



# Town of Oak Ridge

## Oak Ridge Historic Preservation Commission

### HISTORIC HERITAGE GRANT APPLICATION

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Date \_\_\_\_\_ Property location \_\_\_\_\_

Name of Property Owner \_\_\_\_\_

Address \_\_\_\_\_

Guilford County Parcel ID Number \_\_\_\_\_

Zoning Classification \_\_\_\_\_

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#### Application must be received by 4 p.m. on Monday, March 27, 2017.

- Applications may be submitted by email, mail, or hand delivery. Emailed applications must be in Microsoft Word or .pdf format; any separately attached images may be in .jpg or .pdf format.
- All application materials submitted become the property of the Oak Ridge Historic Preservation Commission and will not be returned.
- For eligibility information and review criteria, see *2017-18 Grant Information Sheet*.
- Questions? Call (336) 644-7009 or email [ssmith@oakridgenc.com](mailto:ssmith@oakridgenc.com)

*Mail:*

Town of Oak Ridge  
Historic Heritage Grants  
P. O. Box 374  
Oak Ridge, NC 27310

*Hand delivery:*

Historic Heritage Grants  
Oak Ridge Town Hall  
8315 Linville Road  
Oak Ridge, NC 27310

*Email:*

[ssmith@oakridgenc.com](mailto:ssmith@oakridgenc.com)

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#### 1. **Significance of Property**

- Summary:** Briefly describe (up to 1 page) of the property's architectural, historic, and cultural significance as well as its current condition.
- Supporting Documentation:** Attach up to 5 pages of supporting archival, research, or photographic documentation. *(Copies only.)*
- Photographs:** Attach 3-5 current photographs of the property's exterior as visible from the street.

#### 2. **Proposed Project**

- Project Summary:** Provide a one-paragraph description of the proposed condition survey, structural repairs, restoration of historic materials, or other conservation work related to the preservation of the property's exterior (as visible from the street) for which grant funds (up to 50% of Total Project Cost, to a maximum of \$2,000) plus required matching funds (at least 50% of Total Project Cost; to be paid by the property owner) will be used.
- Rationale:** Provide a one-paragraph description of the rationale for the proposed project and its likely impact on the property's long-term preservation.

- C. **Project Context:** If the proposed project is part of a larger or ongoing effort, provide a brief (up to one page) description on how the proposed project fits into the larger effort.
- D. **Project Plan:** Provide a detailed and sequential description of the steps involved in the proposed project that would be supported by the combined total of grant funds plus required matching funds. Include proposed start and finish dates, noting that projects should begin after July 1, 2016, and be completed by May 1, 2017. *Please note that the Project Plan will be the focus of the Grant Review Panel's evaluation of the appropriateness and likely impact of the proposed project; applicants may incorporate or attach relevant information provided by contractors, subcontractors, or others who will carry out the work.*
- E. **Supporting Materials:** Attach any sketches, drawings, plans, specifications, materials descriptions, treatment details, or photographs necessary to provide a clear understanding of the work to be completed. *Please note that additional information and sample materials may be required at a later date.*
- F. **Ongoing Maintenance:** Describe (up to one page) the owner's commitment and capacity to address the property's ongoing maintenance, noting any current and future maintenance tasks that lie outside the scope of the proposed grant project.

**3. Project Budget**

- A. **Requested Grant Amount:** \_\_\_\_\_ (up to 50% of *Total Project Cost*; maximum of \$2,000)
- B. **Matching Funds Contribution:** \_\_\_\_\_ (to be contributed by the property owner; must equal at least 50% of the *Total Project Cost*)
- C. **Total Project Cost:** \_\_\_\_\_ (*Requested Grant Amount* plus *Matching Funds Contribution*)
- D. **Detailed Budget:** Provide a detailed budget for the *Total Project Cost* providing documentation such as bids, price information, etc.

***I/We hereby certify that all information in this application is accurate to the best of our knowledge. I/We understand that, if awarded a grant, we must abide by the grant award terms, which include: (1) approval of a Certificate of Appropriateness (COA) prior to starting work, if applicable; (2) providing required Matching Funds Contribution; (3) completing all work and submitting all required reports prior to grant payment; (4) advance approval of any changes to the grant project.***

**Applicant(s)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Daytime Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Applicant signature(s)** \_\_\_\_\_

**Admin use only:**

Received: \_\_\_\_\_ Acknowledged: \_\_\_\_\_ Decision Letter: \_\_\_\_\_  
 If applicable: COA Application Date: \_\_\_\_\_ COA #: \_\_\_\_\_ HPC Meeting Date: \_\_\_\_\_