

## **Advice to Applicants Presenting to the Commission for Cultural Centers and Historic Preservation**

The Commission for Cultural Centers and Historic Preservation allows each applicant to give a presentation of no more than three minutes. Please note, the Commission will not consider any further written documentation at the hearing. Commissioners may then ask follow-up questions.

The three-minute presentation is a chance for the applicant to provide a concise explanation about the significance of the building and the importance of the project. Ideally, the applicant would tell the Commissioners why the building in question must be saved, how it will be used, how the project will accomplish that goal, and how the programming within the building is of critical importance to the community. It is also wise for applicants to emphasize the community planning and cooperation that is behind the project. Unsuccessful presentations fail to get to the point, often spending a great deal of time introducing many people or themselves rather than efficiently focusing on the project. This is a chance for the applicant to communicate the energy and enthusiasm behind this project.

Follow-up questions often focus on specific budget items. An application with a sparse budget is likely to attract questions about additional details. Commissioners frequently ask what can be cut, what the applicant would work on first if the budget were cut substantially, or whether a project can be phased. Individual items are frequently called into question. Commissioners often focus on prohibited items including contingency and administration or on costs not directly related to actual bricks and mortar tasks. Please review your project's scope of work and budget in preparation of testifying on behalf of your request.

Staff is available to answer questions regarding the presentation:

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