

San Antonio Conservation Society
HISTORIC STRUCTURE RESTORATION OR REHABILITATION
2018 BUILDING GRANT APPLICATION

Building Grants Program: The San Antonio Conservation Society offers grants once a year for the exterior restoration or rehabilitation of residential or commercial historic structures that were **built before 1930**, in the San Antonio area. Building grant funds are limited, and this program is competitive.

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

**Please ensure ALL requested information is provided.
Failure to do so will render this application ineligible.**

APPLICANT INFORMATION

NAME OF INDIVIDUAL OR ORGANIZATION: _____

CONTACT PERSON: _____ PHONE _____

MAILING ADDRESS: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

HOW DID YOU LEARN ABOUT THE BUILDING GRANT PROGRAM? _____

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? _____

IF YES, WHAT YEAR AND FOR WHAT PURPOSE? _____

CURRENT PROJECT INFORMATION

PROJECT TITLE: (If applicable) _____

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

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

FOR: _____

HISTORIC INFORMATION

WHEN WAS THIS STRUCTURE BUILT? _____ **(applicant must submit proof of date built)**
(Bexar County Appraisal District dates are not acceptable)

CITY COUNCIL DISTRICT? _____

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

NAME OF NEIGHBORHOOD ASSOCIATION (If applicable): _____

IS THIS STRUCTURE:

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- | | | |
|--|-----------|----------|
| 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 |

(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): _____

FURTHER PROJECT INFORMATION

DESCRIBE THE PROJECT FOR WHICH THE GRANT IS REQUESTED: (Must be completed and have itemized bids attached)

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: _____

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 have been built prior to 1930, in order to be considered for a grant.** Priority is given to structures that are architecturally significant, endangered, within a historic district or individually designated.
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, vinyl or aluminum windows, 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 per the “Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.” The guidelines can be found at www.nps.gov/tps/standards.htm.**
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. 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. Be sure to include a clear photo of the front façade of the structure and clear close-ups of areas to be repaired.
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.

Note: You must include digital images on a USB flash drive, CD or DVD. Your application may not be considered if requested items are not included.

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