



Oak Ridge Historic Heritage Grant Program

2020-21 Grant 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, urgent preservation projects for significant properties elsewhere in Oak Ridge will be considered.

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

Owners of historic properties can apply for up to 50% of the cost of the entire project, to a maximum of \$2,000. Owners must contribute at least 50% of the project costs. Since grants will be paid on a reimbursement basis, owners must cover the full costs of the project out-of-pocket until all reporting requirements have been completed.

What kinds of projects are eligible?

Eligible projects may include condition surveys, structural repairs, restoration of historic materials, or other conservation work related to preserving the exterior of a historic site as visible from the street. Typically a property must be at least 75 years old to be considered historic, although architectural and cultural significance will also be considered. Work must comply with the Oak Ridge Historic District Design Guidelines (available at www.oakridgenc.com). Interior work, new construction (including additions), and work that has already been completed are not eligible.

How can I learn more?

An information session will be held on **Monday, February 24, 2020, 7-8 p.m.** at Town Hall. The information session will include time for potential applicants to describe their projects and ask questions. Applicants can also call Town Hall at 336.644.7009 with questions.

How do I apply?

Application forms are available online at www.oakridgenc.com and at the Oak Ridge Town Hall. Application forms can also be requested by mail by calling Town Hall at 336.644.7009. The application deadline is **Monday, March 30, 2020, at 4 p.m.**

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 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

Grant applications requiring a Certificate of Appropriateness must submit a COA application by **Wednesday, May 6, 2020 at noon**. The COA meeting will be held at Oak Ridge Town Hall at 7 pm Wednesday, May 20, 2019. Application forms are available online at www.oakridgenc.com and at the Oak Ridge Town Hall.

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) _____

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

Application must be received by 4 p.m. on Monday, March 30, 2020.

- 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 submitted become the property of the Oak Ridge Historic Preservation Commission and will not be returned.
- For eligibility information and review criteria, see *2019-20 Grant Information Sheet*.
- Questions? Call (336) 644-7009 or email 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

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, 2020, and be completed by May 1, 2021. *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 (1) 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; (3) completing all work and submitting all required reports prior to grant payment; (4) advance approval of any changes to the grant project. 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 to us as income, depending on our circumstances.

Signature of Applicant(s) _____

Names (printed) _____

Address _____

Email (s) _____

Admin use only:

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