

HISTORIC PRESERVATION SOCIETY OF SPRINGFIELD & GREENE COUNTY

STATEMENT OF PURPOSE

The Historic Preservation Society of Springfield and Greene County Missouri was founded and incorporated as a not-for-profit corporation in 1981. The purpose of the Society is to promote the preservation of that which is of historical importance in Springfield and Greene County Missouri: to preserve and protect buildings and sites of historic interest and to mark them suitably; to acquire title to or custody and control of historic structures and places and to convey them to persons who agree to preserve them; to promote and encourage historical research and to foster and promote public knowledge and interest in local and national history; and to collect and preserve records, relics and other things of historic interest.

The Historic Preservation Society has followed the spirit of our purpose through a wide variety of significant acts, including moving the Gray-Campbell house and restoring a complete farmstead with support buildings and assisting in the formation of the Gray Campbell Farmstead, a support group that took over the long term care and custody of the farmstead. The Society assisted with the transfer of title to an established preservation group, which resulted in the preservation of the Nathan Boone Farmstead. The Society acquired title to the Sorosis Club House and Rount House on Walnut Street and transferred them to new permanent owners. The act of making these purchases saved both houses from destruction. The Society also assisted with the formation of the Walnut Street Historic District that helped formalize and establish a preservation district in the heart of Springfield. The Society has also taken title to such diverse properties as the Gillioz Theatre and the Rountree Cemetery, actions that preserved these precious historic community resources.

GRANT PROGRAM PURPOSE: To support the purpose of the Society by assisting organizations and individuals in preserving historical and / or architecturally significant sites or structures.

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ALLOWABLE ACTIVITIES

PRESERVATION: The act or process of applying measures necessary to sustain the existing form, integrity and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the routine maintenance and repair of historic materials and features rather than extensive replacement and new construction.

REHABILITATION: The act or process of making possible a compatible use for a property through repair or alterations while preserving those portions or features, which convey its historical, cultural, and architectural values.

RESTORATION: The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems, and other code-related work to make properties functional is appropriate within a restoration project.

ELEGIBILITY CRITERIA

SPONSOR ELIGIBILITY:

1. Sponsor must own the property;
OR
Sponsor must be leasing or renting the property and have written permission and letters of support from the owner to conduct the work;
OR
Sponsor must have a written agreement with the owner to purchase the property.
2. Sponsor must demonstrate the ability to successfully implement the project.
3. Sponsor must be a state or local government agency, not-for-profit organization, private citizen, for-profit firm or organization, or education institution.

PROPERTY ELIGIBILITY:

1. The property must be individually listed in the National, County or local Register of Historic Places or be a contributing structure in a National Register Historic District or local historic district. If not a listed property, the property must adopt a maintenance plane that is consistent with National Register and local Historic Site requirements.
2. Buildings that contribute to the aesthetic of a block or neighborhood or considered to be a key structure in an area will be considered eligible.
3. Buildings used for governmental or non-profit purposes may be eligible.
4. Staff reserves the right to not recommend for funding projects that have received previous grants. Please be aware that a sponsor may apply for more than one grant per property or for grants for additional projects.

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FUNDING PRIORITIES

Types of activities are listed in order of which projects are typically funded. Requests should be broken down by task because all items in an application may not be awarded. The Grant Review Committee will determine the priority of each item.

1. Work required to give the building a weatherproof envelope and make it structurally sound, or will abate any serious threat to the structure whether from internal or external sources. Examples include such items as roof replacement or replacement, gutter or downspout replacement or repair, foundation work or repairing of structural members.
2. Rehabilitation of exterior features, particularly those that will offer protection from deterioration typically caused by natural elements, are a priority. Window repair or replacement, major re-pointing or exterior wood repair and painting are examples of appropriate work..
3. Rehabilitation of exterior features, which are not necessarily required for stabilization or protection from natural elements.
4. Restoration of character-defining interior features such as period trim.

SELECTION CRITERIA

1. Applications will be scored based on funding priorities and the eligibility criteria.
2. The historical or architectural significance of the property.
3. The location of the project property and importance as a contributing structure to the neighborhood or business district.
4. The demonstrated community support and interest from governmental, public and private sources exhibited in at least three letters or recommendation.
5. The overall quality of application.
6. The extent and quality of prepared predevelopment material including work plans, maintenance plans, specifications, or preliminary cost estimates/bids. Keep in mind that work may have to be bid out to determine a final cost.
7. Evidence of future financial support to maintain the property.

Note: Projects from lower priorities may be selected if extraordinary circumstances exist.

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APPLICATION PROCEDURES

APPLICATIONS AVAILABLE FROM:

Community Foundation of the Ozarks
425 East Trafficway
Springfield, Missouri 65806

DEADLINE FOR SUBMISSION:

Applications must be submitted by the first Monday of each quarter at close of business to be considered for that particular grant cycle.

SELECTION PROCESS

The Community Foundation of the Ozarks will review the projects and evaluate them for eligibility prior to submission to the Historic Preservation Society.

The Historic Preservation Society Grant Committee will review applications and evaluate selection criteria that meet the purpose of the Society. The Society will compile a list of eligible projects according to the above priorities and selection criteria. This may result in a partial funding of some projects.

GRANT CONDITIONS

1. Submission of deed to the property and a letter of support from the property owner if owner is not the project sponsor.
2. Verification of flood insurance on applicant property.
3. Present a signed contract or quotation for the project with an approved contractor.
4. Present a signed covenant on the property insuring its maintenance and historic integrity.
5. Copy of approved work as submitted in plans and specifications to the appropriate local government entity and proof of ability to obtain work permits to complete work for which grant is applied.
6. Willingness to allow erection of a sign during the project period indicating that the project was partially funded by the Historic Preservation Society of Springfield and Greene County Missouri.
7. Proof of inspection and approval of proposed work by the Landmarks Board, City of Springfield building inspectors or other governing agencies.
8. Photographs of existing conditions and of the completed work.
9. A final project report including a complete identification of the work done, cost and resources used.

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ADDITIONAL SELECTION CRITERION

The grant applicant must submit reports as required for the following topics.

AVAILABLE FUNDS:

FUNDING LIMITS:

BEGINNING DATE:

ENDING DATE:

The Community Foundation of the Ozarks will monitor all grant expenditures and confirm that match resources are expended for services and/or materials used for the approved project during the project period. Receipts and completed lien waivers must accompany an expenditure report documenting the proper disbursement of all funds. Proof of completion and lien waivers along with color photos of completed items must be in place prior to disbursement of any Grant Funds.

MATCHING REQUIREMENTS: Grants are awarded for no more than 50% of the total project costs, with the project sponsor providing at least 50% of the total costs of the project with a maximum match of \$5,000.00 per grant cycle.

ELIGIBLE MATCH: Non-Federal sources of cash, donated materials and labor, or materials and labor provided by a third party for necessary and reasonable project costs. Cash derived from the Community Development Block Grant Program, Revenue Sharing Program and others are available.

INELIGIBLE MATCH: Federal sources of match with the exception of those described above. Any costs whether cash or in-kind not necessary and reasonable to the completion of the project and within the grant period.

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REVOLVING GRANT APPLICATION

I Property

Property Name:

Address:

City

County

State

Zip

Historic Name as listed on National Register or Name of District:

Does the property have any Local Landmark Designation or included in a local historic district?

II Sponsor

Property Owner

Contact Person

Address:

City

State

Zip

Phone Day:

Phone Evening:

email:

Grant Sponsor

Contact Person

Address:

City

State

Zip

Phone Day:

Phone Evening:

email:

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III Project Location:

Please indicate community interest in the preservation, rehabilitation or restoration of building and provide a description of current or future uses of the building. Also describe how this project will contribute to sustainability of the structure. Provide three or more current letters of support, newspaper clippings, and details of activities sponsored at the building.

IV Administrator:

Who will be responsible for administering the grant? What is their experience in management and financial record keeping?

V Maintenance Plan:

Please describe your:
Current maintenance plan
(A)

What is the future support plan for the upkeep of the property and how it is funded?
(B)

VI Ownership History:

How long have you owned the building or been responsible for its care? Please attach a copy of the deed to the property. If you do not own the property, please provide a notarized, original letter from the owner indicating cooperation should the grant be awarded and knowledge of the potential covenant.

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VII Work Schedule:

Describe clearly and in detail the work to be done and the need for this work. using the items in listed below.

Enclose one color photograph of each item listed below and photos of the entire structure. Upon completion of the project, provide photos of the completed item so we have a before and after picture with the same view. Both photos must be taken from the same perspective. Photographs must be on archival quality paper. Photocopies are not acceptable.

Describe Existing Condition of each Feature	Proposed Repair
Item 1	
Item 2	
Item 3	
Item 4	
Item 5	
Item 6	

Submit additional pages as needed.

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VII Budget			
Cost Category	Grant Request	+ Match Amount	= Total
Item 1			
Item 2			
Item 3			
Item 4			
Item 5			
Item 6			
\$ _____		\$ _____	
(50%)		(50%)	
			Total Project Cost \$ _____

VIII Matching Share
 Please describe your matching share (at least 50%) of the project. Is it cash, staff time, volunteer time, donated materials, etc. NOTE: Time valued above the minimum wage rate must be substantiated. If volunteer or staff time is included, be specific as to how it will be used (grant administration, painting, etc.)

Cash \$ _____
 In-Kind (Specify) \$ _____
 Other (Specify) _____

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IX Professional Consultant

Will a Consultant be engaged to evaluate the project, to prepare specifications, or to supervise the work? The consultant may be an architect, engineer, city official, agency employee or non-profit specialist. If you have prepared specifications and/or bid estimates, please include with application.

X Named Professional

If you are already working with a consultant or architect, please provide name and phone number and qualifications.

XI Signature

I have read the attached criteria for evaluation of applications, the grants procedures and assurances and understand that I will be expected to comply with the requirements governing the grants program. I recognize that the grant is made by the Historic Preservation Society and is administered by the Community Foundation of the Ozarks. I will be required to provide matching funds as indicated in this application.

If applicant is an organization, the President or Chairman must sign. Owner(s) must co-sign if the applicant is not the owner.

Signature and Title

Date

Signature and Title

Date

Signature and Title

Date

RETURN TO: Randy Russell, Senior Program Officer
Community Foundation of the Ozarks
425 East Trafficway, Springfield, Missouri 65806
(417) 846-6199
Russell@cfozarks.org

More pages may be added for any information that does not fit in the space provided.

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**Keep one copy for your files.
The application will not be reviewed if not properly completed or incomplete.**

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CHECKLIST

- _____ Is your property listed on the National Register of Historic Places?
- _____ Is your property listed on the Springfield Register of Historic Places?
- _____ Is your property in a listed historic neighborhood or commercial district?
- _____ Have you enclosed letters of support for your project and bid estimates?
- _____ Have you enclosed a copy of the deed?
- _____ Have you enclosed photos for each item that you are requesting funding for?
- _____ Have you signed the application?
- _____ Have you signed and returned the attached assurances with the application?
- _____ Have you included the **original application** and **one copy**?
Two sets of archival quality photographs are required.

Keep one copy of the application for your files.

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