Butte Citizens for Preservation and Revitalization, a non-profit organization dedicated to the preservation of historic buildings in Butte, has set aside a portion of its revenue for grants to eligible applicants for façade improvements. The goal of Butte CPR’s Historic Improvement Program is to preserve and promote the structural integrity and historic character of exterior architecture of historic buildings in Butte. Butte CPR defines historic buildings as structures built during or before 1950. The committee awards one or more grants per year to residential or commercial applicants who meet the program’s criteria.

The deadline for 2020 grant applications is Wednesday, May 1, 2020

I. Eligible activities include:
   - Exterior painting upgrades, historic masonry and stucco re-pointing, cleaning, and repair.
   - Replacement or repair of original architectural features (for example, cornices).
   - Replacement of historically inappropriate windows, awnings, porch columns, doors, etc., with historically appropriate items.

II. Ineligible activities include:
   - Interior renovations.
   - Routine roof and chimney repair, unless they are major design elements.
   - Vinyl or aluminum siding over existing repairable wood siding.
   - Substantial reconstruction of structural elements.
   - Interior plumbing and electrical work.
   - Re-painting of buildings that received a previous grant for painting.
   - Projects which fail to meet all the HIP grant requirements.

III. If applicants do not own the building, written permission from the owner is required.

IV. Applications will be reviewed by a committee within 30 days of the application deadline. Approval of the application is contingent upon evaluation of the improvement in the historical value of the structure, as indicated in the submitted plans and specifications. If approved, the applicant is eligible to be considered for a grant. Grant amounts typically range between $300 and $2,000.

This is a competitive grant process. Available funds do not generally allow funding of all proposals. There is no guarantee that all grants will be made at the maximum level.

V. Project estimates will be reviewed to establish a grant figure. All or portions of the grant may be used. Butte CPR will not reimburse for items not covered in the project proposal or any work that is in excess of the grant award.

VI. Grant funds will be paid by reimbursement of receipts for materials (paint, bricks, wood, stucco, plaster, cement, etc.) or services. Grantees must submit receipts to Butte CPR after the material has been applied or installed. A project must be completed before reimbursement. After checking that the receipted material has been applied or installed according to the grantee’s plan, CPR will issue a check for the amount of the receipts.

VII. Grant recipients agree to display in a visible location, and while the facade project is in progress, a sign indicating financial assistance from Butte CPR. Recipients will also allow Butte CPR to display before and after photographs of the project for educational or promotional purposes.
VIII. Grant recipients can apply for up to $2,000 per property address in facade work from CPR in a five-year period. Applications filed by former recipients must have a different focus than that of the original grant (for example, repeat painting projects are not acceptable).

IX. All projects must be completed within 18 months of award of the grant. Any grant funds not spent within 18 months of award will be forfeited by the grantee. Reasonable extensions of this period will be considered upon a written request.

X. Recipients of awards who significantly change a design, color scheme, etc. from the original application must submit the changes to CPR before beginning the project in order to maintain eligibility for the award.

XI. All grant monies of any amount are considered income by the IRS, and CPR is required to file 1099-MISC forms for any award of $600 or greater. Awards that equal or exceed $600 will require submission of an appropriate identification number (SSN or EIN, whichever is applicable) before the reimbursement can be paid.

Preferences

The selection committee will give preference to applications which meet grant guidelines and those that improve the historic nature of the building according to the following criteria:

- Visual impact (improvement) to the neighborhood.
- Applicants who have not received nor are eligible for other grant funding, such as URA grants.
- Selection committee members are not eligible for grants.

Application Instructions

- Grant awards are contingent upon approval of project design by the HIP Committee and the Butte CPR Board of Directors.
- The applicant is responsible for submitting a complete application and all required documentation. In all cases, the applicant shall submit documentation that informs the committee and the Butte CPR Board members of all aspects of the design, paint colors, intent, implementation, and construction.
- Photographs of the building are required. Please take good photos of the overall structure along with ones that best describe the “before” condition of elements that are important to the project.
- Digital versions of grant applications, submitted to the email address below, are preferred, but not required.
- Applications become the property of Butte CPR and will not be returned. If you have any questions email or write to Larry Smith and ask about the Historic Improvement Program grant.

HIP GRANT CONTACT:

Larry Smith
uptownlarry.smith@gmail.com
PO. Box 164
Butte, MT 59703
HISTORIC IMPROVEMENT PROJECT 2020 GRANT INSTRUCTIONS

Butte Citizens for Preservation and Revitalization (Butte CPR) will provide grants upon completion of approved applications to eligible candidates for façade preservation of historic structures (pre-1950) in Butte-Silver Bow. For more details see the guidelines and qualifications attached to this application and located at https://www.buttecpr.org/historic-improvement-project-grants.

Minimum Application Requirements

The applicant shall prepare design documents that fully explain the design, intent, implementation, and construction of the proposed project. See Example 1 and Example 2 on Butte CPR's website (https://www.buttecpr.org/historic-improvement-project-grants) for examples of acceptable grant applications.

The grant application must include the following:

1. Existing Condition Photo Documentation.

The applicant shall submit color photos which show the current condition of the façade(s) to be improved. These can be submitted as digital files (preferred) along with your application to Larry Smith (uptownlarry.smith@gmail.com), or as hard copies to our mailing address.

2. Compatibility with Neighborhood Architecture.

Any improvement should be compatible with neighborhood historic architecture. Please provide color photos (as above) of the neighborhood and show the relationship of the project façade to its adjacent neighbors and surrounding structures.

3. Project Illustration.

If the façade improvement includes significant change from the existing façade, scaled drawings or an accurately drawn perspective of the façade must indicate all aspects of the façade design. The drawing shall have a representative portion colored or can be fully rendered in color to show the relationship of new and existing materials, indicating their color, texture and placement. Grant applications for façade painting must include actual color samples for the proposed colors.

If the project is painting, we do support painting the entire structure, as needed, not just the front, or façade.


Inclusion of materials and work specifications will improve the application. For example, an application for paint reimbursement might include a description of scraping or sanding before painting, the type of primer (oil-based, latex, etc.) to be applied, and “color chips” of the paint to be used (available from paint retailers).

5. Grant Budget.

A grant budget will be submitted, detailing costs for materials to be applied during the façade work. The budget should include quantities, unit costs, and total costs of all materials. We will support paying for contractors and their time, but not wages to building owners.

6. Timetable.

A schedule for performance of the improvements should be submitted. Note that all receipts must be submitted to CPR within 18 months of the grant award to be eligible for reimbursement, unless an extension was granted.


All grant monies are considered income by the IRS, and Butte CPR is required to file 1099-MISC forms for any award of $600 or greater. All applicants are required to fill out a W-9 form (available from https://www.buttecpr.org/historic-improvement-project-grants) to be considered for a grant.
HISTORIC IMPROVEMENT PROJECT 2020 GRANT APPLICATION

SECTION ONE - CONTACT INFORMATION

Date: _________________________
Applicant: ___________________________________________________________
Address: _________________________________________________________________________________________
Building Address: _______________________________________________________________________________
Building Owner: ______________________________________________________
Phone: ______________________________ Email: ______________________________________

SECTION TWO - FUNDING

Type of Grant:     ___Residential     ___Commercial
Other Funding:  ____________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
This project will receive the following funding in addition to this CPR Grant.
URA/RRA Funding?    Yes    No
Is the project within the URA or RRA district?     Yes    No
Federal Historic Tax Relief?      Yes      No
Other ___________________________________________________________  Yes    No
Optional:
Demonstration of financial need (attached)

SECTION THREE - CHECKLIST

_____ I have included a written description of my project.
_____ I have included photos of the existing condition.
_____ My project is compatible with my neighborhood architecture and I have submitted color photos of the neighborhood.
_____ I have included a rendition of my proposed finished product.
_____ I have included a list of materials needed and work specifications.
_____ I have included a budget for materials.
_____ I have included a timetable according to which this project will be completed.
_____ I have included a signed W-9 and understand that 2020 Grant recipients must have their projects completed and receipts submitted by December 31, 2021 to receive the grant monies. Grants will be paid 30 days after completion of project and receipt of receipts for work completed.
Applicant Signature __________________________________________

Please return application with photographs and attachments by May 1, 2020 to:

Butte Citizens for Preservation and Revitalization
Email: uptownlarry.smith@gmail.com or PO BOX 164 - Butte, MT 59703

FOR OFFICE USE

Date Received: __________________   CPR Coordinator for project: ______________________________
Designs Submitted: ________________________________________________________________
Historical Significance: __________________________________________________________________
Compliance with Butte CPR Goals: __________________________________________________________________
Total Cost of Project: $_________________ Amt. Requested: $_________________________ Grant Amt.: $__________
Tax ID # for sending 1099-MISC for (Grants of $600 or more) __________________________ Date Paid: _____________