



PRESERVATION
BURLINGTON
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Historic Property Grant Application Information Sheet

APPLICATIONS MUST BE EMAILED IN WORD OR PDF FORM WITH PHOTOS ATTACHED TO
GRANTS@PRESBURLINGTON.ORG

SEE PHOTO REQUIREMENTS BELOW

Application Deadline: March 15, 2024

Required Submissions (must be included or application will not be considered): *(Check if attached)*

- Completed and signed Historic Property Matching Grant Application & Applicant Acknowledgement
- Current property photos showing need for the project, including photos of any specific area of work for which funding is requested
- Photos accompanying application must be in jpg format, 500 kb to 750 kb each, and clearly labeled.**
- All available early photos of the property (scanned into jpg format specified above)
- Owner's description of the full Scope of Work being proposed
- Site plan, survey, or sketch showing the location of proposed work on the building
- Detailed Contractor Proposal including:
 - Materials list,
 - Contractor credentials, and
 - Itemized cost

NOTE: Contractor Proposals should reflect stated scope of work and include project timing consistent with the Preservation Burlington Historic Property Matching Grant program requirements.

Additional Recommended Submittals to support the Application: *(Check if attached)*

- Photos of neighboring properties
- Written history of property, past owners and past modifications
- Photos of similar/past work by applicant's preferred contractor
- Statement of Financial Need*

**If applicant wishes, confidential information regarding financial need can be submitted with the application.*



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2024 Historic Property Grant Application

Property Owner/Applicant: _____

Phone: _____ Email: _____

Property Address: _____

Property Type (check one): Residential/Owner Occupied _____ Income Producing/Business _____

For Income Property/Business (check one): Owner-Occupied: Tenant Occupied Vacant

Current Property Use: _____ Historic Property Use: _____

Owner agrees not to sell property within 2 years of receipt of grant funds: AGREED NOT AGREED

Overall Project Description / Scope of Proposed work: (describe all work that is part of the current project for which you seek grant funding, attach additional pages as needed) _____

Is Proposed Project part of a larger renovation or rehabilitation plan? YES NO

If yes, describe (attach additional pages as needed): _____

Age, Style and Brief History of the Property (attach additional pages as needed): _____

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

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

Total Estimated Project Cost: \$ _____ Estimated Time to Complete Project: _____ weeks

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APPLICANT ACKNOWLEDGEMENTS

By submitting this application, applicant acknowledges and agrees as follows (initial next to each line):

- _____ If awarded a grant, Applicant must show proof of funds for the full project amount (bank statement, loan commitment letter, etc.).
- _____ Grant funds will be paid as reimbursement *after* timely completion of the approved work. If the work is not completed timely, or in accordance with the grant agreement, grant funds will not be paid.
- _____ Applicants are not guaranteed to receive the full 50% or \$5,000, even if a project qualifies for such amount. Applicants may receive a grant for less than the amount requested. If you do not receive the full 50% award, you may elect not to accept the grant funds.
- _____ Grants awards may be taxable. Preservation Burlington will issue a 1099-MISC. Applicants should consult with their tax adviser regarding the impact of receiving a grant.
- _____ During the program year, Grantees agree to display a Preservation Burlington Grant sign at the front entrance to the property.
- _____ Applications and photos received become the property of Preservation Burlington, and files will be maintained for future reference, including new Committee Member training. Selected text or photos from successful proposals may be posted on the Preservation Burlington website or used in external press releases.
- _____ Funded work must begin by July 1, 2024 and be completed no later than October 15, 2024.
- _____ This application and all materials submitted are true and accurate to the best of my knowledge.

There is no application fee for this Grant Program.

Applicant Signature(s): _____

Print applicant name(s): _____

Date: _____

APPLICATION DEADLINE is March 15, 2024.

Applications should be emailed in Word or PDF form to grants@presburlington.org with photos attached (see photo requirements).

Preservation Burlington, Inc.
336-539-1909; P.O. Box 171, Burlington, NC 27216
grants@presburlington.org
www.presburlington.org

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.