

## **Guidelines for Submitting Photographs Historic Preservation Grants Program**

Photographs will be required for all applications and must be included as part of the required progress reports for funded grants. Examples of what these photographs should convey include documenting the project site, evidencing site conditions, showing the space to be used for an exhibit or a sample of materials selected to be part of the exhibit, collections to be targeted for research, examples of proposed products and drafts of design, among others.

**Quality:** Photographs should conform to the following parameters:

1. Be in focus and clear.
2. Taken in color.
3. Taken at a high resolution.
4. Submitted as digital images (.jpeg, .gif, .tiff) and placed with no more than two photographs to a page in a Word or PDF document (exception: the single representative image required at the time of application to represent the proposed project). No photocopied photographs will be accepted.

**Quantity:** Judgement should be exercised as to the quantity of photographs to adequately depict the proposed project or the progress made in a funded project. Large or complex projects may require more photographs to properly document the resource and the progress.

**Identification:** Each photograph should be labeled with the following information:

1. Sequential number.
2. Photograph date (such as month and year).
3. Brief description of what is shown in the photograph.
4. For site-specific projects, indicate if the photograph is pre-or post-rehabilitation.
5. For site-specific projects, reference the photograph to the **Photograph Key Plan\***, as explained below.

**Site-Specific project photographs should document the following:**

1. The site and environment;
  - a. General views and details.
  - b. Site condition.
  - c. Principal elevations of the building or structure.
2. Areas of work, as per the scope of work;
  - a. All exterior sides if outside renovation is taking place.
  - b. Affected interior spaces and contributing elements within that space.
  - c. Specific details of the resources that will be attended to.
3. Close-ups of character-defining interior and exterior features such as: storefronts, windows, doors, decorative ceilings, stairs, millwork, and casework.
4. Deteriorated conditions such as: roof failure, crumbling brickwork, rotten wood, or water stained finishes.
5. In the event that the project focuses on protection such as stabilization, include present conditions and details.

6. In the event that the project focuses on community education, include examples of previous versions of proposed products, sample products, or images related to the work proposed.

Note: To the greatest extent possible, the photographs should be taken from the same locations as those provided in the application in order to clearly demonstrate existing conditions and completed work.

\***Photograph Key Plan:** shows the location where the numbered photographs were taken with arrows indicating the view.

