



**Prince George's Heritage Grants Program
Grant Application**

Date: _____

Applicant's Name: _____

Organization: _____

Address: _____

Telephone: Home: () _____

Work: () _____

Fax: () _____

Email Address: _____

Estimated Cost of Project: \$ _____ Amount Requested from
PGH Grants Program: \$ _____

Site Category as listed in Prince George's County Historic Sites and Districts Plan (as applicable):

- _____ Designated historic site or resource (site # _____)
- _____ Contributing structure in a county historic district
- _____ Contributing structure in a national historic district

Supporting documentation:

- _____ Detailed description of project (required)
- _____ At least two proposals and/or cost estimates (required for most applications)
- _____ Letters of support from preservation or historical organizations (recommended)
- _____ Photos of site and area of work (if applicable)
- _____ Copy of Historic Area Work Permit (if required by the Historic Preservation Commission)

Mailing address for grant application: Stephanie Stulich, Grants Committee
7400 Dartmouth Avenue
College Park, MD 20740

Prince George's Heritage Grants Program

Information and Guidelines

Program Purpose	Prince George's Heritage provides grants of up to \$4,000 to support historic preservation projects of public and private historic resources in Prince George's County. The Heritage Grants Program supports projects to preserve and restore historic buildings as well as projects to promote greater awareness and appreciation of the historical and cultural heritage of Prince George's County.
Application Deadlines	Two annual grant competitions are held each year, with applications due on February 1 and August 1. Grant award decisions will be made approximately 60 days after each deadline. In special circumstances, an emergency grant review may be conducted upon request for applications that cannot wait for the next grant cycle.
Application Guidelines	<p><u>Description of project.</u> Applications must include a detailed description of the project that discusses the nature, purpose, and merits of the project; the reasons why the project is needed; and the qualifications of the firm or individual who will carry out the work. Applicants are encouraged to provide as much detail as possible in order to strengthen their application in the competitive selection process.</p> <p><u>Two proposals and/or cost estimates.</u> These are required for most grant applications to ensure that the work is done in a cost-effective manner. Applicants may contact the Grants Chairman if they believe an exception may be appropriate for their project.</p> <p><u>Letters of support.</u> Letters of support from relevant organizations such as preservation or historical organizations will strengthen a grant application.</p> <p><u>Photographs.</u> Including photos can help to illustrate the nature of the site and project.</p> <p><u>Copy of Historic Area Work Permit (HAWP).</u> If the grant is for architectural work to a historic site and a HAWP is required by the Historic Preservation Commission, the approved HAWP must be attached to the application.</p>
Terms of Grant Awards	<p><u>Matching funds.</u> Applicants must match the PGH grant funds dollar-for-dollar with their own funds or with funds raised from other grant programs or sources. In-kind contributions or "sweat equity" may be eligible to meet the matching requirement.</p> <p><u>Payment.</u> Payment is made after completion of the project and is subject to approval of the completed project by the Chair of the Prince George's Heritage Grants Committee. Photographs of the completed work should be submitted if appropriate.</p> <p><u>Timeline for project completion.</u> Projects must be completed within one year from the date of the grant award.</p> <p><u>Adherence to historic preservation guidelines.</u> If the grant is for architectural work to a historic site, the project must adhere to the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties and/or conditions in an applicable Historic Area Work Permit. Eligible architectural projects include work to preserve or restore the historic fabric of eligible historic structures (see eligibility guidelines).</p> <p><u>Acknowledgment.</u> Prince George's Heritage must be acknowledged in any materials prepared under the grant or any publicity for the project prepared by the grantee.</p> <p><u>Special circumstances.</u> Prince George's Heritage may waive individual requirements in special cases if it determines that this would further the goals of the grants program.</p>

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Grant Eligibility Guidelines

Eligible Applicants

Eligible applicants may include but are not limited to:

1. Individuals
2. Businesses
3. Non-profit organizations, preferably preservation oriented
4. Local organizations and historic district organizations
5. "Friends" groups affiliated with a historic structure
6. Educational institutions

Eligible Projects

Eligible projects may include but are not limited to:

1. Preservation or restoration of eligible historic structures* (including stabilization, maintenance, and repairs to historic fabric**)
2. Structural reports or other professionally prepared long-range plans for preservation and/or restoration of eligible historic structures*
3. Research and documentation of historic and cultural resources, including books, videos, photographs, architectural drawings, and archaeological reports
4. Educational activities, including workshops, school curricula, and museum exhibits
5. Events, including house tours, walking or driving tours, living history demonstrations, and historical re-enactments
6. Projects to promote heritage tourism, including brochures, website development, signage, and historic markers
7. Survey work leading to creation of, or benefit to, local or National Register historic districts
8. Activities to preserve, restore, and promote appreciation of historic or scenic landscapes or landscape features

* Eligible historic structures include:

- Designated Sites included on the county's Historic Sites and Districts Plan
- Designated Resources on the county's Historic Sites and Districts Plan
- Contributing structures in a county-designated Historic District
- Contributing structures in a National Register Historic District

**Historic fabric includes structures and materials that are related to the building's designation as a historic site, resource, or contributing structure.