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# COMMUNITY HERITAGE PRESERVATION GRANT PROGRAM – VII

APPLICATION AND GUIDELINES  
FOR  
HOUSE BILL No. 1722  
*LAWS OF MISSISSIPPI, 2009*

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## General Information

In 2009, the Mississippi Legislature approved House Bill No. 1722, continuing the Mississippi Community Heritage Preservation Grant Program. This act, to be administered by the Department of Archives and History, authorizes the issuance of general obligation bonds of the State of Mississippi to provide approximately \$1,200,000 in competitive grant funds. MDAH has added an additional \$800,000 to the fund from its surplus of past awards that were cancelled, for a total of \$2,000,000. The grant funds may be used to pay the cost of preservation, restoration, development, and interpretation of historic courthouses and school buildings.

In Certified Local Government communities (i.e., communities that have established a historic preservation commission and program that has been certified by the National Park Service) grant funds may also be used for projects involving historic buildings other than courthouses or schools. The following are the Certified Local Government communities in Mississippi:

Aberdeen, Amory, Baldwyn, Biloxi, Blue Mountain, Brandon, Canton, Carrollton, Centreville, Claiborne County, Clarksdale, Cleveland, Columbia, Columbus, Como, Corinth, Eupora, Friars Point, Greenwood, Grenada, Hattiesburg, Hernando, Holly Springs, Indianola, Jackson, Kosciusko, Laurel, Leland, Lexington, Louisville, Magnolia, McComb, Meridian, Mound Bayou, Natchez, Newton, Ocean Springs, Osyka, Oxford, Pascagoula, Philadelphia, Port Gibson, Raymond, Ripley, Tunica, Tupelo, Vaiden, Vicksburg, West, West Point, Winona, Woodville, and Yazoo City.

**In all other communities, only projects involving historic courthouses and school buildings are eligible for grants.**

To be eligible to participate, a building must be designated a *Mississippi Landmark* under the provisions of the State Antiquities Act **prior** to application.

Grant applications may be submitted only by state agencies, county or municipal governments, school districts, or nonprofit organizations that have been granted Section 501 (c) (3) tax-exempt status by the United States Internal Revenue Service.

Applicants must provide evidence of cash matching funds (private, local, or federal) in an amount not less than 20% of the total project.

Grant awards will be paid to the grantee by the Department of Finance and Administration on a **reimbursable basis** upon the successful completion of the project. **Applicants receiving grant awards should be prepared to cover all project costs prior to receiving reimbursement from the Department of Finance and Administration.**

The information on the following pages describes the grant program more fully and explains the process for requesting grant funds. The regulations and guidelines set forth in this manual must be followed by all grant recipients. **Please read the entire manual before completing the application. Incomplete or late applications will not be considered.**

## Part I: Program Schedule

Grant applications will be accepted by the Department of Archives and History, Historic Preservation Division, until **5:00 p.m. October 9, 2009**. Late applications will be **ineligible**. The Historic Preservation Division is located in the Charlotte Capers Archives Building at 100 South State Street (next to the Old Capitol Building), Jackson, Mississippi. The mailing address is P.O. Box 571, Jackson, Mississippi 39205.

After evaluation by Department staff, all complete applications will be presented to the Board of Trustees of the Department of Archives and History at its special meeting in **December 2009**. The Board will select for funding those projects that meet the criteria and are determined to be of the highest priority. In addition, the Board will attempt to balance the geographical distribution of grant awards.

All applicants will be notified in writing of the Board's decision soon after its special meeting in **December 2009**. **Telephone inquiries about the status of the selection process are discouraged.**

**Project work must not begin until a formal grant agreement has been executed between the applicant and the Department of Archives and History.** All grant projects **MUST** be completed by **December 1, 2012**. Failure to complete the projects by this time could place the state in arbitrage, which can result in serious penalties being imposed upon the state by the United States Internal Revenue Service. **Funds that have not been expended by this date could be cancelled and the funds reprogrammed.**

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|------------------|---|
| October 9, 2009  | <u>APPLICATION DEADLINE</u> - Grant applications must be received by the Mississippi Department of Archives and History before 5 p.m.   |
| December 2009    | <u>PROJECT SELECTION</u> - Board of Trustees of the Department of Archives and History selects projects to be funded.<br><br><u>AWARD NOTIFICATION</u> - By this date, applicants are notified in writing of grant awards.  |
| February 2010    | <u>GRANT MEETING AND GRANT MANUAL DISTRIBUTION</u> – Grant recipients or project sponsors must attend.<br><br><u>MEMORANDUM OF AGREEMENT</u> - Applicants will receive a memorandum of agreement to sign and return to the Department of Archives and History <b>before</b> the execution of contracts. |
| December 1, 2012 | <u>COMPLETION DEADLINE</u> - Grant projects funded with House Bill No. 1722 bond money must be completed before this date. <b>Projects not completed by this date may be canceled and the funds reprogrammed.</b>   |



## Part II: Requirements

### A. Eligibility

1. **Applicant eligibility:** Eligible applicants include (a) governmental units (including county and municipal government entities), (b) school districts, and (c) private, nonprofit organizations with 501 (c) (3) tax-exempt status (including local historical societies, preservation organizations, private schools, etc.). Individuals and private, for-profit entities are **not eligible** to receive grant funds.
2. **Property eligibility:** Mississippi Community Heritage Preservation Grant funds may be used for historic county courthouses, historic school buildings, and/or other historic properties identified in Certified Local Governments.

Each property to be assisted with grant funds must be designated a *Mississippi Landmark at the time of application*. To find out the *Mississippi Landmark* status of a property, contact the Review and Compliance section of the Historic Preservation Division, at 601-576-6940.



*Stewart M. Jones Middle School, Laurel, Jones County  
Designated a Mississippi Landmark in 2002*

3. **Eligibility of Proposed Work Items:** Mississippi Community Heritage Preservation Grants may be used to preserve, restore, rehabilitate, repair, or interpret historic county courthouses, historic school buildings, and/or other historic properties identified in Certified Local Governments.

All proposed work must conform to the Secretary of the Interior's *Standards for the Treatment of Historic Buildings*. Work that does not conform to these standards is not eligible for reimbursement under this program. The Secretary

of the Interior's *Standards* provide common-sense guidelines for rehabilitation efforts that respect historic fabric and the patina of age while returning the building or structure to a state of utility. A brief summary of the standards can be found in Appendix B.

Grants **CAN NOT** be used to reimburse expenses for work done before or after the grant period specified in the Memorandum of Agreement.

Eligible projects include, but are not limited to:

- Repair and/or replacement of roofing material
- Repair and/or replication of original windows
- Repair and/or replication of original exterior siding material
- Removal of artificial siding (vinyl, metal, etc.)
- Repair of foundation and/or masonry problems
- Repair or replication of significant exterior architectural elements such as missing or severely dilapidated columns, turrets, cupolas, domes, or clock towers
- Exterior cleaning
- Repair of structural elements such as floor joists, ceiling joists, rafters, rotted floors, trusses, or beams
- Repair of mechanical, plumbing, and electrical systems, if the existing systems jeopardize the historic property
- Repair, restoration, or replication of missing or deteriorated interior features considered significant to the historic character of the property. The features must be documented through historic photographs, original architectural drawings, or architectural investigation. These features include, but are not limited to: decorative plaster work, faux finishes, carved/decorative moldings and trim, wood paneling, mantels, staircases, flooring, and decorative wood work.
- Development, design, fabrication, and installation of exhibits to interpret aspects of Mississippi's history. This work may include conservation of artifacts to be used in the exhibit, research for the exhibit, etc.

**4. Ineligible Activities:** Ineligible activities include, but are not limited to:

- Reconstruction of an entire building, landscape, or archaeological site
- Mitigation activities performed as a condition or precondition for obtaining a state or federal permit or license
- Projects whose entire scope of work consists of routine or annual maintenance
- Acquisition of historic properties, sites, or collections
- Landscaping that is part of non-historic site improvements (such as sidewalks or parking lots)

## B. Project Personnel

A **Project Coordinator** must be designated for any grant-assisted project. In addition, most projects will require a **Project Professional**.

The **Project Coordinator** represents the grant recipient in the administration of the project and is responsible for ensuring the progress and timely completion of all work on the project and for submitting progress and reimbursement requests to the Historic Preservation Division. The project coordinator is also the Historic Preservation Division's contact for all correspondence relating to the project. There are no academic or professional requirements for this position.

The **Project Professional** conducts or supervises the professional aspects of the grant project and is responsible for the quality of the final product and for ensuring the performance of any remedial work required by the State. **Grant funds cannot be expended for work that does not meet professional standards.** The project professional must meet the requirements listed in 36 CFR 61 for the appropriate discipline and must be able to demonstrate previous experience in a similar project. (See Appendix C – Professional Qualifications 36 CFR 61) Please note that archaeological professionals must also meet the standards identified in the *Guidelines for Archaeological Reports in Mississippi*. These guidelines may be obtained from the Historic Preservation Division.

One person may serve as both project coordinator and project professional, assuming that he or she has the necessary qualifications. Grant applicants should contact the Historic Preservation Division if they have any questions regarding these two positions.

The staff of the Department of Archives and History will work with the grant recipients in the selection of project professionals. The Department of Archives and History reserves the right to reject consultants and contractors who have failed to perform adequately on past preservation projects (whether the Department of Archives and History funded the project or merely reviewed the project in the course of administering state and federal preservation programs in Mississippi). **The grant applicant should make no commitments to project professionals without securing Department approval.** Additional information on contracting with consultants will be supplied to grant recipients.

## C. Funding Levels

Approximately \$2,000,000 is available for distribution as grant awards.

In some cases, the Department may offer a grant of a smaller amount than was requested. The applicant will then be asked to decide whether or not to modify the proposed scope of work and accept the grant. If the applicant declines, the money will be redistributed by the Board of Trustees.

The Department of Archives and History reserves the right to reject grant applications that do not include an adequate project description, or that include project budgets not commensurate with the product(s) to be created or the amount of work to be done.

#### **D. Matching Share**

All funds distributed through the Mississippi Community Heritage Preservation Grant program are awarded in the form of matching grants, which require the grant recipients or sponsoring organizations to supply a cash match no less than **20%** of the total project.

**The match** can come from the applicant, donations, state (except other MDAH funds) or federal funds, or a combination of these sources. The match must be in hand at the time of the application.

The applicants must provide evidence that the match is being used solely for the Mississippi Community Heritage Preservation Grant, and will not be used to match other grants, **including the Mississippi Landmark Grant and the Mississippi Arts Commission's Building for the Arts Grant Program.**

#### **E. Reimbursement Requests**

**Mississippi Community Heritage Preservation Grants are reimbursable grants. The grant recipient may receive money from the Department of Finance and Administration only after providing the Department of Archives and History with appropriate documentation showing that project costs have been incurred and that local matching funds have been expended.**

**Applicants receiving grant awards should be prepared to cover all project costs prior to receiving reimbursement from the Department of Finance and Administration.** Specific instructions on filing reimbursement requests will be supplied to grant recipients.

#### **F. Required Workshop for Grant Recipients**

After grants have been awarded by the Board of Trustees of MDAH, successful grant applicants must attend a grant administration workshop in Jackson at a time and location to be announced by the Department of Archives and History. Attendance is **MANDATORY** for the grant recipient or the project manager. **Failure to attend the Grant Administration workshop can result in the loss of the grant award.**

### **Part III: Grant Selection Criteria**

All applicants must meet criteria one through five. Criteria six through fourteen will be used to rate and rank each project.

- 1. The property must be owned by the state, county, or municipality, or a nonprofit organization.**

Nonprofit organizations must provide proof of their 501 (c) (3) status. Buildings being developed for commercial, income-producing use are ineligible even if owned by a nonprofit. Work on income-producing sections of a building owned by a nonprofit organization is ineligible. Properties operated by the Mississippi Department of Archives and History are eligible to receive grant funds.



*Attala County Courthouse, Kosciusko, Attala County  
Owned by the Attala County Board of Supervisors*

- 2. The property must be designated a Mississippi Landmark, pursuant to Section 39-7-3 of the Antiquities Law of Mississippi, Mississippi Code of 1972, as amended, at the time of application.**

Mississippi Landmark designation is the highest form of recognition given to historic properties by the state of Mississippi. If you do not know whether or not your property is a Mississippi Landmark, contact the Review and Compliance Section of the Historic Preservation Division at 601-576-6940.

**3. The applicant must match the grant with cash equal to at least 20% of the total project.**

The applicant's cash match must be in hand or guaranteed at the time the application is submitted.

**4. The grant application must demonstrate that the organization has clearly defined, obtainable goals, reasonable expectations of the work involved, and detailed budget estimates.**

The work plan should be outlined in the grant application with the budget broken down into specific categories.

**5. The applicant must provide assurance of the completion of the project and continued administration, operation, and maintenance of the property.**

Property owners should have a well-defined plan for routine maintenance and long-term preservation of the historic property.

**6. Priority will be given to endangered properties**

Consideration will be given to buildings that would be abandoned or demolished without grant funding. Consideration will also be given to those properties designated as one of Mississippi's *Ten Most Endangered Historic Properties* by the Mississippi Heritage Trust.



*L. Q. C. Lamar House, Oxford, Lafayette County  
Mississippi Heritage Trust, 10 Most Endangered Historic Places, 2000*

**7. Priority will be given to projects that produce a high level of public benefit.**

Public benefit can mean the historic property:

- a. is regularly accessible to the public
- b. has educational value
- c. has potential for heritage tourism
- d. is an important community symbol or landmark

## 8. Priority will be given to projects that best preserve historic building features.

A project must contribute to preserving the features of the building that make it eligible for *Mississippi Landmark* designation. **All projects must meet The Secretary of the Interior's Standards for the Treatment of Historic Properties.** A list of the appropriate Standards for Rehabilitation appears in Appendix B of this manual. More information on the Standards is available upon request.

Grants may be awarded for three categories of preservation work: stabilization and immediate need, necessary repairs, and enhancement. Generally projects in the first category will be given higher priority for funding. Projects in the other two categories should preserve critically important historic features or significantly influence the continued use and preservation of a building.

**A. Stabilization and Immediate Need:** Projects in this category involve work on a failed structural component, such as a frame, foundation, or a leaking roof. Work could also address extensive damage or deterioration over a large portion of the building. For example, a brick building could require extensive repointing work on the mortar. A project could also seek to rectify serious ongoing deterioration and damage to significant features of a building, such as structural repair to a seriously leaning bell tower, relaying of a slate roof, installation of a new metal roof, or sill repair or replacement. Immediate need indicates that without repair of the feature, deterioration will happen quickly.

**B. Necessary Repairs, Corrective Measures and Preventive Maintenance:** This category covers projects that restore or repair damaged or worn parts of a building before the deterioration becomes so advanced that the feature must be replaced entirely. This might include a single building component or a package of smaller items, which together make up a significant project. It can include corrective measures such as drainage work, or work such as roof, trim and siding, or porch repair.

Projects that are primarily routine maintenance (e.g. cleaning, painting) or energy conservation work (e.g. insulation, storm windows) will not be given high priority.

Painting is generally considered to be routine maintenance. If a grant request is for painting, the applicant must explain any need for associated preparatory work prior to painting in the application. For example, preparatory work includes any necessary repair to wood damage caused by paint failure.

**C. Enhancement:** This category consists of work that is not vital to the physical survival of the building, but instead preserves, restores, and enhances features critical to its architectural and/or historical significance. Examples are decorative interior painting and restoration of missing decorative features, based on documentation.

Grant projects that propose to replace missing architectural features must be supported by documentation (photographs, original architectural drawings, on-site physical evidence) that proves that the missing elements once existed. This documentation must be submitted as a part of the grant application.

Generally, funds will not be granted to projects that propose to replace later historic building features with earlier features, even if the earlier features are documented. Changes that have taken place in the course of time are evidence of the history and development of a building, structure, or site. These changes may have acquired significance in their own right, and this significance must be recognized and respected.

**The types of work listed above are examples and do not preclude consideration of other work that meets the intent of one of the three categories.**

**9. Priority will be given to projects that promote the best long-term use of the property.**

The preservation of a property is more likely to be ensured if its use does not require substantial change to its architectural design or historic character.

**10. Priority will be given to projects with the highest level of significance.**

The levels of significance in descending order are:

- a. National Historic Landmark (or nationally significant)
- b. National Register of Historic Places listing or eligibility at statewide significance
- c. National Register of Historic Places listing or eligibility at local Significance



Curlee (Veranda) House, Corinth, Alcorn County  
Listed as National Historic Landmark

If you are uncertain whether or not your property is a National Historic Landmark or listed on the National Register of Historic Places, contact the Architectural History Section of the Historic Preservation Division at 601-576-6940.

If a property has not been designated a National Historic Landmark or listed on the National Register, the applicant must document the significance of the property in the application.

**11. Priority will be given to counties that participate in the Local Government Records program.**

For projects involving courthouses, priority may be given to those located in counties that participate in the Local Government Records program and collecting the \$1 recording fee. **If the project involves the creation of county archival or records storage facilities, full participation in the program is required.**

**12. Priority will be given to projects that involve the installation of protective features when the absence of such features constitutes a serious threat to the historic structure.**

This can include the installation of burglary and fire-detection/suppression systems.

**13. Priority may be given to projects that involve landscaping that is essential to the restoration or interpretation of a historic property.**

Grant projects that propose to restore historic landscape features must be supported by documentation (photographs, on-site physical evidence) proving that the missing landscape features once existed. This documentation must be submitted as a part of the grant application.

**14. Geographic distribution and cultural diversity may be considered as a factor in grant awards.**

In an attempt to preserve the entire range of Mississippi's heritage the Board of Trustees will consider the geographic distribution and cultural diversity of the projects will be considered. It is expected that geographic distribution will become a selection factor in instances where applications compete equally in the first eleven criteria.

**Important Additional Guidance**

**Repair is preferable to replacement.** If replacement occurs, it is almost always best to use traditional historic materials. Only in extreme circumstances will projects that include replacement elements consisting of non-historic materials be considered.

**Temporary repairs** will be funded only under extraordinary circumstances. Applicants who propose temporary repairs must include a written outline that describes how and when permanent repairs will be undertaken.

## Part IV: Instructions for Applying for Funds

It is important that the applicant read the entire manual before completing your application. All of the various forms needed to apply for grant funds are attached. Please supply **one original in a three-ring binder and four copies that are stapled together** of the complete application packet assembled in the order shown below. Completed applications **MUST** include all of the following **IN ORDER**: (Please do not put pages in transparent slips)

- A. Application form
- B. Supporting information (i.e., Board minutes, non-profit charter, etc.)
- C. Grant application checklist
- D. Project description
- E. Project budget
- F. Matching share and letters of commitment
- G. Letters of support
- H. Resume(s)
- I. Color photographs of the subject property
- J. Signed statement of understanding (pg. 29)
- K. Signed insurance certification (pg. 30)
- L. Evidence of current membership in Mississippi Museums Association (if a museum project is involved) (pg. 31)

The following information is intended to clarify specific sections in the application.

### A. Application Form

- 1. Project Title:** The project title should reflect the kind of project that the grant applicant has proposed in the application (for example, the “Yoknapatawpha County Courthouse Restoration”). Allowable project work can be found in Section II, Part A.
- 2. Project Location:** The physical address of the property including city and county. If the application is for a rural property, please include a location description.
- 3. Project Description:** In one sentence describe the purpose of the proposed project. This information will be used in presentation to the Board of Trustees, so be sure to write a clear, concise, and complete descriptive sentence.
- 4. Original Construction Date:** Give the original date of construction of the building, as well as any significant changes or additions.
- 5. Project Budget:** Fill in the amount of grant funding requested, the matching share, and the total project costs on the appropriate lines. Note that these figures must be consistent with the figures on the subsequent project budget and matching share forms of the application.

**6. Project Applicant:** The project applicant must have **legal authority** to apply for the grant, and will generally be a government agency, school district, or nonprofit organization with 501 (c) (3) status and the ultimate legal and financial responsibility for the project.

The property must be publicly owned or owned by the 501 (c) (3) organization submitting the application.

**7. Project Coordinator:** The name of the person designated by the project applicant to administer the project. (See Part II, Section B, and submit the resume of this person.)

**8. Property Owner:** The building **must** be owned by the state, city or county government, school district, or nonprofit organization.

**9. Federal Employer's Identification Number:** This is required under state auditing and income tax regulations.

**10. Project Professional:** The name of the person responsible for ensuring that the final product meets all applicable state regulations (See Part II, Section B). If a member of the project sponsor's staff is to be the project professional, please submit a current resume. If the project professional will be hired later if the grant application is funded, write "To Be Selected" in this space.

**11. Mississippi Landmark Status:** The property must be designated a *Mississippi Landmark* **before** application. Please include the requested information to verify that the property has been designated. If you have any questions regarding this information, please contact the Review and Compliance Section of the Historic Preservation Division at 601-576-6940.

## **B. Supporting Information**

**1. Publicly Owned:** The property owner must include minutes or a resolution where the governing Board shows that they are in support of the application for grant funds, the proposed project, and have become familiar with the Statement of Understanding (pg. 29).

**2. Private Non-Profit Owned:** The property owner must include how many years the organization has been incorporated as a non-profit. This can be done by including a copy of the charter.

## **C. Grant Application Checklist**

Please refer to the grant application checklist (pg 23) for instructions on how to assemble the parts of the application and how many copies are required. Please

check off the items on the list and submit the checklist as part of the grant application.

## **D. Project Description**

Please supply a narrative statement that:

1. Provide a description of the significance of the property and a brief historical overview.
2. Provides a detailed description of the project, including the reasons for undertaking the project, the specific goals and work to be accomplished.

For **building preservation projects**, be sure to include a description of the current building conditions, the specific problems that need to be addressed, and the proposed repairs.

For **development and interpretation projects** be sure to include a description of any preplanning, planning/design, research, or other efforts to be undertaken on the project.

3. States the project goals and how they will be achieved, and explains how the project would benefit the state and/or the local community.
4. Lists and describes the products that will result from the project (i.e., specific repairs made to historic buildings, restoration of missing historic features, development of museum exhibits, etc.).

This narrative should be as clear and concise as possible, and should include adequate detail to define fully the proposed scope of work. In most cases, however, the narrative should not exceed three (3) pages.

## **E. Project Budget**

Please complete the attached budget form.

- 1. Proposed Work Cost Breakdown:** Provide a complete budget breakdown. The budget should be as thorough as possible. Costs should be itemized according to work elements (Such as windows, doors, roof, exhibit cases, research, etc.) Be sure to account for the total cost of the proposed project, not just the state share.
- 2. Total Project Costs:** Indicate the total cost of the project work. This should be the sum total of the costs described in the cost breakdown. The matching share must be at least 20% of the total project.

**3. Estimates:** Please indicate how project estimates were determined (i.e., estimates from contractor, architect, exhibit designer, etc.).

**4. Partial Funding:** Often the Department of Archives and History is unable to provide funding for the entire grant request. Please explain how partial funding could allow for a successful project. Indicate if the work could be completed in phases. Prioritize work and explain which components of work are critical in order to proceed. Also indicate any mandatory sequence of completion of work items, if relevant.

**Only direct project costs are allowable. Indirect costs are NOT allowable expenses under this program. The Department of Archives and History staff will automatically deduct indirect costs from project budgets if they appear. Such action may severely alter a proposed project's budget and may jeopardize its ability to be properly executed should grant funding be awarded.**

**The grant recipient must also keep accurate records of all expenditures. These records must be able to satisfy the requirements of a state audit.**

## **F. Matching Share**

The project sponsor is required to have a cash match not less than 20% of the total project in-hand or guaranteed at the time of application. Please indicate the source of the matching share. If part of the matching share is being provided by entities other than the sponsoring organization, attach copies of letters from those entities showing a firm and binding commitment to provide promised donations. The certification of matching share must be signed by a person legally authorized to commit the sponsoring organization and its funds.

## **G. Letters of Support**

**At least three letters of support** from the community must be submitted **WITH** the application. These letters may come from elected officials, historical societies, community groups, business people, or other interested parties in order to demonstrate broad-based support for the proposed project.

Letters of support must demonstrate that they concern the current grant proposal.

## **H. Resumes**

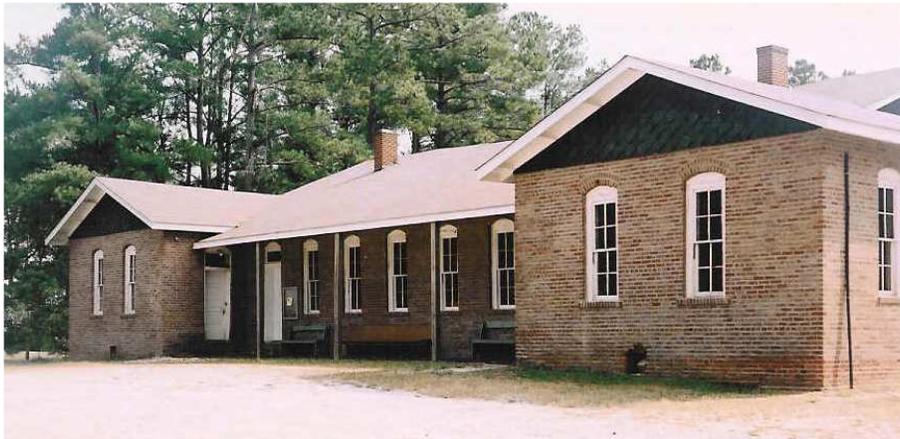
Please submit a copy of the resume of the person who will act as project coordinator with the grant application. If the grant project will include a project professional who is already a member of the project applicant's staff, please include a copy of this person's resume as well.

## I. Photographs

Include with the original application five to fifteen original photos (3" x 5" or larger) that convey the significance and condition of the property. The photos should show a general overview of the property from all exterior sides, the interior, and the specific area where grant assisted work is needed. (For example, if project work is being completed on the windows, pictures should be taken of the whole property and specifically of the windows, showing their deterioration and any related damage.) Four sets of clear **photocopies** may be submitted along with the originals. If clear photocopies are not available, please submit five sets of photographs.

The photographs will be used in presenting the Board of Trustees your grant proposal. **The use of digital images as the original is discouraged** because of low quality transfer and therefore could result in the Board of Trustees not having a clear picture of your building condition.

**Note: Photographs and other visual materials submitted in support of grant applications become the property of the Department of Archives and History and cannot be returned to the applicant.**



(Old) Burton School  
Burton, Prentiss County

## MISSISSIPPI COMMUNITY HERITAGE PRESERVATION GRANT -VI APPLICATION FORM

Please read entire application before completing.  
Inaccurate or incomplete applications will not be considered.

1. Project Title: \_\_\_\_\_

2. Project Location: \_\_\_\_\_

Address or location description if in rural area

City (if applicable)

County

3. Project Description (in one sentence): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Original Construction Date (i.e. year building was built): \_\_\_\_\_

Changes/additions Date: \_\_\_\_\_

5. Project Budget:

Total State Grant Funds Requested: \$ \_\_\_\_\_

Matching funds provided by applicant: \$ \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

6. Project Applicant: \_\_\_\_\_

Contact Name

Title

Address

City

State

Zip Code

Phone Number

FAX

E-mail address

Project Applicant Description (**MUST** be one of the following):

\_\_\_\_\_ State Government

\_\_\_\_\_ County Government

\_\_\_\_\_ Municipal Government

\_\_\_\_\_ School District

\_\_\_\_\_ Nonprofit Corporation - Attach proof of nonprofit status, i.e. copies of

charter of incorporation by the Mississippi Secretary of State of the State and IRS 501 (c)(3) tax exempt letter. Also attach copies of the organization's brief financial statements for the past 3 years.

*Please attach certification of project endorsement that has been spread upon the minutes of the governing body*

7. Project Coordinator: \_\_\_\_\_

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
FAX

\_\_\_\_\_  
E-mail address

8. Property Owner (if different from Project Applicant): \_\_\_\_\_

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
FAX

\_\_\_\_\_  
E-mail address

10. Project Professional: \_\_\_\_\_

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
FAX

\_\_\_\_\_  
E-mail address

11. *Mississippi Landmark* Designation: Properties must be designated *Mississippi Landmarks* by the Board of Trustees of the Department of Archives and History under provisions of the State Antiquities Act to be eligible for grant funding from the Mississippi Community Heritage Preservation Grant Program. Please provide the following information concerning recording of the *Mississippi Landmark*:

County:

Date Mississippi Landmark Designation Recorded:

Book/Page in Chancery Clerk's Office Where Recorded:

**This information can be found in the Chancery Clerk's Office at the local courthouse.**

## **Mississippi Community Heritage Preservation Grant Application Checklist**

Please submit this completed checklist with the grant application. For proper consideration the grant application **MUST** include the following **IN ORDER**:

- \_\_\_\_\_ Application form
- \_\_\_\_\_ Supporting information (i.e., 501 (c) (3) charter, minutes, etc.)
- \_\_\_\_\_ Grant application checklist
- \_\_\_\_\_ Project description
- \_\_\_\_\_ Project budget breakdown
- \_\_\_\_\_ Signed matching share with letters of commitment
- \_\_\_\_\_ Letters of support
- \_\_\_\_\_ Resume(s)
- \_\_\_\_\_ Photographs of the subject property
- \_\_\_\_\_ Signed statement of understanding
- \_\_\_\_\_ Insurance certification form
- \_\_\_\_\_ Evidence of current membership in the Mississippi Museums Association (if a museum project is involved)

### **Instructions for assembling the grant application:**

- A. Place **original** documents, assembled in the above order, **in a three-ring binder**. Do not place pages in transparent slips
  
- B. Make four copies of each of the items on the checklist above. Assemble these documents into four application packets following the order of the checklist above and staple in the upper left hand corner. **DO NOT place the four copies of the application in three-ring binders or have them bound.**
  
- C. Submit the five sets of the grant application (one original and four copies) to the Historic Preservation Division by 5:00 pm, October 9, 2009. Applicants are encouraged to submit their applications early.

Applicants are encouraged to make an additional copy of all documents to retain for their records.

Mail to: ATTN: Mingo Tingle  
 Historic Preservation Division  
 Mississippi Department of Archives  
 and History  
 P.O. Box 571  
 Jackson, MS 39205-0571

Deliver to: ATTN: Mingo Tingle  
 Historic Preservation Division  
 Mississippi Department of Archives  
 and History  
 100 South State Street  
 Jackson, MS 39201



## Project Budget Breakdown

- 1. Project work cost breakdown:** Specify costs such as door and window repair, masonry repair, interior finishes, exhibit design costs, exhibit construction, etc. Place additional sheets directly behind this form if needed.

**2. Total Project Cost** \$ \_\_\_\_\_

(Total project cost equals grant amount requested plus matching share)

Grant Amount Requested \$ \_\_\_\_\_

Matching Share \$ \_\_\_\_\_

(At least 20% of total project)

**3. How were estimated project costs determined?**

**4. Partial Funding:** Indicate whether partial funding from the Department of Archives and History and/or partial completion of the planned work outlined in this application would allow for a successful result. Prioritize the components of proposed work indicating which are critical. Indicate the sequence in which project work must be completed, if relevant. Place additional sheets directly behind this form if needed.

### Matching Share Form

Donor: \_\_\_\_\_

Source: \_\_\_\_\_

Total cash amount: \$ \_\_\_\_\_

Donor: \_\_\_\_\_

Source: \_\_\_\_\_

Total cash amount: \$ \_\_\_\_\_

Donor: \_\_\_\_\_

Source: \_\_\_\_\_

Total cash amount: \$ \_\_\_\_\_

**Total Matching Share:** \$ \_\_\_\_\_

This amount should equal that given on Item 5 of the Application Form.

### Certification of Matching Share

I certify that the matching share funds identified above are available, and that they will be allocated only to the Mississippi Community Heritage Preservation Grant project described in this application and titled:

\_\_\_\_\_  
Project Title

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Applicants are strongly encouraged to submit appropriate documentation of the matching share (copies of bank statements, etc.) following this form. Please note that applications without documentation MAY NOT receive full credit for the matching share.**



## Statement of Understanding

With respect to any grant received from the Department of Archives and History, the applicant indicates by his/her signature that he/she has read, understands, and agrees that:

1. This is a request for consideration for a grant and does not constitute a commitment for funding from the Mississippi Community Heritage Preservation Grant Program, administered by the Department of Archives and History.
2. The individual submitting this grant request on behalf of the applicant has the necessary authority to request consideration of this project by the Department of Archives and History.
3. This is a matching grant program in which only a portion of the total project cost can be supplied by the grant funds; matching share will be supplied by the grant applicant in the form of cash. In kind match will not be considered or credited to the applicant.
4. No work covered in this application is to begin until the applicant has been notified in writing that funds have been awarded and has accepted in writing the terms and conditions of the grant. No work is to begin until the work has been approved by the Permit Committee and applicant has received an official **Mississippi Landmark Permit**.
5. If a grant is received, all obligations for material work are to be paid by the applicant, who will then receive reimbursement from the Department of Finance and Administration, based on prior agreement and approval by the Department of Archives and History.
6. Grants will be administered in accordance with all applicable state laws, regulations, policies, requirements and guidelines, including Title VI of the 1964 Civil Rights Act, non-discrimination on the basis of handicap, and equal employment opportunity and labor laws.
7. Procurement actions will be conducted in accordance with the State of Mississippi bidding and procurement laws.
8. All costs charged to the grant project will be in payment of approved budget items.
9. Adequate resources will be available for the completion of the proposed project and the continued operation of the site.
10. An adequate financial management system (and audit procedure when deemed applicable) will be maintained to provide control of all property, funds, and assets.

11. The project, if funded, will be carried out in accordance with the guidelines set forth by the Historic Preservation Division, Department of Archives and History and will be completed within the allotted time.

12. The applicant will cooperate with the staff of the Department of Archives and History in meeting all the above requirements.

13. Additional administrative requirements and project-specific conditions may be a part of any grant offer made by the Department of Archives and History as a result of this application.

14. Failure to comply with the conditions set forth in this Statement of Understanding will result in cancellation of the grant.

The applicant recognizes and agrees that any state financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the State of Mississippi reserves the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and on the person or persons whose signature(s) appear below and who is/are authorized to sign this assurance on behalf of the applicant.

---

Name of Applicant/Project Sponsor Date

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Name and Title of Authorized Representative

---

Signature

## Title and Insurance Certification Form

State funds cannot be invested in projects without assurance that the grantee possesses clear and unencumbered title to the property involved in the proposed project and has the property adequately insured to protect the state's investment.

I certify that the property involved is owned and sufficiently insured by the applicant identified below, and that the building will be used for the Mississippi Community Heritage Preservation Grant project described in this application and titled:

---

Project Title

---

Applicant

---

Name and Title of Authorized Representative

---

Signature

Date

**Applicants are strongly encouraged to submit appropriate documentation of the ownership and title (copies of deeds, certificates of title, and insurance policies, etc.) following this form. Please note that applications without documentation MAY NOT be considered for grant awards.**



## MUSEUM ATTACHMENT

*To be completed by applicants **currently operating** an established museum or interpretive center only.*

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1. Visitation for the 12-month period prior to this application \_\_\_\_\_
2. Year first open to the general public \_\_\_\_\_
3. Number of full-time paid staff \_\_\_\_\_ Number of part-time paid staff \_\_\_\_\_  
 Number of full-time volunteer staff \_\_\_\_\_ Number of part-time volunteer staff \_\_\_\_\_
4. Operating income for the most recently completed fiscal year  
 Year \_\_\_\_\_ \$ \_\_\_\_\_  
  
 Operating income for the second most recently completed fiscal year  
 Year \_\_\_\_\_ \$ \_\_\_\_\_  
  
 Operating income for the third most recently completed fiscal year  
 Year \_\_\_\_\_ \$ \_\_\_\_\_
4. Total number of hours open to the public for the 12-month period prior to this application.  
 \_\_\_\_\_ Hours
6. List below the applicant's open hours each day of the week.
 

	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
Opening	_____	_____	_____	_____	_____	_____	_____
Closing	_____	_____	_____	_____	_____	_____	_____
7. Does the museum own or use tangible objects or artifacts?  
 \_\_\_\_\_ yes \_\_\_\_\_ no
8. Are these objects exhibited to the public on a regular basis through facilities the museum owns or operates?  
 \_\_\_\_\_ yes \_\_\_\_\_ no
4. Does the museum have at least one full-time paid or unpaid staff member (or the equivalent) whose primary duty is the care, acquisition, or exhibition to the public of objects owned or used by the museum?  
 \_\_\_\_\_ yes \_\_\_\_\_ no



## **APPENDIX A**

### **GLOSSARY OF GRANT DESCRIPTIONS**

Certified Local Government – County or municipality in the State of Mississippi that has established its own historic preservation commission and program, meeting federal and state standards, and has obtained certification of such action from the Department of Archives and History and the National Park Service.

Conservation - Action taken to minimize deterioration so that artifacts and objects may be preserved for the future.

Documentation – Historical research and/or photographic evidence that documents the historical significance of an era, event, or historical personage.

Exhibit Design - Sketches, plans, mock-ups, or the like necessary to construct and install interpretive exhibits.

Historical Property – Building, site, structure or monument of historical significance as defined by the Department of Archives and History.

History Museum - An institution that collects, preserves, exhibits, and interprets a collection of tangible objects of historical significance. A museum facility allocates sufficient space to collections care and storage spaces, as well as exhibit space, and is open to the public.

House Museum - Historic structure authentically furnished with objects of a particular period used to interpret accurately a particular lifestyle, culture, or person.

Interpretation – Historical exhibit design, interpretive or commemorative marker or monument, publication, program, or other instructional techniques that present and interpret history from broad cultural and ethnic perspectives

Investigation – A systematic examination and documentation of information concerning historic buildings, sites, and/or events. Research and analysis will vary, depending upon the specific objectives and the type of property or event under examination, but will usually take the form of a historic structure report, an archaeological excavation and report, or research for monuments, statues, historical markers, or exhibits.

Preservation - The process of applying measures to sustain the existing form, integrity, and material of a building, structure, site, or artifact. Preservation may include initial stabilization/conservation work, as well as ongoing maintenance (which is the continuing responsibility of the project applicant).

Rehabilitation - Returning a historic property to a state of utility through repair or alteration that makes possible efficient contemporary use (i.e., ADA handicapped accessible facilities, air conditioning, signage, etc.) while preserving those portions or features of the property that are significant to its historical, architectural, and/or cultural values.

Renovation - Returning a historic property to a state of utility through repair or alteration that makes possible efficient contemporary use (i.e., ADA handicapped accessible facilities, air conditioning, signage, etc.) while preserving those portions or features of the property that are significant to its historical, architectural, and/or cultural values.

Repair - Returning sound condition to a historic property by replacing damaged building components with new components of appropriate design, material, and craftsmanship.

Restoration - Accurately recovering the form and details of a historic property and its setting as it appeared at a particular period of time by removing later work/material or by replacing missing earlier work/material.

Site - The setting of an event of archaeological or historical significance. It can refer to areas that are notable because of their association with a particular era, event, occurrence, or historical personage.

**APPENDIX B**  
**The Secretary of the Interior's**  
**Standards for Rehabilitation of Historic Buildings**

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, 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. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures shall 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 shall 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 construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



**APPENDIX C**  
**Professional Qualifications**  
**36 CFR Part 61, Section 61.5**

In the following definitions, a year of full-time experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

A. History

The minimum professional qualifications in history are a graduate degree in history or a closely related field; **or** a bachelor's degree in history or a closely related field **plus** one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; **or**
2. Substantial contribution to the body of scholarly knowledge in the field of history through research and publication.

B. Archaeology

The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or a closely related field, **plus**;

1. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management; **and**
2. At least four months of supervised field and analytic experience in general North American archaeology; **and**
3. Demonstrated ability to carry research to completion

In addition to the minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at the supervisory level in the study of archaeological resources of the historic period.

### C. Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or a closely related field, with course work in American architectural history; **or** a bachelor's degree in architectural history with a concentration in American architecture; **or** a bachelor's degree in architectural history, art history, historic preservation, or a closely related field **plus** one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; **or**
2. Substantial contribution to the body of scholarly knowledge in the field of American architectural history through research and publication.

### D. Architecture

The minimum professional qualifications in architecture are a professional degree in architecture **plus** at least two years of full-time professional experience in architecture; **or** a State license to practice architecture.

### E. Historical Architecture

The minimum professional qualifications in historical architecture are a professional degree in architecture; **or** a State license to practice architecture **plus** one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or a closely related field **and** at least one year of full-time professional experience on preservation and restoration projects; **or**
2. At least two years of full-time professional experience on preservation and restoration projects.

Experience on preservation and restoration projects shall include detailed investigation of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

## **FREE ADVICE**

### **For Completing Mississippi Community Heritage Preservation Grant Applications**

The following advice has been prepared by the Department of Archives and History staff. These points cover the areas of grants proposals that are most often found to be weak, incomplete, and inadequate. The Mississippi Community Heritage Preservation Grant Program is competitive. If you follow the advice listed below, your proposal will be more effective. There is no guarantee that your project will be funded, but a well-developed project has a better chance.

#### **Dos and Don'ts in Preparing Grant Proposals:**

- Do Consult the Historic Preservation Division staff **WHENEVER** you have questions about completing the application.
  - Do Assemble the copies of the proposal carefully following the order given in the Grant Application Checklist. Many times, applications are assembled incorrectly or out of order. It is much easier to find a specific part of any application when they are all assembled in the same manner. This insures that the nomination can be reviewed in its entirety.
  - Do Give your proposal to someone else to read before submitting, preferably someone NOT connected with the project. If the reader has questions about the project, then the application may not be clear enough. You will then have the opportunity to rework parts of the applications if necessary.
  - Do Submit your application early, if possible. If parts are missing or incomplete you will have time to make necessary corrections before the final deadline.
  - Do Ask for letters of support from local people, organizations, and political representatives **early**. This allows for the letter to be submitted with the applications. Any letters received after the final deadline **WILL NOT** be considered.
  - Do Read the instructions thoroughly to make sure you have completed the application correctly.
- 
- Don't Wait until the last minute to begin preparing your application. Supporting documentation is extremely important and may take several weeks to pull together. Proposals written at the last minute often lack the necessary details and documentation, and generally do not score well because of it. Remember, this is an extremely competitive program—take the time necessary to put together a quality application.
  - Don't Submit your application spiral bound with a wire or plastic comb, or tape bound, or with the pages inserted in plastic sleeves. In case the staff needs to copy or reorganize the application, these bindings and covers make it difficult to take apart and reassemble to application. The **ORIGINAL applications should be submitted in a three-ring binder**, none of the **4 COPIES** should be submitted in this manner; they simply take up too much file space. The Department staff prefers that all proposals look approximately the same, as they are much easier to handle and review. The score given to each project application is directly derived from the CONTENT, not the appearance of the grant proposal.

### **THREE EASY WAYS TO MAKE YOUR PROPOSAL SCORE MORE POINTS:**

1. **Include a thorough and detailed project description.** This project description should cover every item or task to be completed under the grant-assisted project. If the proposed grant project is a part, components, or phase of a larger project, briefly describe the overall project and how the proposed grant fits into the big picture. Then describe the proposed grant project in detail. List and describe every product that will result from the grant project, and discuss any potential spin-off benefits of the project. A thorough and detailed project description generally should not exceed three typewritten pages.
2. **Include a detailed and documented project budget.** The budget should be broken down in detail. Be sure to include all project costs in the budget. Whenever possible, include written estimates from consultants or contractors for the goods and services to be used in the proposed project. This kind of documentation proves that the budget is reasonable and accurate.
3. **Include documentation to support the applicant's matching share.** Obtaining copies of bank statements, written pledge or commitments, or other financial documentation may take several days or even weeks, so be sure to allow enough time to accomplish this task prior to the application submission deadline.

By carefully following the grant application instructions and the advice given above, a grant application should be able to avoid the most common pitfalls of preparing a grant proposal. A quality proposal is the sum of many quality parts. One or two weak parts of the proposal may mean the difference between the proposal being funded and not being funded. If you have any questions, contact Mingo Tingle at 601-576-6940