Commission for Cultural Centers & Historic Preservation

APPLICATION

NEVADA
STATE HISTORIC
PRESERVATION OFFICE

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Accessing Application Forms

You will need to download and complete the cover pages and budget form.

Visit: https://shpo.nv.gov/homepage/commission-for-cultural-centers-and-historic-preservation-ccchp/handbook-application-forms

Adobe PDF Forms

All of the forms associated with the Commission for Cultural Centers and Historic Preservation are provided in Adobe PDF format. Adobe has a free reader that anyone can install on their computer.

Visit: https://www.adobe.com/acrobat/pdf-reader.html

Choose: Download PDF Reader

Fillable Forms

Save the PDF forms to your computer before adding information to the fields.

Submitting the Application

Requirements

☐ The Commission will not accept any late applications.

☐ The Commission will only consider written material submitted by the applicant and testimony by the applicant during the grant hearing.

☐ **One original completed application is required.**
Make sure the original application, with the original signatures, are mailed or hand delivered. Please do not hole punch, staple, or otherwise attach documents together. If possible, please submit application materials in the same envelope to help with processing.

☐ **Mailing Address**
If using the U.S. Postal Service, Federal Express, United Parcel Service, or Airborne Express, please use the following address:

> **CCCHP MANAGER
> STATE HISTORIC PRESERVATION OFFICE
> 901 S. STEWART STREET, SUITE 5004
> CARSON CITY, NV 89701-5247**

☐ **In Person Delivery**
If hand delivering, please make prior arrangements with the SHPO staff as there is no public access to the elevators. A staff member will need to meet you in the lobby.

SHPO Main Office
775-684-3448
CCCHP@shpo.nv.gov

Application

Organization

This application contains three **required** parts. Organize your application in the following order:

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1. Cover Pages

☐   You must use the provided Application Cover Page, Handbook Verification Form, and Application Checklist as the first three pages of the application.

2. Project Narrative

☐   **A. Questions** (Answers can total no more than 5 pages)
    Project Description
    Building Use/Community Involvement
    Project Support/Financial
    Planning

☐   **B. Supplemental Material**
    Property ownership documentation
    Photographs
    Organization's information and background
    Recent activities and long range planning
    Prior and current grant funding history and status
    All relevant building studies for the resource (e.g., seismic building studies, historic structure reports, building condition assessment) regardless of whether they were previously submitted to the Commission

3. Budget

☐   **A. Detailed Budget**
    Complete the Budget Form
    Attach itemized lists and/or contractor quotes that break down labor and material costs

☐   **B. Audit**
    Most recent audit for the organization or an explanation of why an audit was not completed and how bookkeeping is managed

☐   **C. Insurance**
    Proof of insurance for the property or a justification for why there is no insurance

☐   **D. Resumes**
    All principal professionals involved in planning, design and management of the proposed project

Large Format Documents (if applicable)

☐   Submit large format documents separately with a note that references the CCCHP applicant and project title. In the application, provide a page that references the large format document with a brief description.

Application Part 1: Cover Pages

Application Cover Page Requirements (Application Cover Pages Link)

This provides the Commission with a concise overview of who is proposing the project, where it is located, what it is intended to achieve, and how much it will cost.

☐ The cover page must be the first page of your application. No exceptions. Your application will be considered incomplete if it is submitted without the cover page. Do not use anything else as your front cover.

☐ Alterations to the cover page will not be accepted. Do not edit or change the size of the document or the spaces used for answers.

☐ The cover page must be signed in blue or black ink. CCCHP requires wet signatures. No pencil or copied signature(s) will be accepted for the original application cover page. Application packets without an original signature will be considered incomplete.

Application Cover Page 1: Guidance

Applicant Organization: Please provide the complete name of your organization.

Employer Identification Number (EIN): This is a nine-digit number that the Internal Revenue Service (IRS) assigns in the following format: XX-XXXXXXX. EINs are used by employers, sole proprietors, corporations, partnerships, nonprofit associations, trusts, estates of decedents, government agencies, certain individuals, and other business entities. This item must be filled in. No exceptions.

Mailing Address: This should be the address at which you wish to receive project correspondence and reimbursements.

Project Contact, Title, Phone Numbers, Fax, and Email: List the person within your organization who will be able to answer questions concerning the application. Include daytime and evening phone numbers, as well as fax and email addresses. If numbers are unavailable, please indicate with a "N/A."

Property Owner Name and Address: Provide the name of the property owner of record as identified by the appropriate county Assessor. If the address is different than the project location, please provide the property owner's address. If it is the same address, write "same as project address."

Project Title: Provide a title for the project to be used in press releases and promotion of the grant program, should your project be awarded funds.

Project Address: Provide a street address for the project building/site.

Project Type: Select only one category.

Historic Property Name: Indicate the historic name of the building or site where the proposed work is to be performed.

Date Built: Indicate the date of construction for the historic building. If an exact date is unavailable, please use "circa" (or approximate) dates.

Application Part 1: Cover Pages

Application Cover Page 1: Guidance Cont.

Property Insured: Indicate whether the historic property is insured. If insured, enclose one copy of the policy with the original application. If not, please explain. Be brief and concise.

Project Synopsis: This should be a concise summary of your project and should provide the Commission with a clear idea of your goals. Do not make your answer so long that you need an attachment. You will have an opportunity to provide a more detailed explanation of your project in Part 2-Narrative Description.

Proposed Start and End Dates: Indicate when the project is scheduled to begin. The end date should provide the Commission with an idea of how long the project will take for completion. All grant work is to be completed no later than May 31. If this is a larger or ongoing project, please identify and describe the phases of the project and what you hope to accomplish during this grant cycle in Part 2-Narrative Description.

Project Budget Summary: Provide the requested grant amount and match for the proposed project.

Amount Requested: Identify the total amount of funds requested from the Commission. Remember, a more detailed, itemized budget explanation should be provided in Part 3-Budget. Also keep in mind that this grant does not cover mortgage payments, programming, reports, landscaping, administrative or any other "non-bricks and mortar" construction, except as previously noted.

Match Cash: Includes cash contributions to the project that will be donated during the funding period.

Match In-Kind/Donations: Includes value of supplies and services to be donated to the proposed project (see the Grant Handbook for information regarding the value of donated goods and services). It may also include the value of a facility donated to the project. If the facility will be purchased for the project, the actual dollar value should be included as a cash match. Do not include the value of the building/facility if it has been included in calculations on previous CCCHP applications. These donations must occur during the grant cycle.

Total Project Budget: Should be the sum of all the itemized project expenses (CCCHP grant request and match categories). Please double-check your calculations match your budget documentation in Part 3.

Application Part 1: Cover Pages

Application Cover Page 2: Guidance

The CCCHP Handbook provides detailed information to assist with all stages of the grant process. It is important that each applicant understands what is expected of them, the parameters for funding, and the obligations if funding is received.

☐ The Handbook Verification Form is the second page of your application. No exceptions. Your application will be considered incomplete if it is submitted without this.

☐ Alterations to the Handbook Verification page will not be accepted. Do not edit or change the size of the document or the spaces used for answers.

☐ The Handbook Verification page must be signed in blue or black ink. CCCHP requires wet signatures. No pencil or copied signature(s) will be accepted for the original application cover page. Application packets without an original signature will be considered incomplete.

Application Cover Page 3: Application Checklist

Applications lacking required information will be rejected by staff and not submitted for review by the Commission. The Application Checklist should be completed after the application is compiled to verify that all required documents and information is included.

☐ The Application Checklist is the third page of your application. No exceptions. Your application will be considered incomplete if it is submitted without this.

☐ Alterations to the Application Checklist page will not be accepted. Do not edit or change the size of the document or the spaces used for answers.

☐ Intials are required at each line to verify the items inclusion in the application packet. This Application Checklist page must be initialed in blue or black ink. CCCHP requires wet signatures. No pencil or copied signature(s) will be accepted for the original application cover page. Application packets without an original signature will be considered incomplete.

Application Part 2: Narrative Description

There are two parts to the Narrative Description

A. Questions

B. Supplemental Material

Narrative Description-General Guidance

This section is vital to providing the Commission with a complete understanding of your organization, your project, and resources available.

☐ There should be strong evidence of extensive community involvement and quality planning in your project from inception through design of programs and final use. Such evidence could include ongoing participation by the community, how the facility is to be managed, and previous experience of the applicant in organizational operation and programming.

☐ This section must also contain specific information on the historical significance of the property and the depth and range of community support for both the actual building rehabilitation and plans for the future operation of the facility.

☐ Evidence of carefully planned and executed local fundraising is important, as is the ability to forecast future financial support from earned and/or contributed revenues.

☐ In some cases, emergencies or other issues may preclude the expected extensive planning. Applicants for such projects are encouraged to complete as much planning as possible. Applicants are encouraged to use professional consultants for planning and/or completion of projects.

☐ Please do not include any proprietary or confidential information when submitting your application. The application process is a public process and as such, all submitted documentation is available to the public upon request.

☐ Applicants should be aware that the Commission must be notified at any point during the grant process if there are fundamental changes in programming or to the structure of its organization. The Commission may withhold or withdraw funds should those changes not meet the approval of the Commission.

Application Part 2: Narrative Description

Narrative Description Part A: Questions

☐ In five pages or less, please answer the questions posed below.

☐ Number and answer the questions in order and identify each of your answers using bold headings.

☐ With all responses, be as specific as possible. Do not use general or vague statements. Give specific numbers or estimates wherever possible.

☐ Do not copy a previous year's application information. Be original and specific to this grant cycle.

1. Project Description.

☐ What building(s), prehistoric feature, historic feature, or culturally significant feature are you restoring/ rehabilitating?

☐ What is the historical significance of the property?

☐ How do you propose to restore/rehabilitate it?

☐ Who will be doing the work?

☐ What is the timeline for the project?

☐ Who holds title to the property?

2. Building Use/Community Involvement

☐ How and by whom will the facility be used?

☐ Who will be responsible for management of the building and its programs/activities?

☐ How has the community been involved in your project?

☐ How will the community continue to be involved in your project?

☐ How will the community continue to be involved in the use of the building?

☐ How are your restoration/rehabilitation plans related to the uses of the building?

☐ What importance to tourism (cultural or otherwise) will the facility have?

Application Part 2: Narrative Description

3. Project Support/Financial

☐ What specific contributions (cash, land, labor, materials, etc) have been provided toward the project from the community and/or other sources?

☐ What grants and additional funding (last three years), including amounts, has the organization received or will receive for this project?

☐ What additional contributions are projected to complete the project?

☐ How will your facility sustain itself financially in the future?

☐ Please provide evidence that you can implement the project and maintain a viable program in the future.

4. Planning

☐ If your project includes planning, please describe the process.

☐ Who will participate in the planning?

☐ Who will coordinate it?

☐ How will the community be involved? *Please note that projects requesting funds for planning may be supported only if the planning is part of a construction project.*

☐ If your project is based on previous planning, please describe. *Be sure to include all relevant studies and planning documents in the following supplemental materials section of the application, even if previously provided in a prior grant cycle.*

Narrative Description Part B: Supplemental Material General Guidance

☐ If any of the following supplemental items are not applicable or are unavailable at the time of submission, please submit a substitute page. On this page, indicate the name of the item, the page it is substituted for, and the reason this item is not being included in the application. For example, "Organization Long-Range Plan" "Reason: Severely outdated; currently being revised."

☐ If you are submitting additional attachments, such as feasibility studies, architectural drawings, large-sized photographs, contractor bids, etc., please include them in the application for Commission to review. If necessary, submit these oversized attachments separately from the application packet. If you wish these materials returned, please make specific arrangements with the SHPO staff. Neither the SHPO nor the Commission will be responsible for the condition of materials upon return, although all reasonable care will be taken. Please note that not all material can or will be returned, particularly if it is needed for the agency record.

Application Part 2: Narrative Description

Narrative Description Part B: Supplemental Material List

Include the following **required** supplemental material in order:

☐ 1. A paragraph (200 words maximum) describing the current or intended future use of the property and cultural center programming.

☐ 2. A printout from the County Assessors website that shows the current owner of the property with the APN number clearly displayed; and

☐ 3. Photographs of all exterior elevations with views, identified* and keyed to a site plan; and

☐ 4. Photographs of all major rooms and project rooms, labeled and keyed to a floor plan; and

☐ 5. Organization's articles of incorporation, mission statement, length of time established, and history; and

☐ 6. A list of current board members for the organization; and

☐ 7. A copy of the organization's long-range plan including information on how frequently the plan is updated; and

☐ 8. A list of the organization's activities for the past fiscal year (i.e., July 1, 2020 – June 30, 2021) or calendar year, (if applicable); and

☐ 9. A detailed report on current CCCHP grant status (if applicable), as well as the outcome of previous CCCHP or CCA grants (if applicable); and

☐ 10. A current list (last three years) of all grants (regardless of source) and additional funding, including amounts the organization has or will receive (if applicable).

*Photo labels can be provided in a variety of ways: pencil on the back of the photo, in a photo log that references the photo number, or typed under a photo that has been embedded in a document.

Example photo labels "west elevation facing west, first floor" or "Ground Floor Lobby facing east from front door".

Application Part 3: Budget

There are four parts to the Budget

      A. Detailed Budget
      B. Audit
      C. Insurance Policy
      D. Resumes

Budget Part A. Detailed Budget-General Guidance (Form Link and Example Link)

A detailed project budget is necessary to provide the Commission with information needed to evaluate applications. In addition, this information may be used later, in preparation of funding agreements between the Commission and the Grantees.

☐   Use the provided budget form. It is in a fillable PDF format with embedded formulas. It can be used to directly input data (electronically). A printable form for completing by hand is available by request.

☐   Clearly differentiate between portions of the project where Commission grant funds will be used (CCCHP Grant) and portions of the project where other outside resources (Match) will support. Match is the amount of cash and/or in kind donations provided for the project (See the CCCHP Handbook for details).

☐   Each section should be broken into categories and an itemized list provided for each category. Attach itemized lists or contractor quotes that break down labor and material costs.

☐   CCCHP Grant funds will only cover contractor travel. Travel rates must follow U.S. General Service Administration (GSA) rates for Nevada.

Application Part 3: Budget

Budget Form Guidance

Fill in your organizations name in the 'Applicant' field at the top of the page.

1. Personnel are people who work for the organization applying for the grant. Their costs should only be for work related to the grant project.

2. Travel rates follow U.S. General Service Administration (GSA) rates for Nevada. For current rates visit https://www.gsa.gov/travel. Mileage rates are set by the State of Nevada, Department of Administration. For current rates visit https://budget.nv.gov/Policy-Directives/ These rates are updated at the beginning of every calendar year.
NOTE: Only contractor travel is eligible for CCCHP Grant funding.

3. Contractual Services. It is important to attach itemized lists and contractor quotes that have been broken into categories. Labor can be broken into specific activities and materials can be broken out by type.

4. Operating categories are provided as a guideline. Categories may need to be left blank and others added for your project. Don't forget to include itemized lists for each category you use.

5. Other is available to use for costs that do not meet the previous categories.

6. This is just a summation of the amounts from Sections 1 – 5.

7. This is the total amount your organization is requesting from CCCHP.

8. This is the total match amount your organization may contribute to the project.

9. 'Proposed Project Costs' is the entire project costs (CCCHP grant and match combined).

Budget Part B. Audit

☐ One copy of the organizations most recent audit report. If there is no audit, please provide an explanation of why an audit was not completed and how bookkeeping is managed.

Budget Part C. Insurance Policy

☐ Insurance policy for the building/facility. If there is no insurance, please include an explanation as to why there is not.

Budget Part D. Resumes

☐ Resumes (two pages maximum per resume) for all principal professionals involved in the planning, design, and/or management of the proposed project.