



PRESERVATION
North Dakota

Grassroots Preservation Fund

Prairie Churches of North Dakota Grassroots Grant
&
Prairie Places Grassroots Grant
Application Form

Dear Grant Applicant,

Please contact the office prior to completing the grant application form. You will be advised if your project qualifies for the grant program and if there is funding available at the present time. The grassroots grant application form is designed to be easy to complete. If you have any questions, comments, or would like assistance in filling out the form, we can help you.

The grant application form includes guidelines to help determine if your eligibility and instructions for completing the form. Also included for your information are handouts on the criteria for the National Register of Historic Places and the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. If you have any questions about your eligibility or the grant process, we encourage you to call our office for assistance.

Please do not leave any of the questions on the application form unanswered, as incomplete applications will not be accepted. You may attach additional sheets if needed, to explain or describe the information requested. Please number each additional sheet to correspond with the number of the question to which it refers.

This round of grant applications must be postmarked by **May 29, 2009**.

Please contact us at 701.356.3001 or via email at info@prairieplaces.org if you have any questions.

Prairie Churches and Prairie Places Grassroots Grant Application Form
Grassroots Preservation Fund

Incomplete applications will not be accepted, please type or print legibly in black ink.

1. Name of property:

2. Address or location of property (please include County, Township, and/or driving directions if needed):

3. Legal owner of property:

4. Organization or individual applying for grant (Please list contact person, or authorized representative):

Name: _____

Address: _____

Phone: _____ Email: _____

5. Date of construction for the building. Please list all additions, major repairs, alterations, and remodeling. Include a description of what was done, and the completion date (Use additional paper if necessary):

Year built: _____

6. Is the property listed or eligible for listing on the National Register of Historic Places?

Yes No Don't Know

7. Attach a brief history of the property and a **copy** of any historic photographs (Please do not send original historic photos as they will not be returned): See Attached History

8. Describe the restoration or repair project requesting assistance (use additional paper if needed):

9. Please attach a detailed budget and attach at least two estimates:

Total cost: _____ Local funds available: _____ Grant amount requested: _____

10. Proposed project beginning date: _____ Project completion date: _____

11. Please enclose **current** color photos showing the entire exterior of the building from all angles, with close-ups of the project area. Photos must be properly labeled and identified. (i.e. Photo - north wall of Grace Church, Gracetown, ND) **Photos will not be returned.**

12. Please describe **current** use of the property: _____

Plans for its **future** use: _____

Signature - by signing this form I ensure that the information provided is true and accurate.

Name: _____ Date: _____

Preservation North Dakota

Grassroots Preservation Grant Guidelines

1. Members of Preservation North Dakota and its affiliates will have priority in receiving grant funding.
2. This grant application is designed to be simple and easy to complete. ***Preservation North Dakota will assist in preparing the grant application and providing technical assistance and advice whenever possible.***
3. Grant applicant (organization/individual) must have legal title to the property, or the written permission of the property owner to carry out the planned restoration/repairs. The legal property owner will need to sign the grant contract.
4. Properties eligible for the grant must meet the standards established by the National Register of Historic Places. The property does NOT have to be currently listed on the register, and will not be required to be listed as a result of the application. If approved for a grant, a "draft" nomination will need to be prepared before receipt of your grant reimbursement check. Those wishing to continue the process to list their property on the National Register can receive technical assistance in preparing the forms. ***If you have questions on this issue, please contact us.***
5. Church buildings applying for Prairie Churches grant funding must be located in a rural area or a city with a population of less than 2,500 people. Geographical diversity across the state will be a consideration of the Grant Committee.
6. Grant awards will not be made for amounts under \$500.00 and will generally not exceed \$5,000.00.
7. Grants must be matched equally with local funds (\$1.00 local funds per \$1.00 of grant funds). In special situations, donated supplies and/or labor may count towards a portion of the match, but in all instances some local funding will be needed. This must be agreed upon before the grant contract is signed. Fund-raising strategies are another area where we may be able to provide some assistance. The grant will not cover projects currently underway.
8. Funds must be used to accomplish restoration projects or to repair historic building materials following the guidelines set forth in the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, a copy of which is included. Each circumstance may have different issues and concerns. ***If you have questions please contact us.***
9. Grant applications will be considered incomplete without **two** complete copies of the grant application and **two** complete sets of photographs.
10. Projects should be completed in a timely manner according to the dates on your application form. Preservation North Dakota reserves the right to require specific completion dates in grant contract. Grant funds may be forfeited if the project is not completed on time.
11. Completion of the grant will require copies of receipts for all expenditures related to the grant, and two sets of photos of the completed project. Photo documentation of the restoration process is encouraged. Film and developing costs for these photos may be included as part of the planned costs in the

grant application.

12. Grant funds will be released only as reimbursement. The project must be complete, and an inspection will be conducted by our office to determine if the work has been completed and the proper procedures have been followed. The final inspection will be subject to review by the Grant Committee. Projects that do not follow the guidelines of the program and the grant agreement will NOT receive funding. Please allow a **minimum** of one month to process the grant check, after a successful inspection.

13. Preservation North Dakota requires the placement of a 5" x 7" bronze plaque in a prominent location on the property. Cost of the plaque (contact the office for current prices) **must** be included as part of your planned costs in the budget section of the grant application. The personalized plaque is provided by Preservation North Dakota upon project completion. Local funds will pay half of plaque cost, grant funds will pay the other half.

14. A temporary acknowledgment sign provided by the grant recipient must be visible during the project. (Wording will be included in grant contract)

15. All decisions of the Grant Committee are final. Applicants will be sent an "acknowledgment of receipt" when the grant application arrives in our office. Incomplete and denied applications will receive notification of the action taken. If additional funding is available, a completed or amended application may be submitted for re-consideration. Preservation North Dakota reserves the right to request additional information from grant applicants if necessary.

16. A property that receives grant funds may not be sold or transferred for the length of the grant agreement (1 year per \$1,000 granted), without the notification and written approval of Preservation North Dakota, or the grant funds received must be returned.

17. Additional guidelines will be stipulated in the grant contract upon approval of the application.

SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES

These Standards, developed in 1992, were codified as 36 CFR Part 68 in the July 12, 1995 Federal Register (Vol. 60, No. 133). They replace the 1978 and 1983 versions of 36 CFR 68 entitled, "The Secretary of the Interior's Standards for Historic Preservation Projects."

CODE OF FEDERAL REGULATIONS

TITLE 36--

PARKS, FORESTS, AND PUBLIC PROPERTY

CHAPTER I--

NATIONAL PARK SERVICE, DEPARTMENT OF THE INTERIOR

PART 68--

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES

s68.1 Intent The intent of this part is to set forth standards for the treatment of historic properties, preservation, containing standards for preservation, rehabilitation, restoration, and reconstruction. These standards apply to all proposed grant-in-aid development projects assisted through the National Historic Preservation Fund.

s68.2 Definitions The standards for the treatment of historic properties will be used by the National Park Service and State historic preservation officers and their staff members in planning, undertaking, and supervising grant-assisted projects for preservation, rehabilitation, restoration, and reconstruction. For the purposes of this part:

(a) **Preservation** means the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

(b) **Rehabilitation** means the act or process of making possible an efficient compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

(c) **Restoration** means the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

(d) **Reconstruction** means the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

s68.3 Standards. One set of standards--preservation, rehabilitation, restoration, or reconstruction--will apply to a property undergoing treatment, depending upon the property's significance, existing physical condition, the extent of documentation available, and interpretive goals, when applicable. The Standards will be applied taking into consideration the economic and technical feasibility of each project.

(a) *Preservation.*

- (1) A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
- (2) The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
- (3) Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
- (4) Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- (5) Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- (6) The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
- (7) Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- (8) Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

(b) *Rehabilitation.*

- (1) A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- (2) The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
- (3) Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
- (4) Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- (5) Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- (6) Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
- (7) Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- (8) Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- (9) New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- (10) New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

(c) Restoration.

- 1) A property will be used as it was historically or be given a new use which reflects the property's restoration period.
- 2) Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.
- 3) Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
- 4) Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal.
- 5) Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
- 6) Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.
- 7) Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
- 8) Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- 9) Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- 10) Designs that were never executed historically will not be constructed.

(d) Reconstruction.

- 1) Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
- 2) Reconstruction of a landscape, building, structure, or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate

those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.

- (3) Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
- (4) Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.
- (5) A reconstruction will be clearly identified as a contemporary re-creation.
- (6) Designs that were never executed historically will not be constructed.

NATIONAL REGISTER OF HISTORIC PLACES

CRITERIA FOR EVALUATION

The following criteria are designed to guide the states, federal agencies, and the Secretary of the Interior in evaluating potential entries for the National Register.

The quality of significance in American history, architecture, archaeology, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, association, and:

- A. that are associated with events that have made significant contribution to the broad patterns of our history; or
- B. that are associated with the lives of persons significant in our past; or
- C. that embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. that have yielded, or may be likely to yield, information important in prehistory or history.

Criteria Considerations

(Exceptions): Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

- A. a religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- B. a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- C. a birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his or her productive life; or
- D. a cemetery that derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or
- E. a reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
- F. a property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or
- G. a property achieving significance within the past 50 years if it is of exceptional importance.

APPLYING THE CRITERIA

The two principal issues to consider in determining eligibility for the National Register are "significance" and "integrity."

A property may have "significance" for association with important events or patterns of history (criterion A); for association with an important historical figure (criterion B); as an important example

of period architecture, landscape, or engineering (criterion C); or for the information it is likely to yield (criterion D, applied to archaeological sites and districts, and sometimes applied to certain types of structures). A National Register nomination must demonstrate how a property is significant in at least one of these four areas. For properties nominated under criterion A, frequently cited areas of significance are agriculture, community planning and development, social history, commerce, industry, politics and government, education, recreation and culture, and others. For technical reasons, criterion B (significant person) nominations are rare. Criterion C (architecture) is cited for most, but not all, nominations of historic buildings. Archaeological sites are always nominated under criterion D, but may also have significance under one or more of the other three criteria.

Properties are nominated at either a local, state, or national level of significance depending on the geographical range of the importance of a property and its associations. The level of significance must be justified in the nomination. The majority of properties (about 70%) are listed at the local level of significance. The level of significance has no effect on the protections or benefits of listing.

Besides meeting one or more of the above criteria, a property must also have "integrity" of "location, design, setting, materials, workmanship, feeling, and association." This means that the property must retain enough of its historic physical character (or in the case of archaeological sites, intact archaeological features) to represent its historic period and associations adequately.

All properties change over time, and in some cases past alterations can take on historical significance in their own right. The degree to which more recent, incompatible, or non-historic alterations are acceptable depends on the type of property, its rarity, and its period and area of significance. Buildings with certain types of alterations are usually turned down by the National Register Advisory Committee. For example, 19th and early 20th century wood frame buildings that have been brick veneered in the mid-20th century are routinely turned down for loss of historic integrity.

Criteria Exceptions

The criteria exclude birthplaces and graves of historical figures, cemeteries, religious properties, moved buildings, reconstructions, commemorative properties, and properties less than 50 years old, with certain exceptions. The following exceptions are sometimes encountered:

Historic churches that retain sufficient architectural integrity can usually be successfully nominated under criterion C (architecture), sometimes together with criterion A for social or religious history.

Cemeteries may sometimes successfully be nominated under criterion C when they retain important examples of historic stone carving, funerary art, and/or landscaping, and they also may be eligible under criterion A or criterion D. However, both the National Register Advisory Committee and the National Register have turned down nominations of graves when the historical importance of the deceased is the sole basis for the nomination. The National Register was created primarily to recognize and protect historic places and environments that represent how people lived, worked, and built in the historic past. Human burials are recognized and protected under other laws and programs.

Moved buildings may sometimes be successfully nominated under criterion C for architecture when they remain in their historic communities and the new setting adequately replicates the original setting. The point to remember is that the program is called the National Register of Historic Places, not Historic Buildings or Historic Things, because significance is embodied in locations and settings as well as in the structures themselves. Buildings moved great distances, buildings moved into incompatible settings (such as a farmhouse moved into an urban neighborhood or a downtown residence moved to a suburb), and collections of buildings moved from various locations to create a pseudo-historic "village" are routinely turned down. In some cases, the relocation of a historic building to a distant or incompatible setting may be the last and only way to save it, and such an undertaking may be worthwhile. However, sponsors of such a project must understand that the property subsequently may not be eligible for the National Register.

If a property is less than 50 years old, it can be nominated only if a strong argument can be made for exceptional significance.

Grant Checklist

This checklist has been compiled to make the grant process as simple as possible. Please contact us if you have any questions. We will make every effort to assist you.

_____ **TWO** complete copies of entire grant application. Incomplete applications will not be accepted.
Including:

- _____ **TWO** copies of a detailed budget
- _____ **TWO** copies of the project estimates
- _____ **TWO** copies of a historic photo
- _____ **TWO** copies of the building's history
- _____ **TWO** copies of all other attachments

_____ **TWO** copies of a set of current photographs showing the entire building from all angles, with close-up photos of the project area.

_____ Sign and date the application.

_____ Make a copy of the application for your records.

_____ Application **MUST** be postmarked by grant deadline (contact the office for current dates) to be eligible for consideration.

Prairie Churches Definition

The Prairie Churches Project is not affiliated with any particular religion.

The project is organized as a preservation advocacy program for rural churches in North Dakota. The term 'church' is used to describe any structure designed for religious or spiritual purposes.

Non-discrimination Policy

Preservation North Dakota maintains a policy of non-discrimination.