



## **Guidelines and Policies**

### **New Hampshire Preservation Alliance Mini-Grants**

**Program Purpose:** To assist in saving historic community buildings by helping local organizations in the early stages of a project or at critical junctures with obtaining specialized advice from a professional.

#### **Types of Assistance**

- Preliminary condition assessment or treatment recommendation
- Second opinion on conditions, code compliance, or recommendations for treatment
- Initial consultation on formulating re-use plan, fund-raising plan, advocacy efforts, or other strategic planning

#### **Eligible Applicants**

- Non-profit organizations, municipalities and groups working for the public benefit without charitable status

#### **Grant Amounts and Process**

- Awards are \$500, of which the grantee will provide a \$100 match, payable to the N.H. Preservation Alliance.
- Scope of work may occasionally require adjustments to award size. If so, match will be 20% of total award.
- Applicants are encouraged to meet with the Preservation Alliance Field Service Representative before filing an application.
- Applicants will be notified of review panel's decision within 3 weeks of receipt of completed application.
- The Preservation Alliance will work with applicant to select the consultant and pay him or her directly.
- Applicant and consultant will arrange details of site visit with each other. Grant recipients are encouraged to take notes and photographs and otherwise document the meeting.
- Within 3 weeks of site visit, the consultant will submit to the Preservation Alliance a draft (2-3 pp) of his/her findings. The Preservation Alliance will review draft, suggest any corrections or modifications, and then forward the final version to the grantee.

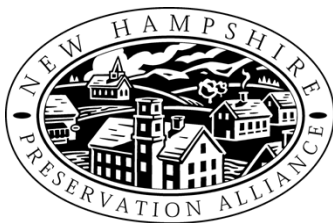
*All applicants to the mini-grant program will be considered for a special mini-grant from the Rick and Duffy Monahan Fund. This memorial fund was established to honor these vibrant preservationists and support the kind of work and successes that they enjoyed. A Preservation Alliance advisory committee that includes representatives of AIA NH, the N.H. Division of Historical Resources and other groups, will use the mini-grant criteria below and consider to what degree the grant will help meet the group or project's goals. Awards will be made periodically. More on the Fund and its generous donors at [www.nhpreservation.org](http://www.nhpreservation.org).*

#### **Selection Criteria**

- Significance of the historic resource
- Evidence of local support and visibility of project within the community
- Degree of need or severity of threat to the resource
- Likelihood of continuation of preservation efforts

#### **Grantee Requirements**

- Provide \$100 toward consultant's fee
- Acknowledge Alliance's support in press releases and other communications about the project
- Provide photos the Alliance can use for public relations purposes



**APPLICATION FOR TECHNICAL ASSISTANCE FUND  
(MINI-GRANT)**

Name of structure or resource: \_\_\_\_\_ Town: \_\_\_\_\_

Address of structure: \_\_\_\_\_

Owner of Building: \_\_\_\_\_ Owner's Address: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_ Owner's Email: \_\_\_\_\_

**A. On a separate sheet, please respond to the following questions.** Please number each question.  
Please limit answers to 3 pages.

1. Describe the significance of the resource including its architecture, history and place in the community. Is it listed on or eligible for listing on the National or State Register of Historic Places? Is it within a local historic district? Are there other designations?
2. Are there physical or political threats to the building? What are the preservation needs and challenges?
3. What do you hope to accomplish with this grant? How will the assistance you are requesting lead you to next steps? Do you know your ultimate preservation goal?
4. Have there been any prior assessments, estimates or reports done on this building? If so, please give name of consultant, date of report and summarize findings.
5. Describe local support and any partners working with you on the project, including any prior preservation successes you have had with this or other projects. Has this project received any other grants? If so, please list. Has there been any other fundraising so far?
6. Who will benefit from the work you wish to do? Explain community impact.

**B. Please provide 4-6 clearly-labeled photos that show the overall property or site, its context (setting), and any specific issues to be addressed by this application.**

**C. Have you talked to or met with a member of our field service staff?**

Field Service Rep : \_\_\_\_\_ Date of visit or call: \_\_\_\_\_

**D. Who is the contact for this application?**

Name: \_\_\_\_\_ Affiliation \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date submitted: \_\_\_\_\_

**Questions? Please contact Beverly Thomas, Program Director, New Hampshire Preservation Alliance (603) 224-2281 or [bt@nhpreservation.org](mailto:bt@nhpreservation.org). Additional copies of this application may be found at [www.nhpreservation.org/](http://www.nhpreservation.org/)**

<b>FOR OFFICE USE ONLY</b>	
Application Rec'd	Acknowledgment of completed application
Committee review	Recommended consultant
Letter and contract sent to applicant	Signed contract and grant match rec'd
Field Service	Consultant visit scheduled
Consultant's summary rec'd by NHPA	Consultant's summary approved
Consultant's summary forwarded to applicant	

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