



**PRESERVATION**  
North Dakota

*Preserving Prairie Places*™

417 Main Ave Suite 402 Fargo, ND 58103  
701.356.3001 info@prairieplaces.org www.prairieplaces.org

## 2011 GRASSROOTS GRANT APPLICATION

Established in 2001, the Grassroots Grant Program provides funding for historic preservation projects in North Dakota. The program is administered by Preservation North Dakota, a private nonprofit organization that provides leadership, educational opportunities, advocacy and resources to help North Dakotans preserve prairie places.

Grants generally range from \$500 to \$5,000 and require a 1:1 cash or in-kind match. Interested eligible organizations should thoroughly read the guidelines and submit an application to PND postmarked on or before **May 15, 2011**. The selection process is very competitive; applicants are encouraged to contact PND with any questions, as incomplete applications will not be considered.

The application forms are available on the PND Web site as a PDF file: [www.prairieplaces.org](http://www.prairieplaces.org)

## GRANT GUIDELINES

### ELIGIBILITY

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#### **Prairie Churches Grassroots Grants**

Funds may be used for materials, labor, and/or services to complete preservation, restoration, or rehabilitation of historic churches in North Dakota.

The property must meet the standards established by the National Register of Historic Places and the project's scope of work must follow the guidelines set forth in the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

North Dakota non-profits, public entities and operating churches are eligible to apply; PND especially encourages applications from eligible entities that are also members of the **Friends of Prairie Places** and **Local Affiliate Programs**.

#### **Prairie Places Grassroots Grants**

Funds may be used for materials, labor, and/or services to complete preservation, restoration, or rehabilitation of historic places in North Dakota.

The property must meet the standards established by the National Register of Historic Places and the project's scope of work must follow the guidelines set forth in the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

North Dakota non-profit and public entities are eligible to apply; PND especially encourages applications from eligible entities that are also members of the **Friends of Prairie Places** and **Local Affiliate Programs**.

## CONDITIONS

Applicants must have legal title to the property or the written permission of the owner to carry out the planned project. The legal property owner will be asked to sign a covenant.

Applicants must be capable of producing proof of non-profit status upon request.

Applicants must be capable of matching the grant amount dollar-for-dollar. Qualifying matching funds include cash and in-kind contributions (i.e. donated labor and/or supplies). In-kind contributions should account for no more than one-half the total match and must be used in the specific project supported by grant funds, not for work completed prior to the application.

Applications must be postmarked on or before **May 15, 2011**. Grant recipients will be notified no later than June 15, 2011. A grant may be approved for all or a portion of the amount requested. Projects to be funded may not begin until the grant agreement has been signed and **must be completed by November 30, 2011**.

Grant funds must be used to accomplish restoration projects of properties meeting the standards established by the National Register of Historic Places and the scope of work must follow the guidelines set forth in the [\*Secretary of the Interior's Standards for the Treatment of Historic Properties\*](#).

Grant recipients must include appropriate acknowledgement of PND financial support at the project site and in all printed materials generated for the project.

On-site visits may be scheduled by PND during the term of the project. A final report identifying how the grant funds were used and describing the completed project in comparison with the grant proposal must be filed by **November 30, 2011**. An on-site visit will be conducted by PND staff at the completion of the project. Grant funds are distributed as reimbursement upon successful completion of these steps.

A property that benefits from Grassroots Grant funds may not be sold or transferred for the length of the covenant (1 year per \$1,000 granted) without the notification and written approval of PND, or the grant funds must be returned.

Any unused funds resulting from incomplete or unacceptable projects may be allocated by PND to other projects that can be completed by November 30, 2011, or returned to the fund pool for future grant rounds.



## GRASSROOTS GRANT APPLICATION

GRANT CATEGORY (SEE GRANT GUIDELINES TO DETERMINE WHICH CATEGORY BEST FITS YOUR PROJECT)

PRAIRIE CHURCHES       PRAIRIE PLACES

### APPLICANT INFORMATION

ORGANIZATION NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### PROPERTY INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(IF RURAL, INCLUDE TOWNSHIP, COUNTY, AND DRIVING DIRECTIONS)

LEGAL OWNER: \_\_\_\_\_

GRANT FUNDS REQUESTED      \$ \_\_\_\_\_

MATCHING FUNDS      \$ \_\_\_\_\_

TOTAL PROJECT      \$ \_\_\_\_\_

### CERTIFICATION

The applicant hereby certifies:

1. That to the best of the applicant's knowledge the information contained in this application is accurate and complete.
2. That the applicant acknowledges prior to disbursement of grant funding a contractual agreement will be drafted and signed by the applicant and/or property owner and Preservation North Dakota, specifying detailed terms and conditions.
3. That the applicant is in good standing with any and all prior grant contracts between applicant and Preservation North Dakota.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME & TITLE (PRINTED): \_\_\_\_\_

# GRANT APPLICATION CRITERIA

PLEASE NUMBER YOUR RESPONSES TO CORRESPOND WITH THE PERTINENT SECTION. RESPONSES SHOULD BE TYPED.

## SECTION 1: HISTORY

1. Please list the building's construction date and dates for all additions, major repairs, alterations and remodeling.
2. Is the property listed or eligible for listing on the National Register for Historic Places?
3. Please include a brief history of the property and **copies** of any historic photographs. Do not send originals.

## SECTION 2: PROPOSED PROJECT DESCRIPTION

1. Describe the restoration project. What is the current use of the property? What are the plans for its future use? What is the timeline for project completion?
2. Does the project have local support? How will it serve to promote historic preservation in your community?
3. Is the project unique or more than repairing deferred maintenance?
4. How would support of this project benefit historic preservation efforts statewide?

## SECTION 3: FINANCIAL & BUDGET INFORMATION

1. What is the overall cost of the proposed project?
2. List all sources and amounts of cash funding or in-kind contributions. Indicate whether funds are secured or anticipated. For anticipated funds, indicate how/when they will be secured.
3. Include at least two (2) estimates for all goods and services needed to complete the project.
4. How will the grant funds and local matching funds be invested in the project?
5. Are these grant funds crucial for the completion of the project?
6. Donated time for in-kind labor will be valued at \$15.50/hour or as documented for professional services.
7. Completed Budget Worksheet.

## SECTION 4: PROJECT ADMINISTRATION

Describe who will be responsible for the overall project administration. Include any special skills and/or experience needed to oversee the proposed project.

## SECTION 5: PUBLICITY

Describe how the applicant will recognize Preservation North Dakota for grant funding received.



## PND GRASSROOTS GRANT CHECKLIST

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- PLEASE READ THE APPLICATION CAREFULLY AND CONTACT PND FOR CLARIFICATION  
PHONE: 701-356-3001 CELL: 701-219-4172 EMAIL: [WILKIE@PRAIRIEPLACES.ORG](mailto:WILKIE@PRAIRIEPLACES.ORG)
- INCOMPLETE OR FAXED SUBMISSIONS WILL NOT BE CONSIDERED
- MATERIALS SUBMITTED WILL NOT BE RETURNED AND INFORMATION WITHIN MAY BE USED IN PND PUBLICITY
- PLEASE ASSEMBLE APPLICATIONS AND ATTACHMENTS IN A MANILA FOLDER OR ENVELOPE

THE FOLLOWING MATERIALS MUST BE SUBMITTED WITH YOUR APPLICATION:

- TWO (2) SIGNED COPIES OF THE COMPLETED APPLICATION, INCLUDING ATTACHMENTS
  - APPLICATION PAGE
  - GRANT CRITERIA: SECTIONS 1-5 (MUST BE TYPED)
  - BUDGET WORKSHEET
  - ESTIMATES
- TWO (2) COPIES OF HISTORIC PHOTOGRAPHS (IF AVAILABLE) DO NOT SEND ORIGINALS.
- TWO (2) COPIES OF CURRENT PHOTOGRAPHS SHOWING THE ENTIRE BUILDING FROM ALL ANGLES, INCLUDING CLOSE-UP PHOTOS OF THE PROJECT AREA. INCLUDE DATES AND PHOTO CREDITS. DIGITAL PHOTOS AT 300 DPI ARE PREFERRED.

APPLICATIONS MUST BE POSTMARKED BY **MAY 15, 2011**. MAIL THE COMPLETED APPLICATION TO:

PRESERVATION NORTH DAKOTA  
ATTN: GRASSROOTS GRANT PROGRAM  
417 MAIN AVE SUITE 402  
FARGO ND 58103