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Somerset County Cultural & Heritage commission

20 Grove street

somerville, new jersey 08876

**Somerset County Historic Preservation Grant Program**

*Celebrating 25 Years of Preserving our County’s Historic Resources*

Application

2024

All applications are to be **typed** on this form. Please submit **two** sets of this application in a three-ring binder with a table of contents. Each attachment must be labeled by tab in the three-ring binder according to the table. **One** electronic copy is to be submitted on a **flash drive** and organized in the same manner as the paper copy, where each attachment is in its own electronic folder.

**Section One: APPPLICANT INFORMATION**

*Please provide information about the applying organization, and the status of the property’s ownership, as well as contact information.*

1. Name of applicant organization:

Street Address:

City:       State:       Zip:

Contact Person for this application:

Title:

Telephone(s):       Fax:

Best time to contact:      E-Mail:

2. Applicant organization status: [ ]  County Government

[ ]  Municipal Government

[ ]  Tax-exempt nonprofit organization (Attach both IRS and New Jersey charitable registration letters.) *\* Attach both IRS and New Jersey charitable registration letters.*

3. a) The applicant: [ ]  Owns

[ ]  Leases *\*Attach copy of lease agreement.*

[ ]  To purchase property

b) If leased, years remaining on the lease:

c) Owner, if other than the applicant:

Name:

Address:

City:       State:       Zip:

Telephone:       E-mail:

4. Contact Information:

 *Please provide a contact for this project.*

Name:

Title:

Address:

City:       State:       Zip:

Telephone:       E-mail:

5. Property Information:

 *Please provide information about the property*

Name:

Address:

City:       State:       Zip:

Block:       Lot:

**Section Three: SIGNIFICANCE OF THE PROPERTY**

*Please include a copy of the National or State Register of Historic Places nomination, Certification of Eligibility, or New Jersey State Historic Preservation Office (NJSHPO) opinion in this section. Properties listed as part of a district should be cited specifically as a contributing resource in the National Register of Historic Places nomination. If not, submit a letter from the NJSHPO that the property is a contributing resource. If the property is not listed in the State or National Registers, submit the Certification of Eligibility letter from the NJSHPO certifying the eligibility of the resource for listing in the New Jersey Register of Historic Places. A certification letter must be requested from the NJSHPO at least 45 days before the application deadline*.

5. Eligibility Status:

*Please indicate the status of the resource’s eligibility for the State or National Registers of Historic Places. Check all that apply, and provide the dates for each issuance.*

[ ]  National Register of Historic Places

 [ ]  Individual listing

 [ ]  District listing

 [ ]  Thematic listing

[ ]  (State) New Jersey Register of Historic Places

 [ ]  Individual listing

 [ ]  District listing

 [ ]  Thematic listing

[ ]  Certification of Eligibility (State Historic Preservation Office)

*Additional Forms of Identification / Documentation:*

[ ]  State Historic Preservation Office Opinion (response to a federally funded activity)

[ ]  Determination of Eligibility (National Park Service)

[ ]  Identified as Eligible for the SRHP / NRHP by Somerset County Cultural Resource Survey:

Survey Name       Survey #

[ ]  Identified as Eligible for the SRHP / NRHP by other survey:

Survey Name       Survey #
Survey Name       Survey #

6. Date of Construction:

7. Major addition(s) and Date of Construction:

8. Architectural Style(s):

9. Describe concisely the architectural, cultural, and historical significance of the property. This can be adapted from the National Register of Historic Places nomination’s “Statement of Significance.”

**Section Four: PROPERTY CONDITION**

*Please complete the following section regarding the condition of the property, and the status of its access to the public.*

10. Is the property currently occupied? [ ]  **YES** **[ ]  NO**

11. If so, is the property currently open to the public? [ ]  **YES** **[ ]  NO**

12. If yes, list hours and days the property is open and any fees or charges:

13. If the property is NOT open to the public, please state why here:

14. Describe the current use of the property, and the proposed use of the property, if applicable:

15. The current condition of the property is:

 [ ]  Excellent [ ]  Good [ ]  Fair [ ]  Poor

16. a) Is the property currently endangered due to:

[ ]  Pending demolition [ ]  Inappropriate development of surroundings

[ ]  Immediate threat of collapse [ ]  Other (specify)

[ ]  General neglect/code violation (specify):

b) Is any portion of the property currently part of a development application?

c) Is any portion of the property listed for sale with a realtor or otherwise being actively marketed?

**Section Five: PROJECT DESCRIPTION**

*Please provide a scope for the proposed project through the following prompts.*

17. Describe the overall objective of the project.

18. What research, investigation, or other documentation substantiates the preservation approach you have chosen for this project?

19. Describe concisely, the scope of work proposed for funding. Work described must be referenced in the project grant section of this application*.*

20. If known, please provide projected dates (Mo./Yr.) for completion of each phase of work.

Pre-Design:

Design:

Construction:

21. If public funds have been used in this project, has the work been or is it being reviewed under the NJ Register of Historic Places Act or Section 106 of the National Historic Preservation Act?

[ ]  Yes [ ]  No

If yes, submit a copy of the letter from the Department of Environmental Protection, New Jersey Historic Preservation Office, authorizing the project.

22. Has the property previously received a grant from the New Jersey Historic Trust?

[ ]  Yes Grant Amount:       Year:

[ ]  No

23. Has the property previously received a grant from the Somerset County Historic Preservation Grant Program?

[ ]  Yes Grant Amount:       Year:

 Grant Amount:       Year:

 Grant Amount:       Year:

[ ]  No

24. Describe the mission of your organization and the audience it reaches.

25. a) Date Incorporated       (If unincorporated, date formed)

 b) Number of staff (specify full-time or part-time):

 Professional:       Support:       Volunteer:

26. List those responsible for this project from your organization and any consultants or professionals who have been engaged for this project. (*Attach resumes*)

27. How will the site be preserved once funded work is completed? Who is responsible for maintaining the property?

28. Describe briefly how this preservation project fits into your organization’s long-range plans.

**Section Six: GRANT REQUEST**

*The line item provided in the grant request should correspond to the work referenced in questions 29-33. If the project encompasses work on several structures, a separate budget must be submitted for each structure.*

29. Give names of all firms or individuals providing cost estimates:

Architect:

Engineer:

Contractor:

Other (specify):

30. Project Costs

For projects in excess of $200,000, it is ***required*** that alternative project cost summaries be submitted which would allow for a multi-year completion. For each alternative, separate projects cost summaries should be submitted. Please be as detailed as possible under each activity and construction division. For example, major items such as scaffolding, repointing, new roofs, major mechanical systems improvement shall be outlined.

A) NON-CONSTRUCTION

Include cost for planning or research directly related to project, such as fees for architectural, engineering, or archaeological work.

*Activity* *Cost Estimate*

PRE-DESIGN (Reports and Planning Documents)

NATIONAL REGISTER NOMINATION

DESIGN (Schematic through Construction

 Document Completion)

CONSTRUCTION

Permits

POST-CONSTRUCTION

Project Completion Reports

(Informational literature or public programs concerning site history)

OTHER

**TOTAL NON-CONSTRUCTION (A)**

B) CONSTRUCTION

Provide estimates for costs relating to the following items. If a more detailed budget is available, attach it to the application. This chart MUST be completed. If a section is Not Applicable, please mark it NA. Construction items correspond to the Construction Specifications Institute (CSI) format, the industry standard.

Activity *Cost Estimate*

DIVISION 01: General Requirements

Facilities/Temporary controls

DIVISION 02: Site Work

Selective Demolition

DIVISION 03: Concrete

DIVISION 04: Masonry Restoration

DIVISION 05: Metals

Ornamental Metals

Structural Metals

DIVISION 06: Wood and Plastics

Rough Framing

Finish Carpentry

DIVISION 07: Thermal/Moisture Protection

Roofing

DIVISION 08: Doors/Windows

Door Restoration/Repair

Window Restoration/Repair

DIVISION 09: Finishes

Exterior Finishes

Interior Finishes

DIVISION 10: Specialties

Directional or interpretive signs/displays

Pest Control

DIVISIONS 11 through 13 (Equipment, Furnishings, and Special Construction) are generally not eligible activities*.*

DIVISION14: Conveying Systems

DIVISION 15:Mechanical Systems

Plumbing

HVAC

DIVISION 16: Electrical

Wiring

Fixtures

REQUIRED PROJECT SIGN

COUNTY HISTORIC MARKER

**TOTAL CONSTRUCTION (B)**

**GRAND TOTAL** (A + B)

(Non-construction + Construction)

**Amount requested from the Somerset County Historic Preservation Grant Program: $**

31. a) Has this project received funding, of any kind, from other organizations or grants? If so, how much and if approved:

 [ ]  Yes [ ]  No

If yes:

 b) Are there any matching funds from the organization for this project?

32. a) Is the project for which grant funds are requested part of a larger overall capital project?

 [ ]  Yes [ ]  No

 b) Briefly describe this larger project.

1. Total project cost of all work on the property, whether included in the grant request or not.

 $

33. If this project is the acquisition of a historic property, what is the certified appraised value of the property? $

**Section Seven: ASSURANCES**

*The applicant certifies the following:*

a) the filing of this application has been approved by the governing body of the applicant, if applicable;

b) the facts, figures, and information contained in this application, including all attachments, are true and correct;

c) sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility;

d) any funds received will be expended in accordance with the terms and conditions of the grant contract;

e) the individual signing this contract has been authorized by the organization to do so on its behalf, and by his/her signature binds the organization to the statements and representations contained in the application.

Acting as duly authorized representative for the applying organization, I am submitting this request for assistance from the Somerset County Historic Preservation Grant Program.

Signature of Individual Date

Typed Name and Title of Signatory

Signature of Property Owner (*if property is leased to applicant*) Date

Typed Name of Signatory

**Section Eight: SUPPORTING DOCUMENTS & CHECKLIST**

A. ***Two printed application sets*** *and* ***one electronic copy*** *must be submitted as specified below:*

Application Set #1: Application Set #2:

Original application form Copy of application form

All required attachments All required attachments.

All required photos All required photos.

All application sets must include a table of contents and attachments must be labeled clearly with tabbed dividers. Architectural drawings may be submitted in rolled form if too bulky to fold into binder. For oversized or bulky attachments, insert a sheet in the binders under the appropriate attachment number indicating that the document has been submitted under separate cover.

Electronic Set:

* All materials for the electronic set must be on a labeled flash drive
* PDF file of the application, signed
* All required attachments, separated by a “folder” instead of a tab
* All required photos, separated by a “folder” instead of a tab
* All images must be in jpg or pdf format

B. Supporting Documents

Check boxes for supporting documents submitted with application. Two copies of each item are required. Label supporting documents according to numbering given below:

[ ]  1. Borough or township map pinpointing the location of the project. Include a site map if the project is part of a complex of historic resources.

[ ]  2. Nonprofits only. Copy of letter from IRS documenting tax-exempt

 status (if applicable).

[ ]  3. Nonprofits only. Copy of registration or exemption letter from New Jersey Division of Consumer Affairs, Office of Consumer Protection/Charities Registration; include registration number on letter (if applicable).

[ ]  4. Property lease if the applicant leases the project property. Include names and addresses of all lessors and lessees.

[ ]  5. The statement of significance from the form nominating the property or district in which the property is located to the New Jersey Register of Historic Places. Only relevant pages of a historic district or thematic listing should be submitted.

[ ]  6. Certification of Eligibility letter from the State Historic Preservation Office (NJSHPO) certifying eligibility for listing of a property in the New Jersey Register of Historic Places or certifying that a property listed in a historic district is a contributing resource. This document must be dated within five years from the present year. ***A certification letter must be requested from the NJS125 at least 45 days before the application deadline***.

[ ]  7. Available research or documentation for work completed and proposed: e.g., historic structures report, feasibility study, preservation/restoration plan, condition survey, materials analysis, structural analysis, archaeology report and/or other historical research.

[ ]  8. Available plans, drawings, specifications, and request for proposal prepared for the project.

[ ]  9. Letter from the State Department of Environmental Protection, New Jersey Historic Preservation Office, authorizing the project (if applicable).

[ ]  10. A copy of detailed project budget, if available.

[ ]  11. Copy of certified appraisal if appropriate.

[ ]  12. Organization budget, latest IRS Form 990 (Return of Organization Exempt from Income Tax) if filed, or most current financial audit.

[ ]  13. Resumes of principal researchers/consultants already selected (which shall include address and phone number for each researcher/consultant.

[ ]  14. Copy of the applicant’s long-range plan, if available.

[ ]  15. A list of the names, positions, terms of office, and occupations of all board members and persons responsible for managing funded project.

[ ]  16. Photos depicting *all* of the following: overall setting; a general view of the property; and detailed views of areas where work is proposed. *Photographic materials should be labeled clearly and dated*. Include historic photographs if available. Electronic versions of the photos ***shall*** be submitted and shall be in jpg or pdf file formats.

C. Deadline and Address

Submit two sets of the completed application (one original and one copy), all supporting documents, and one electronic copy by **4:00 P.M. on Friday, June 14th, 2024** to:

Somerset County Cultural & Heritage Commission

20 Grove Street

Somerville, NJ 08876-1262

ATTN: Josephine T. Taranto, Preservation Planner

**Section Nine: TIMELINE**

The timeline for the 2024 Somerset County Historic Preservation Grant Program is outlined below. The applications are reviewed, and recommendations are made over the course of several months. While this timeline is subject to change, this will provide a general guide through the grant awarding process.

**April 2024** 2024 grant round is announced through a press release and posted on the County website.

**May 2024** Technical Workshop(s) are held to support applicants.

**June 2024** Applications due to the Somerset County Cultural & Heritage Commission

**July/August 2024** The applications are reviewed by staff and then brought to an independent panel of professionals, who make funding recommendations to the Cultural & Heritage Commission.

**August/September 2024** The Cultural & Heritage Commission reviews the independent panel’s recommendations and approves funding recommendations to be brought to the Somerset County Board of County Commissioners.

**September/October 2024** The recommendations go through several reviews by the Somerset County Board of County Commissioners before final approval of funding recommendations.

**October 2024** A ceremony presenting the Grantee’s awards is held at the Somerset County Administration Building.

* **End of Application -**