



ALABAMA HISTORICAL COMMISSION 2020 HISTORIC SITES GRANT GRANT APPLICATION GUIDELINES

The Alabama Historical Commission (AHC) will administer a \$900,000 Grant Program with funds appropriated by the Alabama Legislature in Fiscal Year 2020 (October 1, 2019 – September 30, 2020), for improvements to and educational programming at historic sites in Alabama. Grant amounts will not exceed \$20,000 for any one entity.

I. ELIGIBLE APPLICANTS

Grants will be awarded to public or non-profits entities who own and operate historic sites in Alabama, reflect an education-based mission, concentrate on educational programming, and reflect the geographical diversity of the state. Grants will not be awarded to any entity receiving funding directly or indirectly from the Education Trust Fund or the General Fund. Grants will also not be awarded to any private or for-profit business or organization.

Preference will be given to properties built before 1840 that are listed in or eligible for the National Register of Historic Places, historic school structures, and properties built before 1943 that are listed in or eligible for the National Register of Historic Places.

II. APPLYING FOR FUNDS

Applicants must complete a 2020 Historic Sites Grant application available at the AHC website, <http://ahc.alabama.gov/grants.aspx>. Print, complete, and sign the application. The authorized official of the organization who has the authority to apply for grants and sign grant agreements for the organization must sign the application. The application must retain the format of the original with the order, pagination, and spacing unchanged when printed or reproduced.

All applicants must have a Federal Employer Identification Number (FEIN) to be eligible to apply and must attach a copy of the completed and signed Certificate of Compliance with the Alabama Beason-Hammon Act, and a copy of the E-Verify Memorandum of Understanding (if applicable). All applicants must register with STAARS, the state's accounting system at <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>. Contact Stephanie Hamil with any questions at 334.230.2661 / Stephanie.Hamil@ahc.alabama.gov.

Nonprofit organizations, in addition to the above forms, are required to submit their entity or charter identification number from the Secretary of State of Alabama or a copy of their tax exemption letter from the Internal Revenue Service. Nonprofit organizations are required to complete, sign and attach a copy of the notarized State of Alabama Disclosure Statement (Required by Act 2001-955). Nonprofit organizations are subject to verification of their non-profit status prior to being evaluated for funding.

Incomplete applications will not be reviewed. Applications must have all attachments and information requested (names and contact information of personnel, hours of operation, geographic area served, budgets, attachments, signatures, etc.). ****Please follow the checklist on page 6 of the application.****

III. ELIGIBLE ACTIVITIES

These funds may be used for improvements to or educational programming at historic sites in Alabama.

- Eligible improvement activities are any repairs to historic buildings that follow the Secretary of the Interior's Standards for Rehabilitation. These repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building's historic character.
- Eligible activities include, but are not limited to work to correct any structural deficiencies; keeping moisture out of the building; correcting conditions that may pose a safety hazard to the building occupants or to the building itself; making any changes necessary to comply with the Americans with Disabilities Act (ADA); upgrading or repair of mechanical systems; roof repair or replacement; painting; and removal of vegetation; educational programming; and interpretive signage.
- Eligible cemetery projects include grave marker cleaning and repair; fence repair, and removal of vegetation necessary for cemetery preservation. Repairs must follow good preservation practice.

Work on historic buildings must follow the Secretary of Interior's Standards. For questions about the Standards, contact Chloe Mercer at 334.230.2669 or Chloe.Mercer@ahc.alabama.gov. The Standards can be found at the following website: <http://www.nps.gov/tps/standards/rehabilitation.htm>.

IV. INELIGIBLE ACTIVITIES

Funds may not be used to purchase alcohol, to fund social activities, ceremonies, banquets, entertainment, lobbying, as contributions to endowment funds, personnel, advertising, or to purchase real estate or historic artifacts.

V. DEADLINE

Applications must be hand-delivered or mailed to Stephanie Hamil, Contracts and Grants, Alabama Historical Commission by **August 15, 2019**. If the application is mailed, a postmark no later than August 15, 2019, must be on the envelope. If the application is hand-delivered, it must be received by the AHC no later than 5:00 PM, August 15, 2019. If the application is sent, but not received by the AHC in time to be evaluated, the AHC cannot be held responsible. Faxed or emailed applications will not be accepted. AHC will announce the grant awards in October 2019.

Deliver to: Alabama Historical Commission
Attn: Stephanie Hamil
P. O. Box 300900
Montgomery, Alabama 36130-0900

Physical Address:
Alabama Historical Commission
Attn: Stephanie Hamil
468 South Perry Street
Montgomery, Alabama 36104

VI. DISTRIBUTION OF FUNDS

Grant funds will be authorized when the applicant and the AHC have received a fully executed agreement signed by the grantee, AHC Executive Director, and the Governor. Funds will be distributed in one lump sum. All work funded by this grant program must be completed by September 30, 2022.

VII. SPECIAL THANKS

The Alabama Historical Commission would appreciate any expression of thanks that grant applicants might give their local legislators for funding this program to help preserve and promote history across our state.



**ALABAMA
HISTORICAL
COMMISSION**
THE STATE HISTORIC PRESERVATION OFFICE

**ALABAMA HISTORICAL COMMISSION
2020 HISTORIC SITES GRANT PROGRAM
GRANT APPLICATION**

I. APPLICANT

Name of Organization _____

☐ **Publicly Owned** ☐ **Non-Profit Organization**

Date of incorporation: _____ FEIN # _____

County of incorporation _____

Organization Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____ Fax _____

Organization Website _____

Contact Person _____

Contact Person's Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____ Fax _____

Email _____

2. HISTORIC SITE INFORMATION

Historic Site Name _____

Historic Site Address _____

City _____ State _____ Zip _____

County _____ Visitation for calendar year 2018 _____

Legislative Districts of Historic Site Location: <https://www.sos.alabama.gov/alabama-votes/elected-official-map>

Senate _____ House of Representatives _____ U.S. Congressional District _____

Grant Amount Requested (\$20,000 maximum) \$ _____

Project Type: ☐ Site / Building Improvement ☐ Educational

Would you accept a grant award less than your requested amount? ☐ Yes ☐ No

Do you have funds to contribute to this project? \$ _____

Please explain: _____

3. HISTORIC SITE SUMMARY

Provide a description of the site's operations and activities, including the ownership and management structure. Explain how the site reflects an education-based mission and concentrates on educational programming.

4. DATE OF CONSTRUCTION AND HISTORIC DESIGNATION STATUS

Check any that apply to your site:

- ☐ built before 1840;
☐ a historic school; or
☐ built between 1841 and 1943

1. What is the date of construction on the building(s) where grant funds will be used? _____

2. Are any properties on the site listed in the National Register of Historic Places? ☐Yes ☐No

<https://npgallery.nps.gov/nrhp>

3. Are any properties on the site listed in the Alabama Register of Landmarks & Heritage? ☐Yes ☐No

<https://ahc.alabama.gov/alabamaregister.aspx>

4. Are any cemeteries on the site listed in the Alabama Historic Cemetery Register? ☐Yes ☐No

<https://ahc.alabama.gov/cemeteryprogram.aspx>

Contact Collier Neeley 334.230.2696 / Collier.Neeley@ahc.alabama.gov for National Register questions.

Contact Hannah Garmon 334.230.2644 / Hannah.Garmon@ahc.alabama.gov for Alabama Register or Cemetery Register questions.

Explain why this site is important to Alabama's history, including the architectural and cultural significance of the site. Is the site endangered? If so, describe the threat and how this grant will benefit the site.

5. DETAILED DESCRIPTION OF USE OF FUNDS

Provide a detailed description of how the grant funds will be spent using a detailed budget, work plan, and timetable.

6. ADDITIONAL SUPPORTING INFORMATION

Explain how this historic site serves or benefits the community. Include dates and times the site is open to the public. If the site is not currently accessible to the public, please explain.

7. SIGNATURE of the authorized official of the organization who has the authority to apply for grants and sign grant agreements for the organization.

Signature: _____

Print Name: _____

Title: _____ Phone Number _____

Email _____

8. CHECKLIST OF REQUIRED MATERIALS:

- ✓ Certificate of Compliance with the Alabama Beason-Hammon Act – **all applicants**
- ✓ E-Verify Memorandum of Understanding– **if applicable**
- ✓ State of Alabama Disclosure Statement (Required by Act 2001-955) – **all applicants**
- ✓ IRS Tax Exemption Letter – **nonprofits, if applicable**
- ✓ Completed W-9 form – **all applicants**
- ✓ Current, good quality photographs of the historic site (5-10 photos) – **all applicants**
- ✓ Completed application signed by authorized official only – **all applicants**
- ✓ Applications must be hand-delivered by 5:00 pm or postmarked by **August 15, 2019**.
Faxed or emailed applications will not be accepted.

Deliver Application to:

**Alabama Historical Commission
Attn: Stephanie Hamil
P. O. Box 300900
Montgomery, Alabama 36130-0900**

**Physical Address:
Alabama Historical Commission
Attn: Stephanie Hamil
468 South Perry Street
Montgomery, Alabama 36104**