



## Preserving our Past to Enrich our Future

Once a year Preservation Georgetown (PG) offers grants to assist with the preservation of historic residential or commercial structures in the greater Georgetown area, built in or before 1960. We welcome you to carefully review our guidelines and, if eligible, submit your application for consideration.

**NOTE: New construction and projects already underway are not eligible.**

### PROGRAM OVERVIEW:

Developed and administered by PG, our first Fund Program grants were awarded in 2016. To date, the average grant award has been \$3,400. PG uses the following three approaches, offered by the United States Secretary of the Interior (SOI) standards, for the treatment of historic properties: Preservation, Rehabilitation, and Restoration. Please see the attached resource page for addition information. The application process will occur in two phases as shown below. The first phase is a general evaluation to determine if your project will qualify. The second phase is a very detailed evaluation of your project and supporting documents.

#### PHASE I (MAY 15 – JULY 15, 2021)

*Compile your phase I packet to include:*

1. Completed 4 page PHASE I Application (see attached)
2. Required documents as indicated in application (i.e. proof of ownership)
3. Project concepts
4. Documentation demonstrating that the City Planning Department has reviewed your project
5. \$10 Application Fee

**Submit your phase I packet as follows:**

1. Between May 15 and July 15, 2021
2. To Preservation Georgetown

**What's Next?**

1. You will receive notification from PG by August 1, 2021
2. Should your project qualify, proceed to Phase II

#### PHASE II (BY NOVEMBER 15, 2021)

*Compile your phase II packet to include:*

1. Completed 3 page PHASE II Application (see attached)
2. Detailed description of your project
3. Contractor bids and other required documentation as described in the application
4. Certificates of approval/appropriateness (if required by the City)
5. Photos (digital preferred)

**Submit your phase II packet as follows:**

1. No later than November 15, 2021
2. To Preservation Georgetown

**What's Next?**

1. You will be contacted by PG to schedule a site visit
2. Committee will conduct complete project inspection/review
3. You will receive PG notification by early December, 2021

## ELIGIBLE PROJECTS:

*NOTE: More than one project can be submitted for a grant but must be bid and documented separately.*

Projects that will generally be considered for a grant include, but are not limited to, structural components

- porch/balcony
- deteriorated water board
- repair iron windows
- foundation/skirting
- repair stained glass windows
- chimneys
- exterior window repair due to structural damage

Projects that will generally not be considered for a grant include, but are not limited to,

- interior work of any kind
- new construction
- landscaping
- vinyl/aluminum windows/screens
- air conditioning
- electrical work
- driveways and sidewalks
- fences and retaining walls
- maintenance/cosmetic/paint

## RESOURCES:

### 1. ***Preservation Georgetown***

<https://preservationgeorgetown.org/>, preservationgeorgetown@gmail.com, 512-869-8597, (mail)  
PO Box 1265, Georgetown, TX 78627, (physical) 817 S Main Street, Georgetown, TX 78626.

### 2. ***Secretary of Interior Standards for the Treatment of Historic Properties***

[www.nps.gov/tps/standards.htm](http://www.nps.gov/tps/standards.htm)

### 3. ***City of Georgetown Planning Department***

<https://historic.georgetown.org/>, britin.bostick@georgetown.org, 512-930-3581, 406 W. 8th Street,  
Georgetown, TX 78626

### 4. ***Georgetown Historic Properties Map***

<https://bit.ly/3uID1fX>, To locate your property on the Texas Historical Survey enter the address in the search window in the top left hand corner of the map. With your mouse, hover over the red, green, or blue dot to activate the information dropdown. At the bottom of the small info screen, click on the "more info" prompt to open the 2016 CMEC historic survey report on the property.

### 5. ***Georgetown Historic Planning and Information***

<https://historic.georgetown.org/introduction/historic-resource-survey/>

# PHASE I APPLICATION (page 1 of 4)

(MAY 15 – JULY 15, 2021)

## GENERAL INSTRUCTIONS:

Read the application carefully. Ensure all required information is entered and delivered along with all required items to Preservation Georgetown (PG) by stated deadlines. Incomplete or inaccurate applications will result in disqualification. Failure to meet deadlines will result in disqualification. If you do not qualify this year, you may update your application and submit it during the next grant cycle.

Contact the City of Georgetown Planning Department (see Resource Page) as they will assist you in determining if your project requires any government agency approvals. This process may take several months and, if your project requires such approval, copies must be included with your Phase II Application submission.

## GRANT POLICIES (2021):

1. The structure must be listed in the 2016 Georgetown Historic Resources Survey and built before 1960.
2. New construction and routine maintenance are not eligible for grant funds.
3. Work must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
4. When replacement or reconstruction of exterior architectural elements is part of the grant project, pictorial, historical, or physical documentation of the original elements are required. Additionally, detailed drawings showing the proposed method of reconstruction or replacement and the specific type of replacement materials must be included in Phase II of the grant application.
5. Copies of project approvals as required by the City, the Historic Architectural Review Commission (HARC), or any other agency, must be obtained by the applicant and submitted to PG during application Phase II.
6. Grants are restricted to phases of a project on which work has not begun at the time of grant awards.
7. An application with more than one stage or element must contain an itemized bid for each stage or element. For instance, a covered porch restoration may require individual bids for foundation stabilization, flooring, railing, ceiling, and roof structure.
8. Grant decisions are at the discretion of the PG Board of Directors.
9. Grant amounts are fixed and do not increase due to unforeseen circumstances.
10. Funds must be used within 12 months from date of grant notification or become forfeited by the applicant. Extensions may be requested in writing but are not guaranteed.
11. Structures are not eligible for grants in consecutive years. However, applications which are not selected for funding may be updated and re-submitted during the next grant cycle.
12. PG is not responsible for any aspect of the preservation, rehabilitation, or restoration of a funded project.
13. Grant funds will be awarded according to the Grant Reimbursement Agreement included in this application packet but not every qualifying application will be awarded funding.

I have read, understand, and agree to follow the grant policies and guidelines outlined in this application.

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Applicant Signature

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Date

# PHASE I APPLICATION (page 2 of 4)

## REQUIRED APPLICANT/OWNER INFORMATION:

Applicant name (individual or organization)

\_\_\_\_\_

Contact name (if different) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Project address \_\_\_\_\_

Mailing address (if different) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Legal owner of structure \_\_\_\_\_

Have you attached required legal document showing ownership? \_\_\_\_\_ yes \_\_\_\_\_ no

Have you attached required written authorization from the legal owner to work on the structure?

\_\_\_\_\_ n/a (I'm the legal owner) \_\_\_\_\_ yes \_\_\_\_\_ no

How long has the legal owner owned the structure? \_\_\_\_\_ years \_\_\_\_\_ months

Is the structure used as a residence? \_\_\_\_\_ yes \_\_\_\_\_ no

Does the legal owner occupy the structure? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, is it the legal owner's homestead? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, for how long? \_\_\_\_\_ years \_\_\_\_\_ months

How long does the owner plan to reside in the structure? \_\_\_\_\_ years \_\_\_\_\_ months

Is the structure insured? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, provide policy information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# PHASE I APPLICATION (page 3 of 4)

## REQUIRED PROJECT DETAIL:

Project title (i.e. Restore East Facing Windows) \_\_\_\_\_

Briefly describe the project for which the grant is requested \_\_\_\_\_

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Briefly describe how the project complies with the treatment guidelines for preservation, restoration, or rehabilitation in the secretary of the interior standards \_\_\_\_\_

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Briefly describe what you have done in the past to preserve, restore, or rehabilitate this structure (attach extra pages if needed) \_\_\_\_\_

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Briefly describe what other preservation, restoration, or rehabilitation work is planned for the future (attach extra pages if needed) \_\_\_\_\_

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Have you reviewed your project w/City Historic Planning Office? \_\_\_\_\_yes \_\_\_\_\_no

If so, have you attached required documentation of the meeting? \_\_\_\_\_yes \_\_\_\_\_no

Do you agree to acquire all required governmental approvals during Phase II and submit copies with your Phase II Application? \_\_\_\_\_yes \_\_\_\_\_no

# PHASE I APPLICATION (page 4 of 4)

## REQUIRED HISTORIC INFORMATION:

When do you believe the structure was built? \_\_\_\_\_

What kind of historic documents have you attached hereto that support the structure build date? \_\_\_\_\_

According to the 2016 Georgetown Historic Survey, what is the address of the structure?  
\_\_\_\_\_

According to the 2016 Georgetown Historic Survey, when was the structure built? \_\_\_\_\_

According to the 2016 Georgetown Historic Survey what is the resources survey site number? \_\_\_\_\_

Is this structure on the national register of historic places? \_\_\_\_\_yes \_\_\_\_\_no

Is this structure a recorded Texas historic landmark? \_\_\_\_\_yes \_\_\_\_\_no

Is it listed individually (IND) or as part of a historic district (HD)? \_\_\_\_\_IND \_\_\_\_\_HD

Name of the historic district (if applicable) \_\_\_\_\_

Name of neighborhood association (if applicable) \_\_\_\_\_

What do you know about the history of the structure? (attach extra pages if needed) \_\_\_\_\_

Is additional historical information attached? \_\_\_\_\_yes \_\_\_\_\_no

## SUBMISSION REQUIREMENTS:

Include the following in your initial application packet to PG between May 15 and July 15, 2021

1. Completed four page Phase I Application
2. All required support documents as stated in the Phase I Application (i.e. proof of ownership)
3. \$10 application fee (Cash, Money Order, Check, or online invoice upon request)

### Available application submission methods

EMAIL (preferred)  
preservationgeorgetown@gmail.com

MAIL  
Preservation Georgetown  
PO Box 1265  
Georgetown, TX 78627

IN PERSON (512-869-8597 to arrange)  
Preservation Georgetown  
817 S Main Street  
Georgetown, TX 78626

- THIS IS THE END OF THE PHASE I APPLICATION -

# PHASE II APPLICATION (page 1 of 3)

**(BY NOVEMBER 15, 2021)**

## **GENERAL INSTRUCTIONS:**

If you received notification of prequalification from Preservation Georgetown (PG) following your Phase I Application submission, then your project has been deemed eligible to be considered for a grant.

During the Phase II Application process you must submit a detailed description of your project, contractors' bids, certificates of approval, and digital photos. After receipt and evaluation of your Phase II Application packet, a site visit may be scheduled for inspection and project review of the structure by Grant Committee members. If you are awarded a grant, you may request a reimbursement form after project completion.

You should have contacted the City Planning Department and begun any required qualification procedures during Phase I as approvals can take months. If your project requires government approval of any kind, copies must be included, along with other required documents, with your Phase II Application submission.

Read the application carefully. Proceed with completing your Phase II Application and gathering all supporting documents. Ensure all required information is entered in this document and delivered along with all required supporting documents to PG by the stated deadline. Incomplete or inaccurate applications will result in disqualification. Failure to meet deadlines will result in disqualification. If you do not qualify this year, you may update your application and submit it during the next grant cycle.

## **REQUIRED PROJECT AND FUNDING INFORMATION:**

**Project address (must be the same as listed on Phase I Application)**

\_\_\_\_\_

**Project title (must be the same as listed on Phase I Application)**

\_\_\_\_\_

**Amount of grant requested \$** \_\_\_\_\_

**Are you prepared to absorb the total project costs over and above any awarded grant amount?**

\_\_\_\_\_yes \_\_\_\_\_no

**Are there any other funding sources (i.e. insurance) available for this project?**

\_\_\_\_\_yes \_\_\_\_\_no

**If yes, please provide details and amounts** \_\_\_\_\_

\_\_\_\_\_

# PHASE II APPLICATION (page 2 of 3)

What other avenues of funding have you explored? \_\_\_\_\_

Have you applied for preservation funding from PG in the past? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, list the application year(s)? \_\_\_\_\_

Have you ever received preservation funding from any source? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, detail the source(s), year(s), and how funds were used. \_\_\_\_\_

Have you entered into contracts relative to the current project? \_\_\_\_\_ yes \_\_\_\_\_ no

If so, have you attached copies of all contracts as required? \_\_\_\_\_ yes \_\_\_\_\_ no

Has your project been reviewed by the City of Georgetown Planning Department and received all necessary approvals from government agencies (i.e. HARC)? \_\_\_\_\_ yes \_\_\_\_\_ no

Have you attached copies of all necessary approvals as required? \_\_\_\_\_ yes \_\_\_\_\_ no

## CONDITIONAL GRANT REIMBURSEMENT INFORMATION AND AGREEMENT:

*Initial each item below, sign, and return as part of your Phase II Application*

\_\_\_\_\_ All work must be completed according to the Secretary of Interior's Standards for the treatment of historic properties, related guidelines, and city codes. It is the applicant's responsibility to follow these guidelines, submit documentation and copies of required approvals.

\_\_\_\_\_ All grants are handled on a reimbursement basis and will not be awarded until the project is completed and the terms for reimbursement are followed by the applicant.

\_\_\_\_\_ The grant recipient must pay the contractor(s) according to the terms of their contract.

\_\_\_\_\_ Modifications to an approved project will require written notification to Preservation Georgetown (PG) with details concerning any change in contractor, architect, professional vendor, approved materials, submitted drawings, or additional work during the active period of this grant (12 months from notification plus any PG approved extensions). Approval of project changes may be required by the Historic Preservation Office (HPO).

\_\_\_\_\_ The grant recipient will submit a request for reimbursement to PG attesting that the project has been completed. PG reserves the right to review and inspect the completed project prior to reimbursement.

\_\_\_\_\_ Proof of payment from all contractors and vendors, along with a release of payment from the contractor(s) and copies of payment checks, receipts for materials, and associated expenses will be required when requesting reimbursement.

\_\_\_\_\_ Grant recipient is responsible for expenses associated with the approved project in excess of the awarded grant amount.

\_\_\_\_\_ If awarded a grant, applicant authorizes the use of project information such as, but not limited to, before/after photos to publicize PG, the Preservation Fund Grant Program, and the importance of the preservation of historic structures.

\_\_\_\_\_ PG reserves the right to cease funding of a grant if policies and/or conditional reimbursement guidelines are not followed.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



# PHASE II APPLICATION (page 3 of 3)

## SUBMISSION REQUIREMENTS:

Include the following in your final application packet to Preservation Georgetown by November 15, 2021

1. Completed three page Phase II Application w/all sections completed and signed as required
2. Copies of all required reviews/approvals from government agencies (i.e. HARC)
3. Project details and architectural plans, if any
4. Contractor itemized bid(s) (not estimates)
5. Six photos, preferably digital .jpeg format, showing existing conditions
6. One photo, preferably digital .jpeg format, showing the front façade of the structure
7. Six historic photos, if available, preferably digital images in .jpg format
8. Amount of grant being requested
9. All other support documentation as indicated in the application and instructions

### Available application submission methods

EMAIL (preferred)  
preservationgeorgetown@gmail.com

MAIL  
Preservation Georgetown  
PO Box 1265  
Georgetown, TX 78627

IN PERSON (512-869-8597 to arrange)  
Preservation Georgetown  
817 S Main Street  
Georgetown, TX 78626

**- NOTES SECTION -**

**- THIS IS THE END OF THE PHASE II APPLICATION -**