



2023 Matching Grant Application for INCOME PROPERTIES

Property Owner/Applicant: _____

Phone: _____ Email: _____

Property Address: _____

Property is: Owner-Occupied: Tenant Occupied Vacant

Current Property Use : _____

Historic Property Use _____

Owner will not sell property within 2 years: Confirmed Not Confirmed

Overall Project Description: _____

Is Proposed Project part of a larger improvement plan? YES NO

If yes, describe: _____

Age, Style and Brief History of the Property (may use continuation page): _____

Landmark Designation(s): NA Local State National Register National Register District

Total Estimated Project Cost: \$ _____

Matching Grant Amount Requested: \$ _____ (up to 50% of Project cost, maximum \$5,000)

By this application, the owner agrees to show proof of available match funds when offered a grant. It is understood that grant funds will be paid as reimbursement after timely completion of the approved work.

Estimated Time to Complete Project: _____ weeks

Required Submissions with this form:

- Current Property Photos
- Historic Property Photos
- Contractor Proposal(s)
- Sample Material List

(NOTE: Contractor Proposals should show detailed scope of work, contractor credentials, bid amount, and timing consistent with grant program.)

Additional Recommended Submittals to include with Application:

- | | | |
|---|------------------------------|-----------------------------|
| Survey or Site Sketch | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Full Description or Sketch of Proposed Work | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Photos of Similar/Past Work by Contractor | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Photos of Neighboring Properties | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If you wish to submit information regarding financial need, please submit a statement along with this application. This is completely optional, and the information given will not be made public.

There is no application fee for this Grant Program. Applications received become the property of **Preservation Burlington**, and files will be maintained for future reference, including new Committee Member training. Selected text from successful proposals may be posted on the **Preservation Burlington** website or used in external press releases. During the program year, Grantees agree to display a **Preservation Burlington** Grant sign at the front entrance to the property.

(Attach additional pages as needed)

Applicant Signature(s): _____

(sign here)

(print name here)

(sign here)

(print name here)

Date: _____

APPLICATION DEADLINE for 2023 Grants is **April 1, 2023**.

Applications should be either mailed to the address below or emailed in digital form. Funded work should begin by July 1, 2023 and be completed no later than September 30, 2023, unless advance written permission to extend the grant period is approved by *Preservation Burlington*.

Preservation Burlington

336-539-1909

P.O. Box 171, Burlington, NC 27216

www.presburlington.org



2023 Matching Grant Program

1. Program Purpose

The purpose of the program is to encourage and aid owners of our city’s historically and architecturally significant buildings to preserve and maintain the character of their historic exteriors. The program is designed to facilitate and financially support stabilization and restoration of historical architecture, to encourage the use of appropriate materials and methods, and to reward quality workmanship. The long-term goal is to enhance overall neighborhood integrity and pride of place, while at the same time magnifying neighborhood real estate values.

2. Funds Available & Timing

This is a Matching Grant Program in which *Preservation Burlington* may contract to refund up to 50% of the cost of historically appropriate exterior improvements, to a maximum award of \$5,000 per grantee. Each grant amount will be determined in the sole discretion of the *Preservation Burlington* Board of Directors. Applications must be submitted in writing by April 1, 2023, and grant recipients will be announced in early May, 2023. Grant funding will be paid after all program requirements are met and the Project is completed on a timely basis.

The number of grants to be awarded, and the amount of each, is within the sole discretion of the Board of Directors.

3. Eligibility

Two classes of historic buildings are eligible to apply for these grants:

- **Owner-occupied Residential property** that is either individually listed as a Local, State, or National landmark, or that is located within one of Burlington’s six National Register Historic Districts.

- **Income property** that is either individually listed as a Local, State, or National landmark, or that is located within two city blocks of any of Burlington's six National Register Historic Districts. The property may or may not be owner-occupied.

4. Program Guidelines

This is a matching grant which will pay 50% of the approved Project Cost, up to a \$5,000 maximum. The amount of each grant is in the discretion of **Preservation Burlington**, regardless of the total Project Cost.

1. Grant awards will be announced in writing, and paid out as each Project is completed as originally approved under program guidelines.
2. Funds from the **Preservation Burlington** Grant Program may be used for exterior preservation work only, such as:
 - a. Period porch repair and restoration
 - b. Repair/restore period wood doors and/or windows, including street-facing garage doors
 - c. Original siding/stucco/masonry and exterior trim restoration
 - d. Historic foundation and hardscape stabilization
 - e. Exterior painting, including prep and priming
 - f. Other needed work in keeping with the structural and design integrity of the historic building.
3. Program funds cannot be used for:
 - a. Interior work of any kind
 - b. Landscaping
 - c. Fencing
 - d. Enclosing open porches
 - e. Exterior materials other than the historically appropriate type
 - f. Door or window replacement other than the historically appropriate type
 - g. Any work deemed inappropriate by **Preservation Burlington** in its mission to keep its historic districts faithful to history and to follow best practices for the treatment of historic properties
4. Special consideration will be given to Projects that will make use of original materials, avoid removal of stable historical elements, and exhibit high quality work to enhance, restore, and/or stabilize the historic home as viewed from the street or public sidewalk.
5. Contractor credentials, which are important in terms of assuring quality work, should be submitted with the application. This is not a DIY funding program. Work funded under this program is to be completed by qualified tradesmen, and where required by local and state building codes, they should be licensed and insured. Contractor bids will be solicited by grantees, and **Preservation Burlington** will not negotiate between grant applicants and

contractors.

6. Projects must meet code requirements of the City of Burlington, the Burlington Historic Preservation Commission, the State of North Carolina, and any other applicable government authorities.
7. All funded work is to begin after the grant contract is signed ~~selection~~, not before. Grant funds will not apply retroactively to work already performed.
8. Grant recipients shall agree to display, in front of their residence, a banner or sign provided by **Preservation Burlington**, which will remain on display throughout the year in which the Project is being funded.
9. Failure to comply with the approved Project Plan without first obtaining an approved change order in writing from **Preservation Burlington** may result in the loss of grant funding (or do-over work). **Preservation Burlington** reserves the right to deny payment if completed work is inconsistent with the approved plan or if work is of substandard quality.
10. Work on funded Projects is to begin no later than July 1, 2023, and be completed by September 30, 2023. Failure to meet these timing milestones may result in loss of funding. If unanticipated circumstances arise, **Preservation Burlington** will consider granting one 30-day extension of time for good cause, following a request in writing submitted to **Preservation Burlington** no later than September 1, 2023. **Preservation Burlington** may grant or deny a request for extension in its sole discretion.”
11. Once the Project is completed, the Grant Committee will inspect the work to ensure it has been accomplished as per the approved plan.
12. Upon successful and timely completion of the Project and all grant requirements, the matching funds will be paid to the applicant
13. Grantee(s) agree not to sell the property within 2 years of grant funding; if the property is sold within 2 years, owners agree to repay the grant amount to **Preservation Burlington**.

5. Application Process

Application Forms are available on the **Preservation Burlington** website or by request (email or snail mail). Applicants should keep the following program rules in mind:

1. The **Application Deadline** is **April 1, 2023**. Between February 15 and March 15, **Preservation Burlington** is available for informational meetings by appointment, so as to provide technical assistance to prospective Applicants.

2. To be successful, applications must provide all requested information and be supported by written description, drawings, a materials list, current property photos, historic photos (if available), preferred contractor quotes, and site plan as referenced on the Application Form.
3. -Grant selection will be made by the Board of Directors of **Preservation Burlington**, following initial evaluation by its internal Grant Committee. **Preservation Burlington** reserves the right to approve or deny any application in its sole discretion. Applicants whose Projects are not funded in 2023 are encouraged to request committee feedback regarding their proposals, and they may reapply in any later grant cycle.
4. Applicants need not be members of **Preservation Burlington**. However, membership is always encouraged and does allow for special consideration. Membership is available at <https://www.presburlington.org/>.
5. Financial need will be given special consideration in grant selection process. Applicants may choose to include information supporting financial need, but they are not required to do so.

6. The Grant Award

Projects will be evaluated on a list of criteria designed to reward historically appropriate and well-executed improvements that respect the character of the historic residence and that support the unique context of the historic district. If the Project is to be phased, it is best to include an overall exterior plan to show the applied for work in its relation to the overall plan.

Notifications of awardees for 2023 will be sent on **May 15, 2023** – either by email or by snail mail (for those with no email address on file). Thereafter, a meeting with representatives of **Preservation Burlington** will be scheduled to finalize the grant commitment with Grantees. Proof of funds for the owner’s half (or more) of the Project should be provided by **May 31, 2023** and failure to provide proof of funds can result in disqualification.

Grantees are encouraged to contact members of the **Preservation Burlington** Grant Committee at any time for reasonable assistance in carrying out their Project. (info@presburlington.org)

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EXHIBIT A

SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES

WITH GUIDELINES FOR PRESERVING, RESTORING & RECONSTRUCTING HISTORIC
BUILDINGS

<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf> (page 38)

The Secretary of the Interior's Standards for Preservation

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.