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FOR MORE INFORMATION ON THE VIRGINIA SWEATT PRESERVATION FUND FOR MINNESOTA, CONTACT

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FREQUENTLY ASKED QUESTIONS

Who is eligible to apply?

The applicant must be a registered not-for-profit organization (501c3) or a local government agency.

The resource must be listed on or *eligible for* listing on the National Register of Historic Places, be locally designated by a Certified Local Government, or be a National Historic Landmark.

What types of projects are eligible?

Grants are awarded for preservation planning and education efforts. Examples include, but are not limited to:

- Hiring a preservation architect to produce a historic structures report.
- Developing an economic feasibility study for the reuse of a threatened structure.
- Sponsoring a community forum to develop a shared vision for the future of a historic neighborhood.
- Underwriting travel costs or honoraria for a keynote speaker at a local or statewide preservation conference.
- Developing a preservation or architecture curriculum for school children.
- Hiring a fundraising consultant to develop a capitol campaign for a building rehabilitation.
- Assisting a local historic preservation commission with continued education or training opportunities.

continued on page 2

October 1, 2008 Application Deadline

The Midwest Office (MWO) of the National Trust for Historic Preservation is now accepting grant applications from Minnesota for grants from their endowed Preservation Fund (PF).

The **Virginia Sweatt Preservation Fund for Minnesota** was established in 2007 through the leadership of Virginia Sweatt, her husband, Henry, and family. The goal of the Fund is to provide grants to organizations across the state of Minnesota to enable preservation of historic sites, buildings, structures and districts in jeopardy, and empower local communities to plan and utilize their historic resources.

The Sweatt PF offers financial assistance in the planning stages of preservation projects, providing small "seed grants" that serve as a catalyst to move a project forward. With awards typically ranging from \$1,000-\$5,000, grants assist non-profit organizations and local governments with the costs of obtaining professional consultants or providing support for preservation-based education activities.

Typical uses for the fund include historic structure reports, feasibility studies for endangered buildings or sites, architectural planning, landscape research and planning, development of heritage education and co-sponsorship of workshops and conferences. The application process is competitive and recipients must match grants at least dollar-for-dollar; the funding cannot be used for "bricks & mortar" projects. See the Application Tips and Frequently Asked Questions section of this newsletter for more information about the application process.

Applications are available through the Midwest Office (MWO) and must be postmarked by October 1st. If you are not ready to submit for this deadline but are planning to apply in the future, contact Chris Morris at the MWO or Erin Hanafin Berg at the Preservation Alliance of Minnesota (PAM) to discuss your proposed project.

Application Tips

The application process is not extensive or onerous and you do not need to be a professional grant writer to apply. However, there are some general tips that can help you as you complete the application.

CONTACTING THE MIDWEST OFFICE OR THE PRESERVATION ALLIANCE OF MINNESOTA

If you are considering submitting an application, **contact the MWO or PAM.** The staff can provide guidance and suggestions and can even review draft applications if they are submitted **well in advance** of the deadline. It is beneficial to you if the MWO or PAM are familiar with your project before the final application arrives at the office.

THE FORM

The Preservation Fund grant form is available in Word document format from the MWO or can be downloaded from PreservationNation.org (www.preservationnation.org/resources/find-funding/grants/). **Fill out the form electronically and print two copies for submission.** Handwritten applications will not be accepted.

continued on page 2



FREEBORN BANK, ALBERT LEA

ONE OF THE FIRST RECIPIENTS OF THE SWEATT PF IN 2007, THE CITY OF ALBERT LEA ORGANIZED A DOWNTOWN EXPO INCLUDING TRAINING AND APPROPRIATE RESTORATION TECHNIQUES AND MATERIALS. PHOTO CREDIT TERESA KAUFFMANN.

Application Tips

continued from page 1

RESPONDING TO QUESTIONS

It is important that you respond to each and every question clearly and concisely. Also, remember that your answers will be reviewed according to the criteria provided in the PF Brochure included with the application form. **It is important to review these criteria before completing your application and to keep them in mind when composing your answers.** Of particular importance is a clear statement describing the project for which you are seeking funding. If you are seeking funding for one portion of a larger project, please precisely describe which aspect of the project you would apply grant funds towards. Please indicate if any questions are not applicable because of the type of project you are proposing.

BUDGET

It is important to reflect the total budget of the project as well as the amount you are requesting from the fund and how that portion will be matched. **Grants must be matched on a one-to-one cash basis.** In-kind contributions can't be counted as a match—this includes donated services or goods. If you are applying for funding for a workshop or event, projected ticket sales may not count as a match. If you have any budget questions, please contact the MWO or PAM prior to submitting your application.

PICTURES

Since the MWO and the review committee may not be able to visit your site during the grant review process, pictures are an absolutely essential part of the application package. **BOTH digital and printed images are required.** At least four different digital images at a minimum of 300 dpi, identified by project name and location and dated, must be submitted. Please include at least one overall view of the property. In addition to exterior and interior images, it is important to show additional views that most accurately reflect the resource and demonstrate the need for the project. If historic images are included, please indicate the appropriate source. Images should be saved to a CD with file names that clearly identify the contents of each image. Two 4" x 6" or larger photographic prints of the project site, identified by project name and location and dated, are also required. Please include photo credit information. **Inclusion of videos and oversized documents is discouraged.** Submitted images may be used by the MWO or the National Trust for Historic Preservation in our publications.



CSPS HALL, ST. PAUL

THE CZECH AND SLOVAK SOKOL RECEIVED A GRANT FROM THE JOHANNA FAVROT FUND IN 2007 FOR THE COMPLETION OF A HISTORIC STRUCTURES REPORT (HSR) ON THEIR 1887 C.S.P.S HALL, THE LONGEST-SERVING CZECH-SLOVAK HALL IN CONTINUOUS USE IN THE UNITED STATES. PHOTO CREDIT JOE LANDSBERGER.

LETTERS OF SUPPORT

When you receive the application, you will notice that **letters of recommendation are required.** Such letters demonstrate that the project is of interest to and supported by other agencies and organizations within your community and the state. You may wish to seek support from your mayor or city council members, a local historical society or historic preservation commission, or local advocacy groups. If you have worked with the Preservation Alliance of Minnesota or the Minnesota Historical Society prior to applying for a grant, and they are familiar with your project, you may wish to contact them as well.

FORUM MEMBERSHIP

Forum membership is required to receive a grant but not to apply for a grant. **If your organization is not a Forum member and you are chosen to receive a grant, you will then be asked to join.** Forum membership provides access to preservation professionals and materials through the *Forum Journal*, *Forum News*, *Forum Online* and the *Forum List* serve. These can be valuable sources of information as you are undertaking your project. Forum membership is \$115 annually, and you can join online at www.preservationnation.org.

Frequently Asked Questions

continued from page 1

What types of projects or expenses are ineligible?

- Building or other construction activities
- Historic resource surveys to create inventories or to list resources on the National Register of Historic Places
- Academic research
- Acquisition of property or objects
- Organizational overhead or staff salaries
- Expenses incurred prior to the grant approval

How often may I apply?

If you are a new applicant and submit an application but do not receive funding, you are welcome to apply in the next round. We strongly suggest that you speak to the MWO or PAM and find out what would be needed to make your application a stronger candidate.

If you have previously received funding, you may not receive more than three grants in any two-year period, and only one grant will be awarded for a particular project phase.

What type of reporting is required?

If you are selected to receive a grant, you will have one year from the date of receiving the funds to provide a formal, Final Report to the Midwest Office. The report must include a financial accounting of the expenditure of the grant, documentation of all expenditures and matching money, and a copy of the final product funded by the grant, if applicable.

When are recipients notified?

You will receive notification from the MWO approximately six weeks after the application deadline.

Please note - completed applications should be sent to:

National Trust for Historic Preservation
Midwest Office
53 W. Jackson Blvd., Suite 350
Chicago, IL 60604

Please don't hesitate to contact us if you require further assistance or additional information.