

Community Building Grant Photographic Requirements

Clear digital photographs are a required element of your application. No Community Building Grant application will be accepted without meeting the photo requirements listed below.

1. Provide (1) clear, current digital photo (JPEG format) of the front façade of the structure.
2. Provide no less than three (3) and no more than eight (8) clear, current digital photos (JPEG format) that best represent your request for grant funding. For example:
 - A request for a standing seam metal roof should have photos taken from the ground and photos taken on the roof, clearly detailing the roof condition. Photos taken from the ground alone are not enough to show the roof's condition. It is also helpful to include an interior photo showing water damage from the roof leaking.
 - A request for foundation work should have photos that indicate the building shifting. Often, a carpenter's level can be photographed to indicate sloping of a structure. It is also extremely important to have photos showing the condition of the building piers in the crawl space.
 - A request for window repairs should have photos of the overall window(s) and detailed photos of the condition **(Both interior and exterior)** of the materials associated with the window(s) that explain the request for grant funding.
3. If historic photographs of your building are available, you may submit up to four (4) of these photos. It is not necessary, for this application, to submit historic photos if they are not available to the applicant.
4. All Photographs must be submitted in **JPEG format** on a USB flash drive separate of the application form. Do not imbed photographs electronically into the grant application form. Flash drive will not be returned.

General Photography Tips

- Quality digital images are extremely important elements of your grant application. These images are presented to the Society's Board of Directors, who make the final decision on grant funding.
- Please make sure that photos are shot in a high enough resolution that they can be shown clearly in a PowerPoint presentation. The clearer a photograph, the better.
- Labeling the digital images is helpful but not necessary.
- Only photos in **JPEG format** will be accepted.