determination letter	<input type="checkbox"/>	<input type="checkbox"/>	
2 Copies of Certified Resolution	<input type="checkbox"/>	<input type="checkbox"/>	
Budget per guidelines	<input type="checkbox"/>	<input type="checkbox"/>	
Commission on Human Rights and Opportunities Form	<input type="checkbox"/>	<input type="checkbox"/>	
Strategic Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Audit from most recently completed year	<input type="checkbox"/>	<input type="checkbox"/>	
Affirmative Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Photographs	<input type="checkbox"/>	<input type="checkbox"/>	
W-9	<input type="checkbox"/>	<input type="checkbox"/>	
Vendor Profile Form	<input type="checkbox"/>	<input type="checkbox"/>	

Applicant Name: _____

Project Name: _____

Amount Requested: \$ _____

Signature: _____

Date _____

**If you have questions regarding the Basic Operational Support
Grant Application please contact**

Mary Dunne at Mary.Dunne@ct.gov or 860-256-2756