Oak Ridge Historic Heritage Grant Program

Information Sheet

What's the purpose of the Historic Heritage Grants?

To strengthen and preserve Oak Ridge's rich historic heritage by providing grant funding to owners of historic properties. The program provides small scale, high impact grants to help preserve the properties that are at the heart of what many Oak Ridge residents love most about our community—its historic, village-like atmosphere.

Who can apply for a grant?

Owners of historic properties located in Oak Ridge. Although priority will be given to projects located in the Historic District, projects proposed for historic properties elsewhere in Oak Ridge will also be considered.

How much can I apply for? And how much do I need to contribute?

Owners of historic properties may apply for grants of up to $3,000 or nonprofits may apply for $4,000 for projects of any size. All applicants must contribute matching funds totaling at least 50% of the project costs. Since grants funds are paid on a reimbursement basis, owners must cover the full costs of the project out-of-pocket until all reporting requirements have been completed, per the terms of the official grant award.

What kinds of projects are eligible?

Eligible projects include structural repairs, restoration of historic materials, or other conservation work related to preserving the building's exterior. In the case of highly significant properties, the preservation of other site features may also be eligible for grant support.

Properties must be at least 75 years old and of demonstrated historic, architectural, or cultural significance. The potential positive impact of the projects on Oak Ridge's historic fabric and its streetscape are also important considerations. Approved preservation projects may be completed by property owners or by outside contractors; eligible costs include contract labor and necessary materials, with matching funds required, as described above.

All grant-funded work must comply with the Oak Ridge Historic District Design Standards (available at www.oakridgenc.com). Interior work, new construction (including additions), and work that has already been completed are not eligible.

Grant Timeline

Grant applicants should propose projects that can be completed between July 1 and May 30 of the following year. If an applicant anticipates difficulty in conforming a project to this deadline, please contact us (See "How can I learn more?").

How can I learn more?

Applicants can call Town Hall at 336.644.7009 with questions or assistance preparing an application. You can also call a Historic Heritage Grant Committee member. We're happy to visit your property and provide recommendations on specialized contractors and suppliers appropriate to your project.

How do I apply?

Application forms are available at Oak Ridge Town Hall or online at www.oakridgenc.com (under Governance, go to Boards and Committees, then Historic Preservation Commission, and click on Historic Heritage Grants). Application forms can also be requested by mail by calling Town Hall at 336.644.7009. Applications are accepted for projects that can be completed between July 1 and May 30 of the following year.

How will grant decisions be made?

Grant applications will be evaluated using the following criteria:

- Architectural, historical, and cultural significance of the property
- Appropriateness and urgency of proposed Project Budget and Project Plan work for preserving the property
- Potential positive impact of the project

A committee of outside preservation experts will evaluate the applications against the criteria above and make recommendations to the Historic Preservation Commission, who will make the final decisions regarding grant awards.

Additional Information for Grant Projects in the Historic District

Grant applications for projects within the Historic District will require a Certificate of Appropriateness (COA) if the project is recommended for approval. In such cases, the applicant will be asked to submit a completed COA application (available online at www.oakridgenc.com and at the Oak Ridge Town Hall). Town staff will be available to assist applicants as needed.

Review of completed COA applications will take place at the Historic Preservation Commission's regularly scheduled meetings at Oak Ridge Town Hall. Applicants are required to attend this meeting.

Town of Oak Ridge
Oak Ridge Historic Preservation Commission
HISTORIC HERITAGE GRANT APPLICATION

Date _____ Name(s) of Property Owner _____

Property Address _____

Owner Address (if different) _____

Owner Phone Number(s) _____

Owner Email Address(es)_____

Guilford Co. Parcel ID# _____ Zoning Classification _____ In Historic District? *Yes / No*

Applications are accepted for projects that can be completed between July 1 and May 30 of the following year.

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

Mail:	*Hand delivery:*	*Email:*
Town of Oak Ridge Historic Heritage Grants P. O. Box 374 Oak Ridge, NC 27310	Historic Heritage Grants Oak Ridge Town Hall 8315 Linville Road Oak Ridge, NC 27310	ssmith@oakridgenc.com

1. **Project Summary & Rationale:** Provide a summary description of the proposed structural repairs, restoration of historic materials, or other work related to the project for which grant funds, plus required matching funds (as described below), will be used. Explain the rationale for the project and its likely impact on preserving the property.

2. **Proposed Project Budget:** Provide a detailed budget with attached cost estimates from all contractors, subcontractors, and any other preservation professional who will assist with the project; indicate if any work will be self-performed by the property owner. Include detailed cost

estimates for materials and other relevant expenses. The budget total should equal the combined total of the requested grant funds plus required matching funds, as indicated below:

Requested Grant Amount: _____ (up to 50% of *Total Project Cost*; $3,000 maximum or $4,000 maximum for nonprofits.)

Matching Funds Contribution:_____ (to be contributed by property owner; at least 50% of *Total Project Cost*)

Total Project Cost:_____ (Requested *Grant Amount* plus *Matching Funds Contribution*)

3. **Project Plan:**
   A. Provide proposed start and finish dates for the project. *Note: Projects should be scheduled to begin after July 1 and be completed by May 30 of the following year. If an applicant anticipates difficulty in meeting this deadline or has a project that cannot be completed within this timeline, please contact us.*

   B. Provide a detailed description of the steps involved in completing the project. Be sure to indicate which contractor, subcontractor, preservation professional, or other individual, as listed in the Project Budget, will complete each task, and how each of the materials and other expenses included in the budget will be used. *Note: The Project Plan may be completed by the lead contractor or preservation professional.*

4. **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. *Note: This information may be provided by the lead contractor or preservation professional.*

5. **Ongoing Maintenance:**
   A. 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.

   B. 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.

6. **Significance of Property:**
   A. **Summary:** Describe (up to 1 page) the property's architectural, historic, and cultural significance as well as its current condition.

   B. **Photographs:** Attach 3-5 current photographs of the property's exterior, including views from the street, and detailed photos of the proposed project area.

7. **Nonprofit applicants:** Attach proof of nonprofit status.

8. **Additional Information:** Please note that additional project information may be requested during the application review process.

9. **Project Certification:**

   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, for projects with the Historic District;
   (2) providing required matching funds;
   (3) completing all work and submitting all required reports prior to grant payment;
   (4) advance approval of any changes to the grant project.

   I/We further understand that the Town of Oak Ridge will report all grant payments to the IRS in accordance with federal tax law; such payments may be taxable as income, depending upon circumstances.

   Signature of Owner(s):

   _____

   Names (printed):

   _____

Admin use only:
Received:_____ Acknowledged: _____ Decision Letter: _____
If applicable: COA Application Date: _____COA #: _____ HPC Meeting Date: _____