



## HISTORIC PRESERVATION STATE GRANT FUND

The South Carolina Department of Archives & History (SCDAH) is pleased to accept applications for the Historic Preservation State Grant Fund. The purpose of the State Grant Fund is to support historic preservation projects that benefit local communities through the physical repair and rehabilitation of South Carolina's historic buildings.

Grants ranging from \$40,000 to \$200,000 will be awarded for the stabilization and weatherization of historic buildings. Buildings must be listed as a contributing resource in a National Register of Historic Places historic district or individually listed or eligible for listing in the National Register. A minimum 20% cash match of the Total Project Cost is required.

The deadline to receive applications is December 31, 2023. Grant applicants will be notified by February 28, 2024, if their project has been selected for grant funding. Projects awarded grants must be completed by June 30, 2025.

### Questions?

For questions or assistance with your Historic Preservation State Grant Fund Application, please contact SCDAH staff by email at [sgf@scdah.sc.gov](mailto:sgf@scdah.sc.gov). The SCDAH staff will be glad to schedule consultations, review drafts of applications, or talk through proposed projects and ideas.

# Guidelines

## Applicant Requirements

- Eligible applicants: nonprofit [501(c)(3)] organizations and institutions, local governments, federal or state recognized Native American tribes
- Ineligible applicants: individuals, businesses, for-profit entities, federal and state agencies
- Grant applicants must provide a cash match equal to 20% of the Total Project Cost. The matching funds must be available and the source specified. (For example, if your Total Project Cost is \$100,000 you may request grant funds up to \$80,000. The maximum grant award is \$200,000, so if the Total Project Cost is \$400,000, you may only request \$200,000, not \$320,000.)
- Applicants agree to conduct a public procurement process as approved by the SCDAH. You may not enter into a contract with any professional before a grant is awarded, or enter into a contract with any professional before approval of a public procurement process by the SCDAH.
- Grant funding is reimbursable. The grant recipient pays for project costs, then the SCDAH will reimburse grant recipients after approval of project work and receipt of documentation of expenditures (less the 20% cash match). Partial reimbursements are allowed, up to four (4) per grant. As an alternative the SCDAH may agree to direct payment to contractors (less the 20% cash match provided by the grant recipient).
- Grant projects require a preservation Covenant Agreement for up to 10 years that is recorded with the property deed. Grant recipients will provide a grant completion report for the covenant file.
- Grant recipients may begin grant-funded project work only after ALL of the following:
  - A grant Award Letter is signed by the grant recipient and returned to the SCDAH.
  - A Funding Agreement is signed by both the SCDAH and the grant recipient.
  - The grant recipient has received written notice of approval from the SCDAH to proceed with the required process to competitively procure professional services.
  - SCDAH has approved the project plans and specifications.
- Completed applications must be received electronically by 5:00 PM December 31, 2023. Late applications will NOT be considered.

## Grant Funding Will Support:

- Projects that stabilize and weatherize historic buildings. Eligible project activities include:
  - Repair and/or replacement of the roof membrane such as cladding, underlayment, sheathing, and flashing; repair and/or replacement of the roof's framing such as trusses, rafters, purlins, posts, beams, and ceiling joists; and repair and/or replacement of the roof's structural details such as ridge caps and eaves.
  - Repair and/or replacement of the structural building system, including exterior and interior load-bearing elements, porches, foundations, joists and flooring, and drainage features directly connected to the historic building.
  - Repointing, tuck-pointing, consolidating, and/or replacing structural masonry elements such as walls, floors, foundations, columns, vaults, and chimneys.
  - Repair and/or replacement of windows and doors to make a building watertight; such as repairing and/or replacing structural framing members around window and door openings such as stops, sills, headers, lintels, and aprons; repair of shutters, repairing and/or replacing elements of windows and doors such as rails, stiles, panels, and muntins; replacing deteriorated or missing panes; restoring glazing putty; repairing and/or replacing hardware; and repairing and/or replacing flashing.
- Historic buildings must be listed in or eligible for listing in the National Register of Historic Places. Find information about historic buildings in the [South Carolina Historic Properties Record](#) and [SC ArchSite](#). Contact the State Historic Preservation Office at the SCDAH if you have questions about National Register status at 803-896-6179 or 803-896-6182.
- Projects will be reviewed by the SCDAH to ensure that the proposed and completed project meets the [Secretary of the Interior's Standards for Rehabilitation](#).
- Applications may include a budget line to assist with the cost of hiring an appropriate design professional to prepare "bid-ready" plans and specifications (up to 25% of the Total Project Cost). Applicants who include design fees in their grant-supported budget must wait until after the grant is awarded, a Funding Agreement is in place, and the procurement process is approved before hiring an appropriate design professional. Note: Projects that have already developed plans and specifications and included them with the grant application will receive priority consideration.

### **Grant Funding Will NOT Support:**

- Expenditures for work completed prior to the grant award OR that did not follow the public procurement process as approved by the SCDAH.
  
- Project work that does not meet the Secretary of the Interior's Standards for Rehabilitation.
  
- Project activities that are not eligible for grant funding include but are not limited to:
  - Routine building maintenance
  - Additions to a building
  - Climate control, plumbing, electrical systems, fire protection, and security systems
  - Repairs to grave markers or cemetery maintenance
  - Moving a building, including elevating the building
  - Interior work unless it is structural
  - Site work and drainage work, unless it is structural

## Grant Selection Criteria and Review

### Threshold Criteria:

- Application is completed – all questions answered, and required attachments included
- Application is signed by Authorizing Official
- Application received on time. Late applications will NOT be considered.
- Buildings must be listed as a contributing resource in a National Register historic district or individually listed or eligible for listing in the National Register.

### Selection Criteria:

**Location:** Priority will be given to projects located outside of [Certified Local Governments](#), and in areas of smaller population size (10,000 or less in 2020 Census). Geographic distribution will be considered.

**Building Significance:** Priority will be given to buildings historically associated with the history of groups under-represented in the National Register, including African Americans, Native American groups, and others.

**Site Threats:** Priority will be given to buildings facing significant threats from physical deterioration.

**Project Plans and Budget:** Priority will be given to stabilization and weatherization projects that are well-planned, will meet the Secretary of the Interior's Standards for Rehabilitation, will be carried out by qualified personnel with experience in historic preservation, have completed "bid- ready" plans and specifications, and have an appropriate itemized budget.

**Public Benefit:** Priority will be given to projects involving buildings that have or will have a public use and/or are regularly open to the public, will have a positive impact on the surrounding community, and increase awareness of historic preservation.

**Organizational Capacity:** Priority will be given to applicants who lack financial resources to carry out the proposed project without grant assistance and who demonstrate a long term commitment to the historic building through prior project planning, fundraising, completed projects, and plans for future maintenance. Remember all grants require a 20% cash match.

**Previous Grant History:** Where applicable, previous grant projects with the same building and/or the applicant's past performance on grant projects will be considered.



# HISTORIC PRESERVATION STATE GRANT FUND APPLICATION

**Please complete all sections of the application.**

**Project Name:**

Applicant Organization:

Address:

City/State/Zip:

Website:

Type of organization: [check one]

nonprofit organization or institution [501(c)(3)]

local government including local governmental agencies

federal or state recognized Native American tribe

Project Manager Name & Title:

*(attach Project Manager Resume)*

Office Phone:

Mobile Phone:

Email:

Address: [if different from above]

City/State/Zip:

**Amount Requested:**

**State Grant Fund Share**

**Cash Match** (at least 20% of Total Project Cost)

**Total Project Cost**

Grant funding is reimbursable. The grant recipient pays for project costs, then the SCDAH will reimburse grant recipients after approval of project work and receipt of documentation of expenditures (less the 20% cash match). Partial reimbursements are allowed, up to four (4) per grant. As an alternative the SCDAH may agree to direct payment to contractors (less the 20% cash match provided by the grant recipient). You must provide a written signed statement that the cash match for this project is available and committed to the project if the grant is awarded. You must state the source of the cash match, such as operating funds or historical society funds, etc.

**Source of Cash Match:**

**Historic Building Information:**

Building Name (if applicable):

Building Address:

City/State/Zip:

County:

SC House District:

SC Senate District:

Current use of building:

Future use of building (if different):

Building Owner (*if different from the Applicant Organization, must provide letter of support and consent for the required Covenant Agreement and sign the Application*):

Office Phone:

Mobile Phone:

Email:

Address: [if different from above]

City/State/Zip:

**National Register of Historic Places Status:**

*Building must be listed as a contributing resource in a National Register historic district or individually listed or eligible for listing in the National Register.*

Individually listed in the National Register:

Nomination Name:

Contributing building located in a National Register historic district:

Historic District Name:

Meets the criteria for listing in the National Register of Historic Places

Source/Date:

Sources include: Preliminary Information Form, county or city historic properties survey

**IMPORTANT:** If the building has NOT been previously evaluated for the National Register of Historic Places, you **must** complete a [Preliminary Information Form](#) and return the form with required attachments to the SCDAH at least **60 days prior** to the grant deadline. Staff will respond within 30 days of receipt. ***Please do not submit the Historic Preservation State Grant Fund Application until you have been notified by the SCDAH that the building is individually eligible for listing in the National Register.***

**Location:** *Priority will be given to projects located outside of Certified Local Governments and in areas of smaller population size (10,000 or less in the 2020 Census). Geographic distribution will be considered.*

Is the historic building located in a [Certified Local Government](#)?

Yes      Name of CLG:

No

Is the historic building located in within the limits of an incorporated municipality?      Yes      No

If Yes, what was the population in the 2020 Census?      (use the SC Revenue and Fiscal Affairs Office census information web page)



**Building Significance:** *Priority will be given to buildings historically associated with the history of groups under-represented in the National Register of Historic Places, including African Americans, Native American groups, and others.*

In 250 words or less, describe the historical, cultural and/or architectural significance of the historic building. Refer to the National Register of Historic Places nomination form available on the [SC Historic Properties Record](#) for buildings that are listed in the National Register.

**Site Threats:** *Priority will be given to buildings facing significant threats from physical deterioration.*

In 250 words or less, describe the immediate and long-term threats to the historic building and the anticipated outcome if the threats are not addressed. Include a description of the current physical condition of the building.

Attach supporting documents: Up to 30 digital photographs, which must include overall views of the exterior and interior of the building, as well as detailed photographs of damage to be repaired. If available, include a conditions assessment prepared by a project professional such as an architect or structural engineer.

**Project Plans:** *Priority will be given to stabilization and weatherization projects that are well planned, will meet the Secretary of the Interior's Standards for Rehabilitation, will be carried out by qualified personnel with experience in historic preservation, have completed "bid-ready" plans and specifications, and have an appropriate itemized budget.*

In 250 words or less, describe the work to be carried out with grant funding, detailing how this proposed project weatherizes and/or stabilizes the historic building, addresses threats to the building, meets the Secretary of the Interior's Standards for Rehabilitation, and will be carried out by qualified personnel. Attach supporting documents such as "bid-ready" plans and specifications if available.

**Project Budget:** Outline the project budget in the Budget Summary form (below) and explain it in a Budget Narrative (next page); add additional lines as needed.

- The budget must be clear, and all work elements must be eligible, reasonable, and directly relevant to the project.
- Each cost item must clearly show how the total charge for that item was determined (example: hours x hourly rate = total cost).
- All major costs must be listed, and all cost items should be explained in the Budget Narrative.
- The budget must include the grant funding and the 20% required cash match (e.g., if applying for a \$40,000 grant, the budget must describe a total of \$50,000 in costs/work). Must match amounts on the first page of the application.
- If you have any questions about cost categories, or how to formulate some of your budget items, contact the SCDAH.

<b>BUDGET SUMMARY</b>			
Enter category totals here, add more lines if needed. (Refer to pages 2 and 3 for eligible project activities.)			
Category	Historic Preservation State Grant Fund Share	Cash Match	Total
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>TOTAL PROJECT COST *</b>	\$	\$	\$

\*Grant applicants must provide a cash match equal to 20% of the Total Project Cost. (For example, if your Total Project Cost is \$100,000 you may request grant funds up to \$80,000. The maximum grant award is \$200,000, so if the Total Project Cost is \$400,000, you may only request \$200,000, not \$320,000.)

**Budget Narrative:** In narrative form (250 words or less), please give a detailed explanation of how you arrived at the figures in each line item of the budget. This supports the budget and demonstrates that all listed costs are justified and reasonable. Amounts on the Budget Summary and Budget Narrative must match.

**Public Benefit:** *Priority will be given to projects involving historic buildings that have or will have a public use and/or are regularly open to the public, will have a positive impact on the surrounding community, and increase awareness of historic preservation.*

In 250 words or less, describe how the stabilization and weatherization of the historic building will benefit the public. Describe the current and future use of the building and how the project will benefit the community. Questions to consider: How will the historic building be more accessible to/or used by the public after the project is completed? How will preservation and use of the building impact the surrounding community? How will the project increase awareness of historic resources in the community and historic preservation?

**Organizational Capacity:** *Priority will be given to applicants that lack financial resources to carry out the proposed project without grant assistance and who demonstrate a long term commitment to the historic building through prior project planning, fundraising, completed projects, and plans for future maintenance.*

In 250 words or less, explain why the organization needs the grant funding to carry out the proposed project. Describe how this proposed stabilization and/or weatherization project is a part of a larger site-specific plan, including what phases have preceded this proposed project and what phases will take place after the proposed grant work. Describe past and current (to include grants other State funding sources such as appropriations, etc.) efforts to secure funding for the building and how the organization will carry out and fund future maintenance of the historic building.

## ASSURANCES SECTION

If selected for funding, the Applicant agrees to comply with the following (where applicable) and with all other guidelines, which will be outlined by the SC Department of Archives & History in the Funding Agreement:

- a) Applicant will have the necessary and agreed upon plans, drawings, studies, and reports (architectural, engineering) professionally prepared as required by the SCDAH and subject to approval by that Department.
- b) Applicant's Project Manager agrees to attend a grant orientation meeting if determined necessary by the grants manager. The orientation meeting, if necessary, may be in person or virtual.
- c) Applicant will conduct contract and procurement (bidding) actions in a manner that provides for maximum open and free competition in compliance with the State Procurement Code. Applicants agree to follow state procurement requirements including: Recipient will provide documentation of competitive procurement for all funded activities in excess of \$25,000; and documentation of three written quotes for funded activities above \$10,000 but less than \$25,000. Recipient must ensure that purchases under \$10,000 have a price that is "fair and reasonable" and that "purchases must be distributed equitably among qualified suppliers." (SC Code 11-35-1550)
- d) Applicant agrees that the SCDAH will be involved in the consultant selection process. The SCDAH reserves the right to review all proposals, to make recommendations concerning consultant selection, and to approve consultant selection.
- e) Applicant agrees to arrange a meeting with the consultant(s) and the SCDAH staff (if determined necessary by the SCDAH staff) following hiring of consultant and prior to beginning of project work. Applicant also agrees to attend periodic meetings as needed concerning the project's progress.
- f) Applicant agrees that all work conducted under the project will be carried out in accordance with the Secretary of the Interior's Standards for Rehabilitation.
- g) Applicant agrees to sign a Funding Agreement with the SCDAH and to follow all requirements pertaining to this grant program.
- h) Applicant understands that the Funding Agreement will specify a schedule and deadlines. The grant amount may be reduced if a product required in the Funding Agreement is submitted after an agreed upon due date.
- i) Applicant certifies that the matching cash share is available to meet the 20% matching share of the Total Project Cost of the project.
- j) Applicant agrees that work for which reimbursement is expected will not begin until the SCDAH issues its approval.
- k) Applicant agrees that a Covenant Agreement will be executed at the end of the project, to be recorded with the property deed at the local County Courthouse or Register of Deeds, requiring that the owner receive prior review and approval from the SCDAH before any subsequent repairs or alterations are made to the building (Covenant Agreements last 5 to 10 years, depending on dollar amount of grant).
- l) Applicant will create public notification of the project in the form of a project sign, website posting, and proper credit for announcements and publications as appropriate. Signage/notification will be submitted for approval by the SCDAH in advance.
- m) Applicant agrees that all records relating to this grant funding must be retained for a minimum of 3 years from the last expenditure. This grant funding is subject to audit by the SCDAH and the Office of the State Auditor.



- n) Applicant agrees that no person shall, upon the grounds of race, creed, color or national origin be excluded from participation in, be denied the benefit of or be otherwise subjected to discrimination under any program or activity for which their organization is responsible.
- o) Applicant agrees that no person associated with the applicant organization (employee, member, trustee, director, elected official, etc.) shall obtain an economic interest for them self, a family member, an individual with whom they are associated, or a business with which they are associated through the expenditure of state funds associated with this project.
- p) Applicant acknowledges that entities that are required to file with the South Carolina Secretary of State must be in good standing.

Applicants will also be expected to demonstrate a satisfactory record of integrity, sound judgment, and prior performance on grants and contracts. Applicants are expected to have adequate accounting and auditing procedures.

The Applicant's signature below (use only the applicable signature area) certifies acceptance of all the above conditions. Unsigned applications will not be considered.

The Applicant's signature below confirms that the 20% cash match for this project is available and committed to the project if the grant is awarded.

**Signature of Authorizing Official:** (Using the "sign document by typing or drawing a signature" button in Adobe [see the sample icon at right; usually the button is at the top or right toolbar], please add a digital signature to the applicable fields below.)



Applicant Organization:

Name of Authorizing Official & Title (i.e., Joe Jones, Mayor; Bob Smith, City Manager; Teresa Jones, Executive Director):

Signature of Authorizing Official: \_\_\_\_\_

Date:

For projects where the Applicant Organization is not the Building Owner, the owner must also sign the application.

Signature of Building Owner: \_\_\_\_\_

Date:

# Application Submission

**Application Checklist:** Incomplete applications will not be considered. A complete application MUST include:

- One signed copy of the Historic Preservation State Grant Fund application with all data and information fields filled and Authorizing Official signature (and Building Owner if different from the Applicant)
- Detailed budget and narrative
- Additional documentation to explain the project (conditions assessments, site specific planning documents, "bid-ready" plans and specifications, etc.)
- Project Manager Resume
- Letter of support and consent to Covenant Agreement from Building Owner (*only if different from Applicant Organization*)
- Images:
  - o Digital photographs must include overall views of the exterior and interior of the building, as well as detailed photographs of the damage to be repaired. Up to 30 may be saved in a PDF document and submitted via email. Within the document, label each with location, image number, and number each page.
  - o Other images such as building floor plans, elevations, and site maps are encouraged, also send in a PDF via email.

**Applications must be submitted electronically. (Please save and retain a copy of your application.)**

**Electronic Submittal Directions:** Send the signed PDF copy of the application and all attachments (see Application Checklist) electronically via email or online file transfer service to [sgf@scdah.sc.gov](mailto:sgf@scdah.sc.gov). Application files submitted via email may not exceed 35 MB file size. Applications with file sizes exceeding 35 MB should be submitted via an online file transfer service.

**Applications must be received by 5:00 PM December 31, 2023.**

Late applications will NOT be considered.

**All applications will receive an email receipt confirmation.**

*Note: Application materials will not be returned. All application materials, including photographs, become the property of the SC Department of Archives & History and may be reproduced by the SCDAH without permission; appropriate credit will be given for any such use.*