

# STATE PRESERVATION GRANTS

## APPLICATION GUIDELINES

2021



RI Historical Preservation  
& Heritage Commission

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## **STATE PRESERVATION GRANTS**

### **Introduction**

In 2002, 2004, 2014, and 2021, Rhode Island voters approved bond issues to fund a historic preservation grant program operated by the Rhode Island Historical Preservation & Heritage Commission (“RIHPHC” or “the Commission”) to support capital preservation projects at public historic sites, museums, and cultural art centers located in historic structures in the State of Rhode Island. The Commission adopted [regulations](#) for the review, evaluation, award, and administration of the State Preservation Grants.

The State Preservation Grants Program was created because state lawmakers and voters recognized that many significant properties controlled by public agencies and non-profit organizations need extensive repairs or restoration; that it is essential to preserve landmarks that embody our heritage; and that arts, culture, and civic organizations face unique challenges in updating their historic facilities for new audiences and programs. Preserving these particular landmarks—theatres, museums, concert halls, dance spaces, art centers, public historic sites—contributes to the quality of life in Rhode Island and ensures that our arts, culture, and civic facilities continue to inspire new generations. Moreover, historic preservation creates jobs, stimulates tourism, educates us about the past, revitalizes our downtowns and neighborhoods, and combats sprawl in rural places.

The State Preservation Grants Program is a matching grant program. It promotes careful planning for the restoration, rehabilitation, and preservation of a variety of historic resources around the state. Through its matching requirements, the program stimulates broader support and participation in historic preservation projects statewide. Applications for the 2021 grant round will be available by August 27, 2021 and due on October 1, 2021. Applicants will be notified of grant decisions by December 31, 2021.

The Rhode Island Historical Preservation & Heritage Commission is the state office for historic preservation and heritage programs. It identifies and protects historic and prehistoric sites, buildings, and districts statewide. Created in 1968, the Commission consists of sixteen volunteer members and a staff which includes historians, architectural historians, archaeologists, and architects. Responsibilities include developing a state historical preservation plan; conducting a statewide survey of historical sites and buildings; nominating significant properties to the National Register and the State Register of Historic Places; administering programs of financial aid including grants, loans, and tax credits; reviewing federal and state projects to assess their effect on cultural resources; and regulating archaeological exploration on state land and under state territorial waters. The Commission is charged with developing and carrying out programs to document, support, and celebrate the ethnic and cultural heritage of Rhode Island's people.

### **Eligible Applicants**

The following groups are eligible to apply for grants through this program:

- Non-profit organizations that can document their non-profit 501(c)(3) status
- Municipal agencies
- State agencies
- Indian tribes recognized by the Secretary of the Interior

If an applicant previously received a State Preservation Grant, a State Cultural Facilities Grant from the Rhode Island State Council on the Arts (RISCA), or if the applicant was a “named recipient” of RISCA bond funds, the applicant cannot apply for a 2021 State Preservation Grant unless the previous project has been completed and closed out.

Applicants may submit one application in each grant round. State Cultural Facilities Grant funds cannot be counted as match towards a State Preservation Grant.

### **Ownership status**

- Applicants must own or operate the building for which the grant is sought.
- Applicants with a lease or a written agreement to operate their properties will be considered on a case-by-case basis.

### **Eligible buildings**

The building for which the grant is sought must be listed or eligible for listing in the State Register of Historic Places. The State Register includes buildings that are individually listed on the National Register, buildings that contribute to National Register historic districts, and buildings located in historic districts designated by local government.

The building for which the grant is sought must be used as a Museum, a Cultural Art Center, or a Public Historic Site.

- A Museum or Cultural Art Center is defined as: “A historic structure open to the public that is used principally to house artifacts and exhibits of historical, artistic, cultural, or educational value; or a historic structure open to the public that is used principally to present cultural events such as performances of music, dance, or theater. At a minimum, the museum or cultural arts center must be open to the public twelve (12) days per year.”
- A Public Historic Site is defined as: “A historic structure open to the general public that is used principally for events or activities of community interest and that is widely recognized as being representative of the community’s heritage. At a minimum, the public historic site must be open to the public twelve (12) days per year.”

### **The Grant Project and the Entire Project:**

The application requires information about both the *Grant Project* and the *Entire Project*. The Grant Project includes all activities funded by the grant request + matching share. The Entire Project includes Grant Project activities and any other work that will be undertaken at the same time but not funded by the grant request + matching share.

For example, an applicant plans to hire a contractor to replace a roof (\$40,000), restore windows (\$14,000), and repoint masonry (\$8,000). However, the applicant has defined the Grant Project activity as the roof replacement only. In this scenario, the Entire Project cost is \$62,000. The Grant Project cost is \$40,000.

**Eligible activities are:**

- Capital improvements defined as preservation, restoration, or rehabilitation expenditures that permanently improve or significantly extend the useful life of the historic building.
- Work that conforms to the Secretary of the Interior’s Standards for the Treatment of Historic Properties—see [www.nps.gov/tps/standards.htm](http://www.nps.gov/tps/standards.htm)

Applicants with a grant project scope that involves more than one building component or system (e.g. masonry and windows, or sprinklers and handicap accessibility) are **strongly encouraged** to consult with an architect or historic preservation professional. Professional consultants’ fees may be eligible for reimbursement if included in the grant project budget.

**The following activities are ineligible for grant funding but must be acknowledged if part of the Entire Project:**

- new construction
- reconstruction such as recreating a building
- projects whose entire scope of work consists solely of general maintenance
- security alarm systems
- sitework as part of non-historic improvements such as parking lots, sidewalks, etc.
- projects that consist only of predevelopment or planning, such as historic structure reports, master plans, architectural studies
- acquisition of property or collections
- restoration of historical artifacts or collections
- mitigation activities performed as a condition or precondition for obtaining a local, state, or federal permit, license, or other approval

**The following activities are not allowed on the Entire Project:**

- any type of abrasive cleaning of exterior surfaces (including but not limited to sandblasting, wet grit blasting, high pressure water washing)
- application of aluminum or vinyl siding
- mortar which does not match original in composition, color, strength, and appearance
- scrubcoating masonry surfaces
- installation of insulation without a proper vapor barrier, or where the installation will result in inappropriate changes to the interior or exterior of the building
- replacement of original historic windows. If original historic windows are beyond repair, as determined in consultation with RIHPHC architects, replacement-in-kind would be allowed.

All existing historic building elements, exclusive of asphalt or wood roof shingles, are

worthy of preservation. Only the most deteriorated wood (with extensive rot or splits in excess of 6”) should be replaced with new wood. Consolidation, epoxy repair, or other means of repair of existing fabric, if possible, are preferable to complete replacement.

### **Grant Funding and Required Match**

There are two levels of grant funding, with different requirements for matching funds:

#### **Small Project Grants (Projects <\$75,001)**

- The minimum Entire Project cost is \$12,000, and the maximum is \$75,000.
- The minimum grant request is \$8,000, and the maximum is \$50,000.
- Small Project applicants must provide a \$1 match for every \$2 requested in grant funds.
- For example, if the Entire Project consists of eligible window repairs and masonry work at a cost of \$45,000, the applicant would seek a Small Project Grant of \$30,000 with a matching commitment of \$15,000.
- Eligible “in-kind” contributions may include approved building materials and approved professional design and construction services. Labor from volunteers who are not construction professionals and grantee staff time are not eligible as match.

#### **Large Project Grants (Projects >\$75,000)**

- The minimum Entire Project cost is \$75,001.
- The maximum grant request is \$150,000.
- Applicants must match Large Project Grants in cash on a dollar-for-dollar basis.
- For example, if the Entire Project consists of exterior restoration at a cost of \$100,000, the applicant would seek a Large Project Grant. This is true in both of the following scenarios:
  - Scenario 1: The Entire Project is an exterior restoration to include window restoration, cornice repair, painting, and architects’ fees at a cost of \$100,000. The applicant has defined the Grant Project as the windows, cornice, painting, and architects’ fees (\$100,000), i.e. the Grant Project and the Entire Project are one in the same. The applicant would seek a Large Project Grant.
  - Scenario 2: The Entire Project is an exterior restoration to include window restoration, cornice repair, painting, and architects’ fees at a cost of \$100,000. The applicant has defined the Grant Project as the window restoration only (\$50,000). The applicant would still seek a Large Project grant, because the Entire Project exceeds \$75,000.
- If the Grant Project defined by the applicant costs more than \$300,000, the match required includes any additional dollars to complete the Grant Project. For example, if a \$400,000 grant project receives the maximum grant of \$150,000, the applicant must provide the \$250,000 balance as match.
- No “in-kind” matches will be accepted.

Applicants may request in their budget to count eligible project costs incurred prior to a grant award toward matching fund requirements. Applicants must document that such

costs are directly related to the Grant Project. Costs incurred prior to the approval of a project are at the applicant's risk, and approval of retroactive matches is not assured.

### **Application Instructions**

In 2021, RIHPHC will accept and evaluate applications through an [online application portal](#) hosted by the Rhode Island State Council on the Arts (RISCA). To apply, applicants must have an account.

- If you have previously applied for grants from RISCA, you likely already have an account and do **not** need to create a new one to apply for a State Preservation Grant.
- If not, [access the portal](#), and click on “Create Account” (see below):



## Logon Page

Email Address\*

Password\*

 

[Forgot your Password?](#)

**Welcome to the Rhode Island State Council on the Arts grant portal for Organizations!**

**New Users:** Please "Create New Account" to complete the registration process and create your user credentials (email and password).

**Existing Users:** Please enter your credentials (email and password) and login.

**Not sure?** If you think that you or someone at your organization has already registered in the system, do not create a new account. Please [contact](#) your program director to receive your username and password.

Once you have an account, log in and view the screen below. Click “Apply.”

Rhode Island State Council on the Arts - Organizations

State of Rhode Island  
State Council on the Arts

Apply Fax to File

## Applicant Dashboard

Public Profile

<b>Applicant:</b> Anisa R anisa.raoof@gmail.com 14013165827 170 9th Street Providence, RI 02906 United States	<b>Organization:</b> RISCA Anisa Test Organization 12-1234567 999-9999 1 Main Street Providence, RI 02906 United States
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Contact Email History

If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests 0 Historical Requests 2

You do not have any Active Requests. Click [Apply](#) to begin the application process.

A list of open grants opportunities will display. Select the grant called “**2021\_SPG\_State-Preservation-Grant\_RIHPHC.**”

The online application will gather the information about the project and its impact. We seek detailed answers about the historic building, the project, and the applicant organization that will allow reviewers to evaluate each application based on the criteria in the State Preservation Grants regulations:

- **HISTORICAL/ARCHITECTURAL SIGNIFICANCE:** will rate the property’s historical and architectural significance.
- **PROJECT NEED:** will rate the project’s physical preservation needs.
- **PROJECT IMPACT:** will rate the project’s ability to serve the public and to attract support.
- **DISTRIBUTION:** will rate the project’s ability to address the needs of significantly underserved populations and/or recognize the project as the best in its town or region.
- **CAPACITY TO SUCCEED:** will rate the applicant’s organizational strength, fundraising, and financial and administrative capacity to complete a successful grant project.

To complete the application, applicants must answer all required questions on the application form, upload a project budget worksheet, and upload supporting documents as required.

The project budget worksheet must be downloaded from RIHPHC’s website [here](#), completed, and uploaded to the appropriate section in the online application form. There are two Budget Worksheet options, and applicants must select and complete the correct Budget Worksheet for the size of the project:

- Download, complete, and upload the **Small Project Budget Worksheet** if your Entire Project total cost is \$75,000 or less.
- Download, complete, and upload the **Large Project Budget Worksheet** if your Entire Project total cost is more than \$75,000.

Each worksheet includes formulas that will calculate the correct allocations of grant and matching share. If you encounter any difficulties with the worksheet, please email [Katherine.Pomplun@preservation.ri.gov](mailto:Katherine.Pomplun@preservation.ri.gov).

Supporting material will include the following, as applicable:

- Copy of IRS 501(c)3 determination letter
- Lease or written agreement to operate building
- Property owner's assurances form
- Financial documents including the applicant's most recent IRS 990 form and a recent budget report for the organization
- A list of board members, with affiliations
- Current architectural plans
- A minimum of five photographs of the building to be assisted with grant funds

### **Grant selection**

Grants are awarded on a competitive basis as the result of a three-part review:

- Preliminary review by RIHPHC staff for eligibility and completeness.
- Evaluation by the Review Panel appointed by the Commission. Members will include a historian, an architect, a representative of the arts community, and the RIHPHC's Executive Director, and will come from different parts of the state.
- Final consideration and vote on Review Panel's recommendations by the Commission.

Applicants will be notified about grant decisions via email by December 31, 2021.

### **Grant Requirements and Procedures**

If selected to receive a grant, the grantee will sign a funding agreement that includes but is not limited to the following requirements:

- The property owner will sign a historic preservation easement that protects the entire exterior of the historic structure where the project is located, significant interior features that were improved by the project, and the property surrounding the structure in consultation with the RIHPHC. The terms shall be 10 years for Small Projects and 25 years for Large Projects.
- The building shall be open to the public for a minimum of twelve (12) days per year, subject to reasonable limits on the type and extent of use of buildings supported by this grant program when such a limitation is necessary for maintenance or preservation of the building and subject to reasonable fees.
- Plans and specifications must be approved by the RIHPHC, and the project will be monitored by RIHPHC architects.
- Purchasing and contracting of services must follow approved competitive procurement procedures in consultation with the RIHPHC in order to encourage open



- and competitive bidding. Contracts must be approved by the RIHPHC.
- Grant-assisted properties owned by state or municipal agencies must comply with the public projects requirements of R. I. General Law [37-13](#), including but not limited to bidding and prevailing wage requirements.
  - Projects will be subject to R. I. General Law [37-14.1](#), which require that 10% of the dollar value of work performed shall be performed by Minority Business Enterprises. A good faith effort must be made to provide maximum opportunity to MBEs to participate in the performance of the project.
  - A project sign acknowledging funding by the R.I. Historical Preservation and Heritage Commission will be placed on site during the course of the project. The sign will be provided by the RIHPHC.
  - The building must be maintained in its historic condition and in accordance with an approved plan. A maintenance plan must be submitted and approved prior to the release of grant funds.
  - A final project report will be required within 30 days after work is completed. This will include a description of each work item, and a financial summary. It will include "before, during, and after" photographs.

### **General Application Advice**

Applicants are **strongly encouraged** to review the [Rules and Regulations for the State Preservation Grants](#).

Your application is your argument. Make your case effectively by writing clearly. Focus on the specific questions asked in the application and try not to repeat the same information.

For assistance with filling out the application, or for general information about the State Preservation Grants program, please contact Katherine Pomplun at [katherine.pomplun@preservation.ri.gov](mailto:katherine.pomplun@preservation.ri.gov).