

From: [Carla Cloud](#)
Subject: Commission for Cultural Centers and Historic Preservation Minimum Budget Request
Date: Wednesday, August 21, 2024 10:21:00 AM
[Handbook page 15.pdf](#)
Attachments: [image001.png](#)

Dear applicants,

Thank you for your attendance and patience through the grant review hearing. The Commission's award hearing will be rescheduled as soon as possible to complete the award process for the 2023-2024 grant cycle.

The Commission received over \$6.6 million in requests with \$2,850,000 available and as indicated by the Handbook, page 15, item 3 attached, many projects do not receive the entire amount of funding requested. Instead, many are asked during the public hearing to prioritize phases of their projects and provide funding amounts for just those phases. The Commission is requesting that you provide those estimates that are broken out into phases with the minimum amount necessary to complete one of those critical phases.

As requested by the Commission at the August 19, 2024 hearing, if your application did not indicate a minimum amount that your organization could accept that will be able to complete a portion or all of your project, please send me that number along with the scope of work that would be completed with those funds no later than COB, Thursday, August 22, 2024.

Once we have all information as requested by the Commission, an agenda with a new meeting date will be sent including supplemental material in accordance with the open meeting law.

Thank you for your time,

Carla

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1. Applying for Funding

Applicant Role	Commission, SHPO & Agencies
<p>1a. Statement of Intent</p> <p>For first time applicants or for returning applicants with new properties, a Statement of Intent must be completed and submitted to the SHPO before an application will be accepted.</p> <p>1b. Application</p> <p>Applicant completes the CCCHP grant application and submits it to the SHPO. Incomplete applications will not be reviewed by the Commission.</p> <p>Before completing an application, all applicants must clear their projects with their internal approval entities (e.g., entities or offices that process fiscal requests, approve changes to properties or that track grants).</p>	<p>The SHPO sends the Statements of Intent to the Commissioners and their agencies for a review. They are asked to ensure the basic requirements for eligibility are met. They are also provided an opportunity to comment and/or ask questions.</p> <p>The SHPO has provided directions on how to complete the application within the application itself. Additional information is provided in this handbook.</p> <p>The SHPO can provide technical guidance for the proposed project, including assessing if the project meets SOI Standards.</p>
<p>2. Commissioner Review</p> <p>NOTE: There is no advantage to getting your application in early. The Commissioners receive all completed grant applications at the same time.</p>	<p>After the final due date, the SHPO reviews the applications for consistency with the SOI Standards and provides complete applications to all Commissioners and agencies for review.</p>
<p>3. Public Hearing</p> <p>An open public hearing is set after adequate time for the Commission to review the applications.</p> <p>Applicants are <u>required</u> to attend in person or virtually and to be prepared to answer questions.</p> <p>Many projects do not receive the entire amount of funding requested. Instead, many are asked during the public hearing to prioritize phases of their projects and provide funding amounts for just those phases. It is key that applicants have estimates that are broken out into phases so they can answer these questions accurately.</p>	<p>Each Commissioner reviews the applications in an open public meeting according to the evaluation criteria.</p> <p>The Commission considers subsequent testimony and discussions, after which members discuss and adjust the distribution of funds until arriving at a final list of grantees and funding amounts.</p> <p>NOTE: The Commission may prioritize projects that are emergencies, represent underrepresented or undeserved communities, and projects that can be completed in their entirety by the end of the grant cycle.</p>