

**PRESERVATION GEORGETOWN  
HISTORIC STRUCTURE PRESERVATION GRANT PROGRAM  
2018 GRANT APPLICATION**

**Preservation Georgetown (PG)** offers grants once a year to assist with the preservation of residential or commercial historic structures built in the greater Georgetown area that were built before (and including) 1960. The structure also must be listed in the most recent City of Georgetown Historic Resources Survey. Note that this program is intended to assist with structural rather than cosmetic work. Grant funds are limited; therefore, this program may be competitive. **Additional policies, procedures, limitations and requirements are described on the following pages. Applicants are encouraged to read the entire application before beginning to complete it. PG contact information is on the last page.**

The United States Secretary of the Interior (SOI) developed standards for the treatment of historic properties, which are used by property owners, historical organizations, governments and others. The SOI Standards offer four distinct approaches to the treatment of historic properties — Preservation, Rehabilitation, Restoration and Reconstruction. These are defined terms. The standards and treatments for Preservation, Rehabilitation and Restoration are the accepted models for the projects eligible for this Program and serve among the review criteria for these grant applications. The SOI Standards may be found online at [www.nps.gov/tps/standards.htm](http://www.nps.gov/tps/standards.htm) along with additional treatment guidelines regarding their use. Information also is available from PG and the City of Georgetown.

**Application Fee \$10 (Make check payable to Preservation Georgetown)**

**APPLICANT INFORMATION**

NAME OF INDIVIDUAL OR ORGANIZATION \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

\_\_\_\_\_ EMAIL \_\_\_\_\_

HAVE YOU APPLIED FOR FUNDING FROM PRESERVATION GEORGETOWN IN THE PAST? \_\_\_\_\_

HAVE YOU RECEIVED ANY PRESERVATION FUNDING FROM PG OR OTHER SOURCES IN THE PAST? \_\_\_\_\_

IF YES, WHAT SOURCE, WHAT YEAR AND FOR WHAT PURPOSE?  
\_\_\_\_\_

**CURRENT PROJECT INFORMATION**

PROJECT TITLE (If applicable) \_\_\_\_\_  
\_\_\_\_\_

PROJECT ADDRESS (If different from Mailing Address) \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

AMOUNT OF GRANT REQUESTED **(Must be completed or application will not be accepted!)**

\$ \_\_\_\_\_

**HISTORIC INFORMATION**

WHEN WAS THIS STRUCTURE BUILT? \_\_\_\_\_ (Applicant must submit proof of date built, if available. Otherwise, use the build date in the Historic Resources Survey and state that is what you are using.)

CITY COUNCIL DISTRICT \_\_\_\_\_

NAME OF HISTORIC DISTRICT WHERE LOCATED (If applicable) \_\_\_\_\_

NAME OF NEIGHBORHOOD ASSOCIATION (If applicable) \_\_\_\_\_

THIS STRUCTURE IS LISTED IN THE \_\_\_\_\_ (YEAR) GEORGETOWN HISTORIC RESOURCES SURVEY AS SITE NUMBER \_\_\_\_\_ WITH A PRESERVATION PRIORITY OF \_\_\_\_\_ (HIGH, MEDIUM, LOW)

(A copy of the Georgetown Historic Resources Survey is available online and at the Georgetown Library, 2<sup>nd</sup> Floor.)

IS THIS STRUCTURE?

- 1. A Recorded Texas Historic Landmark? \_\_\_\_\_ Yes \_\_\_\_\_ No
- 2. Listed on the National Register of Historic Places? \_\_\_\_\_ Yes \_\_\_\_\_ No If so, is it listed individually or as part of a district? \_\_\_\_\_

TELL US THE HISTORY OF THE STRUCTURE (attach extra pages if needed) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PROJECT INFORMATION and COST**

DESCRIBE THE PROJECT FOR WHICH THE GRANT IS REQUESTED AND THE COST. IF THE PROJECT CONSISTS OF SUB-PROJECTS THAT COULD BE CONSIDERED SEPARATELY FOR GRANTS, THEY SHOULD BE DESCRIBED AND COSTED SEPARATELY WITH SEPARATE ITEMIZED BIDS. ALSO, PLEASE SUBMIT AN ITEMIZED BID FOR EACH CATEGORY OF WORK FOR WHICH YOU ARE REQUESTING FUNDING. FOR EXAMPLE, BIDS FOR FOUNDATION REPAIR, PORCH RESTORATION AND ROOF REPLACEMENT WOULD REQUIRE A SEPARATE COST BREAKDOWN FOR EACH CATEGORY OF WORK. (Must be completed and have itemized bids attached.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIBE HOW THE PROJECT COMPLIES WITH THE TREATMENT GUIDELINES FOR PRESERVATION OR RESTORATION OR REHABILITATION IN THE SECRETARY OF THE INTERIOR STANDARDS.

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DESCRIBE WHAT YOU HAVE DONE IN THE PAST TO PRESERVE, RESTORE OR REHABILITATE THIS STRUCTURE, WHAT THE CURRENT PROJECT WILL ACCOMPLISH AND WHAT OTHER PRESERVATION, RESTORATION, REHABILITATION WORK IS PLANNED FOR THE FUTURE. (Attach extra pages if needed)

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DO YOU PLAN ON INCURRING ANY OF THE COST OF THIS PROJECT? IF SO, HOW MUCH? \$ \_\_\_\_\_

ARE THERE OTHER FUNDING SOURCES COMMITTED TO, OR AVAILABLE FOR, THIS PROJECT, FOR EXAMPLE, INSURANCE PROCEEDS? \_\_\_\_\_ IF SO, PLEASE PROVIDE DETAILS AND AMOUNTS. \_\_\_\_\_

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WHAT OTHER AVENUES OF FUNDING HAVE YOU EXPLORED? PLEASE DESCRIBE \_\_\_\_\_

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HAVE YOU ENTERED INTO ANY CONTRACTS RELATIVE TO THIS PROJECT? \_\_\_\_\_  
IF SO, PLEASE ATTACH PHOTOCOPIES OF THESE CONTRACTS.

## **OWNERSHIP INFORMATION**

LEGAL OWNER OF PROPERTY \_\_\_\_\_

PROVIDE COPIES OF LEGAL DOCUMENTS SHOWING OWNERSHIP (E.G., PROPERTY TAX FORM, DEED OF TRUST)

HOW LONG HAS THIS OWNER OWNED THE PROPERTY? \_\_\_\_\_

ARE THERE ANY LIENS, LOANS OR OTHER ENCUMBRANCES ON THE PROPERTY? \_\_\_\_\_

IS THE STRUCTURE INSURED? \_\_\_\_\_ IF SO, PROVIDE POLICY INFO \_\_\_\_\_

IF THE APPLICANT IS NOT THE OWNER, PROVIDE DOCUMENTATION OF THE OWNER'S PERMISSION TO WORK ON THE PROPERTY.

DOES THE APPLICANT OCCUPY THE PROPERTY? \_\_\_\_\_ IF SO, HOW LONG HAS THE APPLICANT OCCUPIED THE PROPERTY? \_\_\_\_\_ AND HOW MUCH LONGER IS PLANNED? \_\_\_\_\_

IS THE STRUCTURE USED AS A RESIDENCE? \_\_\_\_\_ IF SO, IS IT THE APPLICANT'S HOMESTEAD? \_\_\_\_\_

## **GRANT POLICIES**

1. A historic structure must be listed in the most recent Georgetown Historic Resources Survey and be built before (and including )1960 in order to be considered for a grant. Priority may be given to structures that are architecturally significant, endangered, within a historic district or owner occupied.
2. **Grants are restricted to project phases on which work has not begun at the time of awarding the Grant. (Grants are not considered for work already completed.)**
3. An applicant may have only one active grant at a time in a 12-month period.
4. Grant funds must be used within 12 months from the date of notification, or the grant will be voided. An applicant may request an extension in writing, with justification, which will be considered.
5. Grant amounts for building projects are fixed and do not increase due to unforeseen conditions encountered in construction.
6. PG is not responsible for supervision of the contractor during construction on building projects.
7. Approvals required by the City of Georgetown, the Historic and Architectural Review Commission (HARC) or any government agency must be obtained before the Grant Application is submitted to PG. Determining which approvals are necessary is the responsibility of the Applicant. (Information may be obtained from the City of Georgetown website at <https://georgetown.org/> or from the City Historic District Planner, 512-930-3581.)
8. Funding will not be awarded for new construction, vinyl or aluminum windows, landscaping, sidewalks, driveways, garages, fences, retaining walls, patios, patio covers, air conditioning systems, electrical work, or ADA/handicapped projects. Maintenance, such as painting, re-shingling or other cosmetic work, is considered to be the ongoing responsibility of the property owner and is generally not eligible for grant funding.
9. All work must be done according to the Secretary of the Interior's Standards for the Treatment of Historic Properties and associated Guidelines. They promote best practices and are available on the internet at [www.nps.gov/tps/standards.htm](http://www.nps.gov/tps/standards.htm)
10. If replacement or reconstruction of exterior elements is part of the project, there should be pictorial, historical, or physical documentation of the original elements.
11. If wood elements such as windows, foundation skirting, porch balusters, railings, columns, or latticework are to be replaced, please submit some type of detail drawing showing the method of construction proposed and the specific type of materials to be used.

12. Please submit an itemized bid for each category of work for which you are requesting funding. For example, bids for foundation repair, porch restoration and roof replacement would require a separate cost breakdown for each of the three categories of work.
13. Make sure you have fulfilled the minimum requirements for digital images and historical photos. High-quality digital images are extremely important elements of your application. Images are presented to the Board of Directors, who makes the final decision on grant funding. Be sure to include a clear photo of the front façade of the structure and clear close-ups of areas to be repaired.
14. Although larger requests may be considered, it is anticipated that most grants approved under this program will be for \$7,500 or less. The average of grants awarded to date is \$3,400.
15. It is understood that Preservation Georgetown may seek public recognition for its contribution to a project. By submitting a grant application, the applicant agrees that, if a grant request is approved, the applicant authorizes the use by PG of project information and “before and after” photos to publicize PG, the Preservation Fund, the Preservation Grant Program and the importance of preservation.
16. Grant decisions are at the discretion of the PG Board of Directors and are final. Applications that are not funded may be updated and re-submitted in the next cycle.

## **CHECKLIST**

- **Amount of Grant Requested**
- **Contractor’s Itemized Bid(s) Enclosed (not an Estimate)**
- **\$10 Application Fee**
- **\*No more than six (6) digital images on a labeled CD, in JPEG format, showing existing conditions, one of which should show the front façade of the structure.**
- **\*No more than six (6) historic photos, (required if available and/or applicable), preferably in digital format on a labeled CD**
- **Approvals of government agencies such as City of Georgetown and HARC, if required**
- **Architectural plans, if any**
- **Relevant documents from Ownership Section such as legal documents showing ownership and owner’s permission to work on property, if not owned by applicant**
- **Signature is required on both Page 5 and Page 6**

**(Preservation Georgetown reserves the right to retain necessary documentation)**

\*If you do not have access to a digital camera, purchase a one-time use camera, take 6 photos of the repair area and front façade and request developing on a computer disk from any store with available photo developing services.

Please read this application carefully and double-check to make sure you have answered all questions and have provided all items requested by 4:30 PM of the deadline date. Failure to do so will result in your grant being ineligible for the current grant cycle.

START DATE TO ACCEPT APPLICATIONS: THURSDAY, JANUARY 4, 2018

GRANT APPLICATION DEADLINE: THURSDAY, FEBRUARY 15, 2018 (By 4:30 PM)

GRANT NOTIFICATION: THURSDAY, APRIL 7, 2018

RETURN THIS APPLICATION BY MAIL TO: Preservation Georgetown  
P. O. Box 1265  
Georgetown, TX 78627

OR IN PERSON TO: 811 South Main St.  
Georgetown, TX 78626  
9 AM – 5 PM Thursdays & Fridays or by appointment

To the best of my/our knowledge, my application is complete and all information provided herein is true and correct. I have read, understand, and accept the policy statements within the application.

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Applicant's Signature

Date

## **CONDITIONAL GRANT REIMBURSEMENT INFORMATION and AGREEMENT**

**To indicate your agreement, please initial each item below, sign and return with your application:**

\_\_\_\_\_ All grant funds are handled on a reimbursement basis.

\_\_\_\_\_ This means that the grant recipient will pay the contractor for work on the project, according to the terms of the contract between the grant recipient and the contractor.

\_\_\_\_\_ The grant recipient will then submit a Request for Reimbursement of these funds to PG in which the recipient will attest that the work has been completed as specified.

\_\_\_\_\_ The grant recipient will include proof of payment – such as a photocopy of the check made out to the contractor – along with a receipt for this payment signed by the contractor.

\_\_\_\_\_ If the grant recipient is paying for materials used in the project, receipts for these materials should also be submitted.

\_\_\_\_\_ Preservation Georgetown does not reimburse the grant recipient for contractors' fees until work on the project is completed.

\_\_\_\_\_ Preservation Georgetown reserves the right to review the project prior to payment.

\_\_\_\_\_ Preservation Georgetown will reimburse the grant recipient within 30 days following the submission of acceptable proof of payment.

\_\_\_\_\_ All work must be done according to the Secretary of the Interior's Standards for the Treatment of Historic Properties and the related Guidelines. It is the applicant's responsibility to become familiar with the standards and guidelines because they are an integral part of the conditions of the grant.

\_\_\_\_\_ Should you decide to use another contractor, change professionals (e.g., architect), or contract for additional work during the active period of this grant (12 months plus extensions approved by PG), you agree to notify Preservation Georgetown in writing of your intent.

\_\_\_\_\_ Preservation Georgetown reserves the right to cease funding of a grant project if Grant Policies and the Conditional Grant Reimbursement Agreement are not followed by the grant recipient.

### **AGREEMENT**

I understand the payment policy of the Preservation Georgetown Grants Program and, if chosen to receive a grant, will be able to follow these procedures.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

QUESTIONS? Contact Preservation Georgetown at 512-869-8597 or [preservationgeorgetown@gmail.com](mailto:preservationgeorgetown@gmail.com)