

San Antonio Conservation Society
**HISTORIC STRUCTURE RESTORATION OR REHABILITATION
GRANT APPLICATION**

THE PURPOSE OF THE SAN ANTONIO CONSERVATION SOCIETY: The purpose for which it is formed is to preserve and to encourage the preservation of historic buildings, objects, places and customs relating to the history of Texas, its natural beauty and all that is admirably distinctive to our State; and by such physical and cultural preservation, to keep the history of Texas legible and intact to educate the public, especially the youth of today and tomorrow, with knowledge of our inherited regional values.

APPLICATION FEE \$10.00 (Make check payable to: San Antonio Conservation Society)

APPLICANT NAME: _____

APPLICANT PHONE(S): _____

PROJECT ADDRESS: _____

ZIP CODE: _____

AMOUNT REQUESTED (Must be completed or application will not be accepted): _____

Note: You must include digital images on a computer disk. Your application may not be considered if requested items are not included.

CHECKLIST (The Conservation Society reserves the right to retain necessary documentation)

- Estimate Enclosed (at least one) & Amount Requested**
- \$10.00 Application Fee**
- *No more than six (6) digital images on a labeled CD, in JPEG format, on a CD-Rom, showing existing conditions, one of which should show the front façade of the structure.**
- One (1) print photo of the front façade.**
- No more than six (6) historic photos, (required if available and/or applicable), preferably in digital format on a CD-Rom.**
- Location of the structure on a map.**
- Architectural plans, if any.**
- Copies (not originals) of legal documents showing ownership (examples: property tax form; deed of trust).**
- Are there any liens, loans or other encumbrances on the property?**
- Is property insured? _____ Yes _____ No**
- Documentation establishing permission to work on property if not owned by applicant.**

*If you do not have access to a digital camera, purchase a one-time use camera, take 6 photos of the repair area and request developing on a computer disk from any store with available photo developing services.

To the best of my / our knowledge, my application is complete and all information provided herein is true and correct.

Applicant's Signature

Date

All work on projects must be done according to the "Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings."
A link to the guidelines can be found on the Society's Website at www.saconservation.org/programs
or on the Web at www.cr.nps.gov/hps/tps/tax/rhb.

APPLICANT INFORMATION

INDIVIDUAL or ORGANIZATION _____

CONTACT PERSON _____ PHONE _____

MAILING ADDRESS _____ ZIP CODE _____

PROJECT INFORMATION

PROJECT TITLE (If applicable): _____

PROJECT ADDRESS (If different from Mailing Address): _____ ZIP CODE _____

DESCRIBE THE PROJECT FOR WHICH THE GRANT IS REQUESTED: (Must be completed) _____

(Attach estimates)

DO YOU PLAN ON INCURRING ANY OF THE COST OF THIS PROJECT: IF SO, HOW MUCH? _____

DESCRIBE WHAT YOU HAVE DONE IN THE PAST TO PRESERVE, RESTORE OR REHABILITATE THIS HISTORIC STRUCTURE, WHAT THE CURRENT PROJECT WILL ACCOMPLISH, AND WHAT OTHER PRESERVATION, RESTORATION OR REHABILITATION WORK IS PLANNED FOR THE FUTURE. (Attach extra pages if needed)

HAVE YOU ENTERED INTO ANY CONTRACTS RELATIVE TO THIS PROJECT? _____
IF SO, PLEASE ATTACH PHOTOCOPIES OF THESE CONTRACTS.

WHAT OTHER AVENUES OF FUNDING HAVE YOU EXPLORED? PLEASE DESCRIBE: _____

HAVE YOU APPLIED FOR ANY FUNDING FROM THE CONSERVATION SOCIETY IN THE PAST? _____

HAVE YOU RECEIVED ANY FUNDING FROM THE CONSERVATION SOCIETY IN THE PAST? _____

ARE YOU A CURRENT MEMBER OF THE SAN ANTONIO CONSERVATION SOCIETY? _____ YES _____ NO

HISTORIC INFORMATION

WHEN WAS THIS STRUCTURE BUILT? _____ CITY COUNCIL DISTRICT? _____

NAME OF HISTORIC DISTRICT WHERE LOCATED (If applicable): _____

NAME OF NEIGHBORHOOD ASSOCIATION (If applicable): _____

IS THIS STRUCTURE:

1. A Texas Historic Landmark? _____ YES _____ NO
2. Listed on the National Register of Historic Places? _____ YES _____ NO
3. Designated a San Antonio Landmark? _____ YES _____ NO _____ Significant _____ Exceptional

(Possible sources of this information are the City of San Antonio Historic Preservation Office, 207-7869 or 207-7900, and the San Antonio Conservation Society Library, 107 King William Street, 224-6163)

4. Tell us the history of the structure (attach extra pages if needed): _____

OWNERSHIP INFORMATION

LEGAL OWNER OF PROPERTY: _____

1. Are you currently living in this residence? _____ YES _____ NO
2. Is this your Homestead? _____ YES _____ NO
3. How long have you owned this property? _____
4. How long are you planning to continue residing at this property? _____

GRANT POLICIES

1. A structure must be more than 50 years old to be considered for a grant. However, priority is given to structures that are architecturally significant and endangered.
2. Grants are restricted to project phases that are not underway or already completed at the time of awarding.
3. An applicant may have one active grant at a time in a 12-month period.
4. Grant funds must be used within 12 months from the date of notification, or the grant will be voided.
5. Grant amounts for building projects are fixed and do not increase due to unforeseen conditions encountered in construction.
6. The Conservation Society is not responsible for supervision of the contractor during construction on building projects.
7. Approval by the Conservation Society of grants for structures located in historic districts, **or individually designated structures**, does not take the place of approval of the project by the Historic and Design Review Commission.
8. **Interior work does not qualify for a grant**, with the exception of those interiors that are of landmark quality (such as the interior of the Majestic Theater).
9. Funding will not be awarded for new construction, landscaping, sidewalks, driveways, garages, fences, retaining walls, patios, patio covers, air conditioning systems, electrical work, or ADA/handicapped projects. Maintenance, **such as painting**, is considered to be the responsibility of the property owner and is generally not eligible for grant funding.

10. All work must be done according to the “Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.” A link to the guidelines can be found on the Society’s Website at www.saconservation.org/programs, or on the Web at www.cr.nps.gov/hps/tps/tax/rhb.
11. If replacement of exterior elements is part of a project, there should be pictorial, historical, or physical documentation of the original elements.
12. If wood elements such as windows, foundation skirting, porch balusters, railings, columns, or latticework are to be replaced, please submit some type of detail drawing showing the method of construction proposed and the specific type of materials to be used.
13. Please submit an itemized bid for each category of work for which you are requesting funding. For example, bids for foundation repair, porch restoration and roof replacement would require a separate cost breakdown for each of the three categories of work.
14. Make sure you have fulfilled the minimum requirements for digital images and historical photos listed on page 1 of this application. Quality digital images are extremely important elements of your application. Images are presented to the Board of Directors, who makes the final decision on grant funding.
15. Requests over \$15,000 are seldom granted under this program. The most commonly granted amount is in the \$5,000 range.
16. It is understood that the San Antonio Conservation Society may seek public recognition for its contribution to a project.

REMINDER: NO MORE THAN SIX (6) DIGITAL IMAGES IN JPEG FORMAT ARE REQUIRED!
Note: one-use cameras may be purchased and developed for digital photos at grocery and retail stores.
****Please include one image of the front of the building on CD-Rom.**

Please read this application carefully and double-check to make sure you have answered all questions and have provided us with all items requested by 4:30 p.m. of the deadline date.

Failure to do so will result in your grant being ineligible for the current grant cycle.

GRANT APPLICATION DEADLINE:	FRIDAY, SEPTEMBER 30, 2011 (By 4:30 p.m.)
GRANT NOTIFICATION:	DECEMBER 1, 2011

RETURN THIS APPLICATION TO: San Antonio Conservation Society,
 107 King William Street, San Antonio, Texas 78204-1312

 APPLICANT SIGNATURE

 DATE

CONDITIONAL GRANT REIMBURSEMENT INFORMATION and AGREEMENT

To indicate your agreement, please initial each item below, sign and return with your application:

- _____ 1. All grant funds are handled on a reimbursement basis.
- _____ 2. This means that the grant recipient will pay the contractor for work on the project, according to the terms of the contract between the grant recipient and the contractor.
- _____ 3. The grant recipient will then submit a Request for Reimbursement of these funds to the San Antonio Conservation Society.
- _____ 4. The grant recipient will include proof of payment—such as a photocopy of the check made out to the contractor—along with a receipt for this payment signed by the contractor.
- _____ 5. If the grant recipient is paying for materials used in the project, receipts for these materials should also be submitted.
- _____ 6. The Conservation Society does not reimburse the grant recipient for contractors’ fees until work on the project is underway.
- _____ 7. The Conservation Society reserves the right to inspect the project prior to payment.
- _____ 8. The Conservation Society will reimburse the grant recipient within 30 days following the submission of proof-of-payment.
- _____ 9. All work must be done according to the “Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.” A link to the guidelines can be found on the Society’s Website at www.saconservation.org/programs, or on the Web at www.cr.nps.gov/hps/tps/tax/rhb. It is the applicant’s responsibility to become familiar with the standards and guidelines because they are an integral part of the conditions of the grant.
- _____ **10. Should you decide to use another contractor, change professionals (architect), or contract for additional work during the active period of this grant (12 months), you agree to notify the San Antonio Conservation Society in writing of your intent.**
- _____ **11. The San Antonio Conservation Society reserves the right to cease funding of a grant project if Grant Policies and the Conditional Grant Reimbursement Agreement are not followed by the recipient.**

AGREEMENT

I understand the payment policy of the San Antonio Conservation Society Grants Program and, if chosen to receive a grant, will be able to follow these procedures.

Applicant’s Signature

Date