

**Small Matching Historic Preservation Grants
Formal Solicitation for Applications
April 1, 2017 – May 1, 2017
for Fiscal Year 2018-2019**

The Florida Department of State is currently soliciting applications for Small Matching Category Grant-in-Aid assistance for historic preservation projects. Applications will be accepted **online** at dosgrants.com. The application submission period **will open April 1, 2017, and end at 5:00 p.m. on May 1, 2017**. Applications will only be accepted electronically and must be complete to be considered for evaluation.

SMALL MATCHING CATEGORY GRANTS PROGRAM

The purpose of the Small Matching Category Grants Program is to provide funding to assist in historic preservation efforts that will promote knowledge and appreciation of the history of Florida. This program does not fund operational support for museums or historic preservation organizations.

FUNDS AVAILABLE

Funding availability will depend upon legislative appropriation during the 2018 Legislative Session. Recommended grant awards will not exceed \$50,000.

WHO IS ELIGIBLE TO APPLY

Eligible applicants include departments or agencies of the State of Florida (including state universities); units of county, municipal or other local governments; any Florida not-for-profit corporation, institution, or organization; and Certified Local Governments (CLGs) in good standing, which have received U.S. National Park Service certification by the time of application.

Non-secular organizations are eligible to apply for grant-in-aid assistance for work on religious properties. However, eligible development activities involving religious properties are limited to work on the exterior of the property and only to those interior activities that are essential to the preservation of the structural integrity of the property. For clarification, “religious properties” include any real property and associated improvements owned by a religious institution such as churches, schools, meeting halls and parish houses and any real property, regardless of ownership, that is used as a place of worship.

PROJECT TYPES ELIGIBLE FOR FUNDING

1. **Acquisition** of historic properties or archaeological sites;
2. **Development** activities, including: restoration, rehabilitation, protection, stabilization, reconstruction, and site-specific planning required for these activities for a historical or archaeological resource;
3. **Survey and Planning** to identify and evaluate cultural resources;
5. Preparation of **Nominations to the National Register of Historic Places**;
6. **Main Street** start-up Grants for Florida Main Street Programs;
7. **Historical Marker** projects to assist in the acquisition of markers whose text has been approved by the State Historical Marker Council (SHMC); and
8. **Community Education** projects aimed at increasing public understanding and awareness of the importance of historical and archaeological resources and their preservation.

Property for which an applicant is requesting Small Matching grant assistance does not need to be listed in the National Register of Historic Places. However, if a property is not listed in the National Register, the applicant must provide sufficient information to allow its historic significance to be fully evaluated. Such historical information for properties that are designated under a local historic preservation ordinance may be contained in a local Designation Report. For other properties, this information may be contained in a historic sites survey report or other documentation. It is not necessary to supply this information for historical museum exhibition projects, unless the museum is located in a historic building.

All proposals for repair, restoration, or rehabilitation work must follow the *Secretary of Interior’s Standards for the Treatment of Historic Properties*, and applicable accepted industry standards. All proposals for archaeological excavations must follow the *Secretary of Interior’s Standards for Archaeological Documentation*.

Other preservation activities may also be eligible for grant assistance. If you have a question about the eligibility of a project or work element, please refer to the *Small Matching Grant Guidelines* or call the Division of Historical Resources at 850.245.6333 or 1.800.847.7278.

STATEWIDE PRESERVATION PRIORITIES

Though the Division of Historical Resources will accept applications for the project types listed above, the Division's priorities for this cycle are as follows:

- Historical Markers (with pre-approved text by the SHMC)
- Historic Resource Surveys (for historical or archaeological resources)
- Projects that support communities underrepresented in historic preservation

AWARD AMOUNT AND MATCH REQUIREMENTS

The Applicant Organization shall request no more than \$50,000 in a single application.

The match requirement for a Small Matching grant shall be a 1:1, equivalent match. That is, grant funds will be given to support up to 50 percent of the cost of the proposed project, with the other 50% provided by the grant recipient (grantee) in the form of cash match or match in the form of allowable in-kind services and materials with a specified cash value. The required match must include a minimum cash match contribution of 25 percent. Exceptions to the 1:1 match requirement are explained below.

Please remember that any work undertaken prior to the grant period is not allowable to be covered by grant funds or count as match contribution.

MATCH WAIVER

The match requirement shall be waived for projects proposed to be located within rural counties or communities designated as REDI-qualified in accordance with Sections 288.0656 and 288.06561, *Florida Statutes*. The county or community in which the project is proposed to be located must be a REDI community at the time of application submission. A list of REDI qualified counties and municipalities is available by contacting the Department of Economic Opportunity.

Certified Local Governments in good standing and whose certification has been issued by the U.S. National Park Service by the time of application are not required to match when applying for a Small Matching grant.

Florida Main Street Programs are not required to match when applying for a Main Street start-up of up to \$25,000. In addition, Florida Main Street Programs are not required to match when applying for a Small Matching grant.

NUMBER OF APPLICATIONS

An Applicant Organization may submit only one (1) Small Matching Category Grant Application in a single application submission period. State, county or city governments, or universities may submit single applications from more than one division or department during any grant cycle, provided that those divisions or departments are separate and distinct budgetary units, and provided that applications do not address the same facility, project, property, or site.

A CLG applying for federal funds for Survey and Planning and National Register nomination projects may submit a single separate application for another project type (such as Community Education) to compete for state funds. However, no more than a total of two (2) applications, one for federal funding and one for state funding, may be submitted by a CLG in a single application submission period.

APPLICATION DEADLINE

Applications will be accepted only via the Department of State grants online system between April 1, 2017, and 5:00 p.m. on May 1, 2017.

APPLICATION REVIEW AND PROJECT SELECTION

Eligible applications will be evaluated on a competitive basis by a Grant Panel appointed by the Secretary of State in a public meeting scheduled for **July 19 and 20, 2017**. The Grant Panel will review and score applications pursuant to criteria in Chapter 1A-39.001, *Florida Administrative Code*, and recommend to the Secretary of State those applications that should be forwarded to the 2018 Legislature for funding consideration in State Fiscal Year 2019. A level of funding (full or partial) will be recommended for each project. In accordance with the Government

Performance and Accountability Act of 1994, the Division of Historical Resources is mandated to increase the number of historic and archaeological properties protected or preserved for public use. As a result, in order to meaningfully benefit as many properties as possible, projects might not be recommended for the full amount requested; rather, the Grant Panel may recommend an amount intended as a significant contribution to the project.

The Grant Panel's recommendation to the Secretary of State will not result in any immediate grant award. The award and level of funding for each Small Matching Category project will be subject to specific legislative appropriation.

For projects receiving funding from the 2018 Legislature, funds will become available after July 1, 2018, which is the beginning of the 2018-2019 State Fiscal Year. Any unexpended balance of grant funds will revert to the state at the end of the 12-month period, on June 30, 2019.

ADMINISTRATIVE REQUIREMENTS

To receive grant funds, grantees will be required to sign a Grant Award Agreement containing specific administrative responsibilities. Grantees with Small Matching projects involving acquisition or development activities will also be required to execute and notarize a **Preservation Agreement** in which the grantee and property owner shall commit to assuming the cost of maintenance and repair of the property, permit no alterations without prior permission from the Division, and allow the inspection of the property by the Division for a period of 5 years, or 10 years in the case of non-real property (e.g. aircraft, locomotive, or marine vessel). Detailed information about the Preservation Agreement is available from the Division upon request.

For Small Matching Category grant projects involving acquisition, applicants will be required to execute **Restrictive Covenants** that must be recorded with the property deed by the Clerk of Circuit Court in the county where the property is located prior to the release of the grant funds. These covenants require that, in exchange for state grant funds, the grantee will not undertake modifications to the property (other than routine repairs and maintenance) for a period 20 years, without review and approval of plans and specifications by the Division. Additional information regarding these covenants is available from the Division upon request.

ADDITIONAL INFORMATION

If you have any questions regarding proposed projects or the online application form, please call the Historic Preservation Grants Program, Division of Historical Resources, at 800.847.7278 or 850.245.6333 or email at BHPgrants@dos.myflorida.com.