

## NATIONAL TRUST PRESERVATION FUNDS Guidelines and Eligibility

Grants from National Trust Preservation Funds (NTPF) are intended to encourage preservation at the local level by providing seed money for preservation projects. These grants help stimulate public discussion, enable local groups to gain the technical expertise needed for particular projects, introduce the public to preservation concepts and techniques, and encourage financial participation by the private sector. A small grant at the right time can go a long way and is often the catalyst that inspires a community to take action on a preservation project.

Grants generally range from \$500 to \$5,000. The selection process is very competitive. Applicants are encouraged to develop proposals carefully and to complete the application form with the assistance and guidance of the National Trust regional office serving their state. The review process is generally completed within six weeks of the application deadlines, and applicants are notified in writing once the review process is complete.

**Application postmark deadlines are February 1, June 1, and October 1.**

### ELIGIBLE APPLICANTS

Public agencies, 501(c) (3), and other nonprofit organizations are eligible. Applicants that have received previous National Trust financial assistance are eligible provided that all grant requirements are current.

No more than three grants will be awarded in any two-year period to a single grantee. Only one grant will be awarded per organization in any grant round. Only one grant will be awarded for a particular project phase.

### GRANT CONDITIONS

Applicants must be capable of matching the grant amount dollar-for-dollar. A cash match is required and can come from private or public sources, or from income earned from registration fees or fundraising activities. Donated materials and services, staff salaries and organizational overhead costs are not eligible sources of a match. Other funding from the National Trust may not be used to match an NTPF grant.

Grants or matching funds cannot be used directly or indirectly to influence a member of Congress to favor or oppose any legislation or appropriation.

Any documents or plans for preservation work that result from the project must conform to the Secretary of the Interior's *Standards for the Treatment of Historic Properties*.

Successful applicants are required to become members of National Trust Forum, the National Trust's professional level membership, prior to the disbursement of grant funds. For information on Forum, visit <http://forum.nationaltrust.org/>

At least three (3) competitive bids/quotes must be obtained for any procurement of services that exceed \$25,000. This provision applies only to portions of the project supported by NTPF grant funds.

Grant recipients must include appropriate acknowledgement of National Trust financial support in all printed materials generated for the project.

Consultants must be approved by the National Trust before grant funds are disbursed.

Applicants must agree not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or sexual orientation. This obligation also extends to disabled veterans, Vietnam-era veterans, and handicapped persons.

Within one year from the grant disbursement date, a final report and financial accounting of the expenditure of the grants must be submitted. If the project is not completed in accordance with the contract, the grant funds must be returned.

Grant recipients are required to sign a contract agreeing to the conditions of the program.

## ELIGIBLE ACTIVITIES

National Trust Preservation Fund grants are awarded for planning activities and education efforts focused on preservation.

**Planning:** Support for obtaining professional expertise in areas such as architecture, archeology, engineering, preservation planning, land-use planning, fundraising, organizational development, and law. Eligible planning activities include, but are not limited to:

- Hiring a preservation architect or landscape architect to produce a historic structure report or historic landscape master plan
- Hiring a preservation planner to produce design guidelines for a historic district
- Hiring an organizational development consultant to facilitate a strategic planning retreat for the board of a nonprofit preservation organization
- Hiring a real estate development consultant to produce an economic feasibility study for the reuse of a threatened structure

- Hiring a fundraising consultant to launch a capital campaign for a building rehabilitation
- Sponsoring a community forum to develop a shared vision for the future of a historic neighborhood

**Education and Outreach:** Support for preservation education activities aimed at the public. Examples of eligible activities include:

- Sponsoring a workshop on the preservation of burial grounds or cultural landscapes
- Underwriting travel costs or honoraria for a keynote speaker at a statewide preservation conference
- Preparing a manual on the use of transportation enhancement funds for preservation projects
- Developing a curriculum on ethnic heritage for schoolchildren
- Hiring a media relations consultant to publicize an endangered properties list

## INELIGIBLE ACTIVITIES

- Building or other construction activities
- Academic research
- Acquisition of real property or objects
- Historic resource surveys to create inventories or to list resources in the National Register

## ELIGIBLE EXPENSES

- Fees for consultant services
- Speaker/faculty costs (honoraria, travel, and lodging), room rental for conferences
- Mailing costs for distribution of materials
- Web site development
- Materials and services such as printing, photographs, telephone, and supplies. With the exception of publications projects, these costs may not exceed 10 percent of the project budget

## INELIGIBLE EXPENSES

- Staff or faculty salaries
- Organizational overhead costs
- Catering, food and beverage, entertainment
- Construction or other capital improvement costs
- Expenses incurred prior to award date

## CRITERIA

The regional office review committee will select grant recipients by considering, among other points, the following criteria:

- The significance of the project or resource
- The need for funding and the urgency of the project
- The project's budget and the applicant's proven ability to secure a match
- Evidence of community support for the project
- The project's timeline
- The long-term objectives or impact of the project
- The qualifications of the key personnel, including consultants
- The demonstrated ability of the applicant to complete preservation projects
- The potential to replicate the project in other communities

## HOW TO APPLY

All applicants must complete the National Trust Preservation Funds application form. Completed applications and attachments should be mailed to the appropriate National Trust regional office serving your state. Regional office staff can provide helpful guidance for the application process.

**Contacting your regional office before submitting an application is highly recommended.**

### Midwest Office

53 W. Jackson Blvd., Suite 350  
Chicago, IL 60604  
312-939-5547 ▪ mwro@nthp.org  
(IL, IN, IA, MI, MN, MO, OH, WI)

### Mountains/Plains Office

535 16<sup>th</sup> Street, Suite 750  
Denver, CO 80202  
303-623-1504 ▪ mpro@nthp.org  
(CO, KS, MT, NE, ND, SD, UT, WY)

### Northeast Office

7 Faneuil Hall Marketplace, 4<sup>th</sup> Floor  
Boston, MA 02109  
617-523-0885 ▪ nero@nthp.org  
(CT, DE, ME, MA, NH, NJ, NY, PA, RI, VT)

### Northeast Field Office

6401 Germantown Avenue  
Philadelphia, PA 19144  
215-848-8033 ▪ nefo@nthp.org  
(DE, NJ, PA)

### Southern Office

456 King Street  
Charleston, SC 29403  
843-722-8552 ▪ soro@nthp.org  
(AL, FL, GA, KY, LA, MS, NC, SC, TN, PR, VI)

### Southern Field Office

1785 Massachusetts Ave., NW  
Washington, DC 20036  
202-588-6107 ▪ sfo@nthp.org  
(DC, MD, VA, WV)

### Southwest Office

500 Main Street, Suite 1030  
Fort Worth, TX 76102  
817-332-4398 ▪ swro@nthp.org  
(AR, NM, OK, TX)

### Western Office

The Hearst Building  
5 Third Street, Suite 707  
San Francisco, CA 94103  
415-947-0692 ▪ wro@nthp.org  
(AK, AZ, CA HI, ID, NV, OR, WA,  
Pacific Island territories)

## NATIONAL TRUST PRESERVATION FUNDS Grant Application

Grants from National Trust Preservation Funds (NTPF) are available to nonprofit organizations and government agencies. Applications should be prepared after reading the grant eligibility requirements, guidelines and criteria, and after consulting with the National Trust regional office serving your state.

Enter information or “not applicable” in the space provided for a response. Please limit your response to the space provided.

A reasonable amount of additional information may be attached. Incomplete, faxed, or handwritten applications will not be considered. Applications cannot be submitted electronically.

Refer to the CHECKLIST on the last page for a complete list of required application materials.

**Membership in National Trust Forum is required in order to receive a grant from National Trust Preservation Funds.**

### APPLICANT INFORMATION

1. Name of Applicant: Kasson Alliance for REstoration (KARE)

Address: 122 West Main Street, Suite No. 2

City: Kasson

State: MN

Zip: 55944

E-Mail Address: KassonAlliance@Kmtel.com

Telephone: 507-365-8324

Fax: \_\_\_\_\_

Website: <http://www.kassonalliance.org/>

2. Contact (individual responsible for project):

Name: Kenton Spading

Title: KARE Vice President

Address: 1586 Grotto St. N.

City: St. Paul

State: MN

Zip: 55117

E-Mail Address: kspading@comcast.net

Daytime Telephone: 651-290-5623

Fax: 651-483-9695

3. Applicant's National Trust Forum membership number: n/a

4. The applicant is:  a nonprofit organization  a public agency

If the applicant is a nonprofit, has the organization been classified as a tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code?

YES  NO If no, what is the organization's current tax status? Pending See Attached Letter

5. Organization's mission statement.

KARE's mission is to preserve Kasson's historic buildings, structures and properties to serve as landmarks of the communities' heritage, along with being a source of education in the importance of historic preservation.

## PROJECT DESCRIPTION

**Project** refers to the specific activity for which NTPF funding is being requested, e.g., feasibility study, workshop, fundraising plan.

6. Name of Project: Reuse Study of Historic 1918 Kasson Public School.

7. Date(s) project will occur: Approximately January 1, 2009 with completion seven months hence.

8. Project Location:

City: Kasson

County: Dodge

State: MN

City's Population: 5,500

9. Project Summary (50 words or less).

A reuse study of the National Registered Historic 1918 Kasson Public School would help to establish an appropriate adaptive reuse of the school as well as give the community and advocates direction in planning for the preservation and management of this historic resource.

10. If the project involves a historic resource (site, building, ship, etc.), please complete the following:

Name of site/historic district: Historic 1918 Kasson Public School (Elementary School)

Street Address(es) of site(s): 101 3<sup>rd</sup> Avenue N.W.

City: Kasson

State: MN

Zip: 55944

Date(s) of construction: 1918

Is the project site recognized for its architectural/cultural/historical significance by any of the designation programs listed below? Check "eligible" if the site has not been designated, but has been determined eligible for designation by your state historic preservation office.

	Yes	No	Eligible	Year Listed
National Historic Landmark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
Individually Listed in National Register of Historic Places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>2007</u>
Contributing Property to National Register Historic District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
State Designation Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
Local Designation Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___

11. If applicant does not own the property, describe the owner's involvement with the project and include a letter of consent from the owner.

The School building is owned by the City of Kasson. The City of Kasson is providing matching funds up to a maximum of \$15,000, toward a Reuse Study conducted by or at the direction of a reputable and qualified firm or individual, approved by the city and KARE. KARE will provide matching funds, raised by grants, fundraisers, and private donations. KARE and the City of Kasson will be joint contracting parties, to the Reuse Study of Kasson School and shall work together to issue a Request for Proposals (RFP). The City will participate in the Reuse Study by participating in public meetings, and the final report will be presented to the City Council.

12. Describe the project site and explain its significance (architectural/cultural/historical).

The School served the community of Kasson, as its only educational institution for 40 yrs. and is locally significant for its association with the broad patterns of our history in the areas of education as well as social history; such as public health programs and agricultural extension training. The School is associated with a historic context entitled "Railroads and Agricultural Development 1870-1940". The period of significance begins in 1918, the construction date of School, and ends in 1954 when the Kasson School Dist. consolidated with Mantorville School Dist. The first state inspector of school buildings, Samuel A. Challman, noted in 1919: "there is nothing equal to it in the State in the way of completeness and architectural design" and that it was the first of its type and would be an ideal pattern for others. Examples of community events held in the school building were Lyceum Courses, such as the 1920 course which included programs by the "business revivalist", Henry L. 'Gatling Gun' Fogelman and the New York Social Glee Club. For several decades the prestigious women's organization, the Friday Study Club, met in the school. Throughout WWII, exams for Army and Navy Programs were supervised through the school; ration books were issued at the school and students organized a Junior Red Cross Chapter. See the attached document for additional information.

13. Describe the site's current use.

The City of Kasson took possession of the School in 2006, and the building has stood vacant since the end of 2005.

**14. Detailed Project Description.** Describe the project’s purpose, schedule, and anticipated outcomes. Describe any products that will result from this project.

The purpose of this project is to conduct a professionally managed reuse study. The study will include input from community leaders, City officials, local historical society representatives, real estate development and marketing specialists, building construction and/or conservation specialists, State and non-profit historic preservation experts, local citizens, potential tenants, and others as needed. Assessing the needs, desires and vision that the community has for the building will be a key component of the reuse study. The report will discuss the condition of the building and list the pros and cons of various reuse alternatives. It will list reuse recommendations and estimated rehabilitation costs. It will also include a discussion of preservation issues, photographic documentation and other necessary information. The study will be coordinated with Kasson's citizens through public meetings. The final report will be formally presented to the City Council, citizens and other stakeholders. The document will outline the process and stakeholders that would, after the conclusion of the reuse study, lead to the development of a business/development plan, financing plan and a corresponding post-reuse study action timeline.

KARE will coordinate the study with the Minnesota Historical Society (MHS) and the Preservation Alliance of Minnesota.

PLEASE NOTE: Any documents or plans for restoration work that result from this project must comply with the Secretary of the Interior’s *Standards for the Treatment of Historic Properties*. If it is anticipated that the proposed project will not meet the Standards, please explain.

15. Describe the targeted audience and estimated attendance, if applicable.

The City of Kasson's City Council and the citizens they represent are the primary target audience for the Reuse Study Report, (the City owns the building). KARE has a support list of over 400, which includes more than 30 local business owners. KARE has toured the school with three architects, two construction engineers, several construction contractors and developers, and willing investors in a reuse project. They all agree that that this property has great potential. KARE has gathered the names of potential investors, developers, construction firms, and potential tenants. All of this information has been shared with the City.

16. Describe future plans for the project beyond the scope of this grant proposal (e.g., how consultant recommendations will be implemented, how education programs will be institutionalized, how publications will be distributed, etc.).

The larger project, beyond the completion of the Reuse Study Report, involves the process of rehabilitating the building to serve identified reuses. Proposals related to City assessments, tax incentives and expectations related to the school's future could be further discussed with stakeholders. KARE will spearhead the project campaign using its members and supporters, media contacts and our over-all good standing with business owners and local leaders to further educate the public as to the importance of preservation.

17. Have any of the following partners been involved in this project?

- State historic preservation office (SHPO), local preservation commission or CLG
- Statewide or local preservation organization
- National Trust regional office
- Other cosponsoring/cooperating organizations

If any of these partners have been involved, please identify the contact person with whom you worked on the project and describe the partner's involvement.

MN SHPO: Dennis Gimmetad (651-259-3456) reviewed the draft Historical/Environmental Assessment Worksheet for the building. Susan Roth (651-259-3451) provided advice on the National Register of Historic Places nomination. Britta Bloomberg (651-259-3466) has been consulted about reuse study grants.

Preservation Alliance of Minnesota (PAM): Bonnie McDonald (651-293-9047) and her staff have provided advice on reuse studies, financing options, fund raising and many other issues. She recently spoke about historic preservation to the Kasson Lion's Club. PAM placed the school building on its 2007 10-Most Endangered Building List and presented KARE with a Preservation Advocacy Award in 2007.

Paul Larsen of the Mantorville Restoration Association (3 miles from Kasson) has provided supporting advice. Don Smith, President of the Dodge County Historical Society, wrote a letter of support for KARE's activities (Kasson is in Dodge County). Over twenty (20) businesses in Kasson participated in KARE's Historic Preservation Month celebration in May 2008.



**18. Describe the consultant services and skills needed to carry out the project.**

Preservation Advisory Services Team, will guide KARE in selecting and working with a consultant team. The "Primer for Historic Properties Reuse Teams", developed by the Minnesota Historical Society's State Historic Preservation Office (SHPO) and patterned after a special technical assistance program developed by the National Trust for Historic Preservation called the Preservation Advisory Services Team, will be our guide. The team chosen will have experience working with the public, soliciting and processing input, coordinating, public presentations, and also must have specific experience with adaptive reuse of schools.

**19. Has consultant(s) been chosen?**

- Yes (please provide the consultant's name and contact information below, and attach his or her resume)  
 No (please discuss with the National Trust regional office)

N/A

PLEASE NOTE: Grant funds will not be disbursed until the National Trust has approved the qualifications of the personnel selected to conduct the project. National Trust Preservation Fund grants cannot be used to pay staff salaries. Board members of the application organization cannot serve as consultants unless appropriate conflict of interest procedures are followed and documented. If consultant services exceed \$25,000, a competitive bid process is required if National Trust funding is received.

**20. Has the applicant received National Trust financial assistance in the last two years?  Yes  No**  
If yes, provide the name of the project and the year the grant was awarded.

N/A

PLEASE NOTE: Applicants are not eligible to receive funding if final reports on previous grants have not been submitted. No more than three grants will be awarded in any two-year period to a single grantee. Only one grant will be awarded per organization in any grant round. Only one grant will be awarded for a particular project phase.

**21. How will National Trust for Historic Preservation support for the project be acknowledged?**

KARE issues press releases for all significant events. Typically the Rochester Post-Bulletin (regional newspaper) and the Dodge County Independent (local newspaper) print stories of the ongoing effort to save the school. The press releases are also posted on the KARE web site. KARE also issues mailed and e-newsletter as well as flyers. Additionally, KARE provides historical information at booths during the county fair and local events. See the attached document for additional information.

## PROJECT BUDGET

The project budget pertains to the proposed NTPF grant-funded activity only. Please be sure the budget balances – the total income amount must equal the total expense amount.

NTPF grant funds must be matched on at least a 1:1 cash basis. Attach evidence of anticipated or confirmed sources of funding and other support. Staff time, overhead costs and donated services or materials cannot be used as match. Matching funds must come from non-National Trust sources.

With the exception of publication projects, materials and services (such as printing, photographs, telephone and supplies) costs may not exceed 10 percent of the budget of the grant-funded portion of the project.

### **INCOME**

*Project income should equal or exceed the project expenses.*

### **EXPENSES**

*Sample categories have been provided. Please use "other" spaces to add categories relevant to your project.*

<b>NTPF grant</b> ( <i>amount requested from the National Trust</i> )	<u>\$5,000</u>	Consultant fee/honorarium	\$13,000.00
<b>Matching funds</b> ( <i>identify sources and note if funding is anticipated or secured</i> )		Travel/per diem	\$ _____
City of Kasson (secured, see letter)	<u>\$5,000</u>	Printing costs	<u>\$500.00</u>
KARE Bank Account (secured)	<u>\$2,500</u>	Photography costs	\$ _____
Matching City(secured, see letter)	<u>\$2,500</u>	Mailing and postage	<u>\$1200.00</u>
_____	\$ _____	Supplies	\$ _____
_____	\$ _____	Other (specify):	
		Ads	<u>\$300.00</u>
		_____	\$ _____
		_____	\$ _____
		_____	\$ _____
<b>Total Project Income:</b>	<b><u>\$15,000</u></b>	<b>Total Project Expenses:</b>	<b><u>\$15,000</u></b>

## CERTIFICATION

Acting as a duly authorized representative of the applicant, I am submitting this request for a National Trust Preservation Funds grant.

Name: Diane O'Brien Berge

Title: President of Kasson Alliance for Preservation (KARE)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CHECKLIST

- Please read the application form carefully and contact your National Trust regional office for clarification.
- Requested information or “not applicable” should be entered in the space provided.
- Incomplete, faxed or handwritten applications will not be considered.
- Materials submitted will not be returned.
- Please do not use plastic covers or binders; assemble applications and attachments in a manila folder or clip.
- Submission of videos and oversized documents is discouraged.
- Please keep attachments to a minimum.

The following materials must be submitted in order for your application to be considered:

- Two (2)** signed copies of the completed application
- Four (4)** different digital images at a minimum of 300 dpi, submitted on a CD, identified by project name and location and dated. Photos must include at least one overall view of the property. Please include photo credit information.
- Two (2)** different 4” x 6” or larger photographic prints of the project site identified by project name and location and dated. Please include photo credit information.
- Applicant’s articles of incorporation (nonprofit organizations)
- A list of applicant’s current board of directors (nonprofit organizations)
- Applicant’s Internal Revenue Service determination letter of tax-exempt status. If tax-exempt status has not been fully approved by the IRS, please provide evidence of filing for certification and letter of opinion from an attorney concerning the applicant’s tax status (nonprofit organizations)
- Documentation that the applicant is part of a state, regional, county or local government (public agencies)
- Resume(s) of consultant(s) being considered for the project
- Resume(s) of personnel administering the project
- Evidence of secured or pending matching funds
- Up to three letters of endorsement
- Letter of consent from property owner (if the applicant does not own the property)

Mail the completed application and attachments to the National Trust regional office serving your state. A list of National Trust regional offices appears at the front of this document, and can also be found at [http://www.nationaltrust.org/regional\\_offices/index.html](http://www.nationaltrust.org/regional_offices/index.html) or by calling 202-588-6197. The review process is usually completed within six weeks of the deadline and applicants are notified in writing.