

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.
- Be prepared--have the applicant organization's Federal Tax ID number ready.
- Please provide the requested information regarding your organization's diversity, equity, and inclusion work.
- 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.
- Please provide contact information for the Grant Recipient Contact; this will be the primary point of contact for the project.



PROJECT & PROPERTY INFORMATION



- Provide the property owner's information.
 - Enter the geographic information for the property's location. (Not the applicant's or owner's address, if different)
 - Select the State Senate, State House, and United States Representative Districts for the property.
- *In 2021, new Colorado state legislative districts were drawn. Your district may have changed; please verify.
- Enter the address and legal description of the property.

DIVERSITY, EQUITY & INCLUSION

The State Historical Fund is committed to diversity, equity, and inclusion rooted in History Colorado's Anti-racism [Grounding Virtues](#). One of our goals is to seek racial equity within our funding by providing grants that clearly benefit Black, Indigenous, and People of Color (BIPOC) communities.

Provide information regarding how this project will significantly benefit/involve the BIPOC community, along with two letters of support.

If your current project is not serving a BIPOC community, please leave this section blank and proceed to the Project Team section.

- Which communities will primarily benefit?
- How will BIPOC communities benefit from this project?
- Did they BIPOC community take part in bringing the project together? If so, how?
- Will BIPOC communities be involved during the project? If so, how?
- Are there BIPOC partnerships?

PROJECT TEAM

750 Words or Less

Briefly describe similar projects or grants the applicant has completed or managed.

List your project team members including any additional consultants/engineers and provide:

- Each person's role and responsibilities for this project.
- Their qualifications that are applicable to this project.
- Any experience with historic preservation, and/or grant finance and management, etc.

Please include resumes as a separate attachment.



RESOURCE DESCRIPTION & SIGNIFICANCE

500 Words or Less

- Select the levels of designation that apply to the resource. If the resource is not designated please include a copy of the Preliminary Property Evaluation form (#1419) in your attachments.
- If the resource is not designated, please describe what steps are being taken to achieve designation.
- Indicate if the designation includes the building footprint only, the building and surrounding property, or if the building is contributing to a historic district. If you are unsure of the designation boundary, please contact State Historical Fund at 303-866-2825.
 - NOTE: The State Historical Fund cannot fund work outside of the designation boundary.
- Provide the resource's historic name (located on designation paperwork).
- List the Smithsonian site number for your resource. If unknown, contact the Office of Archaeology and Historic Preservation at 303-866-3392. If this does not apply to your project, please enter N/A.
- Provide period(s) of significance as listed in the historic designation. If not included or this does not apply, enter N/A.
- Provide a description of the resource and its significance.

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 \$ _____

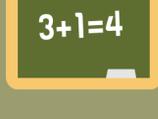
Task E: Engineering or Consultant Services (Optional) \$ _____

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

1500 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?



PROJECT TIMELINE

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

- I understand that the SHF agreement period is 24 months and this project will be completed within that time period.
- I understand that if awarded, it can take up to 6 weeks to execute the grant agreement with the State Historical Fund.
- I understand that SHF has 30 calendar days to complete 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 of 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 Engagement Team is happy to help!

Call or email us at 303-866- 2825 or hc_shf@state.co.us