

# HOW TO APPLY

## Historic Structure Assessment Grant

The following directions are organized by application tabs in the order that they are displayed. For more information about the SHF program and grant details, take a look at our [Application Guide](#).

### ORGANIZATION & CONTACT INFORMATION

- Please provide contact information for the applicant organization and an individual with signing authority for the organization.
- Check the box if this is your organization's first time applying for an SHF grant. Please reach out to our staff if you are unsure.
- Be prepared--have the applicant organization's Federal Tax ID number ready.
- Please provide contact information for the Grant Recipient Contact; this will be the primary point of contact for the project.



### PROJECT & PROPERTY INFORMATION

- Select the State Senate, State House, and United States Representative Districts for the property.
- Enter the geographic information for the property's location. (Not the applicant's or owner's address, if different)
- Provide the property owners information.

# DIVERSITY, EQUITY & INCLUSION

## 500 Words or Less

The State Historical Fund is committed to diversity, equity and inclusion rooted in History Colorado's Anti-racism Grounding Virtues. As we move forward with our DEI work, we are asking applicants to discuss how their prospective grant projects are created with, by, and for Black, Indigenous, People of Color communities. In order to gauge our progress with this work, we are collecting demographic data to ensure we are moving in the right direction.

Please provide the requested information regarding your organization.

Provide the demographic information regarding the BIPOC community this project will significantly benefit/involve. If your current project is not serving a BIPOC community, please proceed to the Applicant Capacity section.

- How will the BIPOC community directly benefit from the project?
- How is the BIPOC community involved in the project? This should include their participation in both the creation of the application and the work of the project.

## APPLICANT CAPACITY

### 500 Words or Less

Introduce the applicant organization, its mission, and its familiarity with similar projects.

A brief explanation of each selected team member, including any additional consultants/engineers, their role in the project and related qualifications. Be sure to identify their experience applying the Secretary of Interior's Standards for the Treatment of Historic Properties and experience with the State Historical Fund, if applicable.

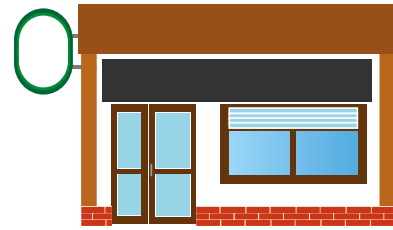
- Please include resumes as a separate attachment.



# RESOURCE SIGNIFICANCE, DESCRIPTION & PROJECT CONTEXT

*500 Words or Less*

- Indicate all levels of designation that are relevant to the property, indicate "NA" if there is no designation. If the property is not designated, attach a complete and approved Preliminary Evaluation Form from the History Colorado Preservation Planning Unit. ( [Form 1419](#) )
- Provide a brief history of the resource and its significance. If not currently listed, please state a plan for its designation moving forward.
- Give a brief physical description of the resource(s), including character-defining features.
- Write a brief description of the property's current use and any anticipated changes to the use, especially those which the assessment will address.
- Let us know how the project came to be, where this phase falls into the entire project and the urgency for completing this phase now. How does the project clearly relate to preservation and/or archaeology?



## SCOPE OF WORK

The Historic Structure Assessment needs to mirror the required Scope of Work provided by SHF.

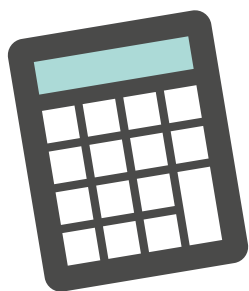
- The [Annotated Scope of Work](#) provides consultants and specialists guidance in collecting and organizing the information needed to develop a comprehensive assessment and plan for a historic property.
- The Scope of Work includes the required components of a HSA, which provides details about the history of the resource, condition, prioritization of work, estimated costs, and future plans.



# BUDGET



- This is a fillable form
- Align the costs with the associated Task
- Break out your specialist cost on the pre-labeled last budget line
- Do not include decimal points, commas, or dollar signs
- All figures must be in whole numbers
- Support your budget with bids and/or estimates (in Attachments)
- Press the calculator button at the bottom and all of the totals will be calculated.
- There is a maximum grant request of \$15,000.
- Cash Match:
  - Non-profit/government agencies owners = 10%
  - Private owners = 25%
- BIPOC Cash Match:
  - Non-profit/government agencies owners = 0%
  - Private owners = 10%
  - \*\*a letter of support is required from the participating BIPOC community.
- If your organization is unable to provide the required match, please provide a statement in the cash match waiver box.



## BUDGET TEMPLATE

Task A: On-Site Condition Assessment & Testing \$\_\_\_\_\_

Task B: Preparation of Draft HSA \$\_\_\_\_\_

- Includes: historic research and report writing, development of recommendations and preservation plan, consultation with tradesmen and suppliers

\$\_\_\_\_\_

Task C: Preparation of Final HSA

- Includes: revisions per review comments, collecting additional data, cost estimating, publishing and digital formatting

\$\_\_\_\_\_

Task D: Reimbursable Expenses

- Travel, Reproduction, Postage

\$\_\_\_\_\_

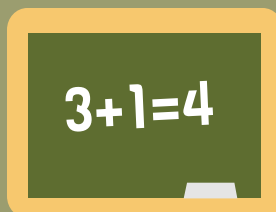
Task E: Engineering or Consultant Services (Optional) \$\_\_\_\_\_

PROJECT TOTAL: \$\_\_\_\_\_

CASH MATCH:

GRANT REQUEST:

\*If a waiver of cash match is needed, then provide a written justification for the waiver. Please note that a cash match waiver is not guaranteed.

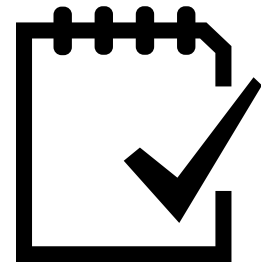


# PROJECT DESCRIPTION

## 1000 Words or Less

Provide a complete description for what will be accomplished, why it is needed, and how the findings will be used in the future.

- What has happened/is happening to the building that indicates a need for the HSA? (If an additional consultant/engineer is being requested, explain what is occurring and why their services are needed.)
- Where will funding for the project come from after the Historic Structure Assessment?
- How will the public be made aware of the project and benefit from it?
- How does the community support this project?



# PROJECT TIMELINE

Check each box to confirm the following statements regarding the project timeline:

- I understand that if awarded, it can take up to 6 weeks to complete the grant agreement with SHF.
- I understand that the SHF agreement period is 24 months and this project will be completed within that time period.
- I understand that SHF has 30 calendar days to compete review the deliverables (products) that will be required with this project and I have accounted for the 30 day reviews within the 24 month period.
- I understand that weather may delay completion of some projects and I have accounted for possible delays within the 24 month agreement period,



## AGREEMENT

Read the list of State Historical Fund grant awards conditions.  
Check the box if you understand and agree to the conditions,

## ATTACHMENTS



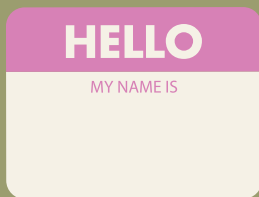
Signed signature page from the Applicant Organization, the Owner (if different), and a local official if the project is on private property.



[Colorado State Substitute W9](#)



Photographs  
Include both historic and current - overall photos as well as details of the specific problems.



Architect(s) Proposal



Resume(s) for primary project participants



Include a map outlining the property area.



Our Outreach Team is happy to help!

Call or email us at 303-866- 2825 or [hc\\_shf@state.co.us](mailto:hc_shf@state.co.us)