**MONTANA SHPO GRANT PROGRAM**

# Application Form

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| **Property name:** |  | **Request Amount:** |  |
| **Address:** |  | **Matching Funds:** |  |
| **City:** |  | **Total Project Cost:** |  |
| **Zip Code:** |  |  |  |

***Check boxes that apply:***

Property is listed in the National Register individually or as contributing to a district.  
Check [here](https://montana.maps.arcgis.com/apps/webappviewer/index.html?id=5378695ae71b414ba66f478fc57241f6) to see if your property is listed.

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| Name of historic district if within a district: |

Property is not listed in the National Register; the owner consents to their property being listed.

The applicant is pursuing Federal Rehabilitation Tax Credits and has submitted a final draft Part 2 to SHPO.

Applicant is the property’s sole owner.

Applicant co-owns the property and has attached a letter(s) approving this application signed by all co-owners.

Applicant does not own the property and has attached an owner(s) letter(s) approving this application.

Optional letters of support are attached.

The owner(s)/applicant are aware of SHPO Grant stipulations that include:

-- compliance with The Secretary of the Interior’s Standards and Guidelines for Archaeology and Preservation;

-- nomination of the property to the National Register if property is not already listed;

-- installation of a SHPO-provided National Register interpretive panel on grant-funded property;

-- SHPO review and inspection of property treatments for a duration based on the grant award;

-- the property and project are insured.

--Subject property has no liens on it.

Applicant understands that if selected, they will complete the Montana Environmental Protection Act (MEPA) process  
 prior to SHPO awarding a grant.

Applicant is submitting MEPA documents from a previous review of the same scope of work presented here.

A copy of the fiscal sponsor’s board resolution to sponsor this application is attached (if applicable).   
 All application materials and supporting documents must be submitted through [SHPO’s Cultural Resources Database](https://svc.mt.gov/adsams/DocumentSubmission.aspx).

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| **Applicant’s name:** |  | **Email:** |  |
| **Signature and date:** |  | **Phone:** |  |
| **Address:** |  | **City, State, Zip** |  |

**Photos:** The first four (4) photos should capture the building exterior from all four sides. Captions should indicate which side of the building is shown, e.g. *North Elevation.* An “elevation” is an exterior wall of a building.

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| **Photo # 1** | **Photo subject:** |  |

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| **Photo #2** | **Photo subject:** |  |

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| **Photo #3** | **Photo subject:** |  |

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| **Photo # 4** | **Photo subject:** |  |

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| **Photo #5** | **Photo subject:** |  |

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| **Photo #6** | **Photo subject:** |  |

**Site Plan:** Depict the property’s physical context. Google maps are acceptable. Mark the property clearly on the map.

**Historic Significance:** What qualities make the property significant? Explain the property’s significant associations with any (a) significant events or patterns of history, (b) significant persons, and/or (c) significant achievements or representative examples of architectural styles, trends, architects, or engineering. *Limit: 2500 characters*

**Architectural Description:**  An architectural description reflects the building’s setting, shape and form, number of stories, structural, cladding, and finish materials, and architectural features such as windows, brackets, porches, built-ins, etc. Describe the property as it looks today and its condition. List dates of original construction, historic, or contemporary modifications. *Limit: 3000 characters*

**Project Summary:** Describe the scope of work, its importance to the property and community, and how you will accomplish it. *Limit: 750 characters*

**Budget Table & Narrative:** Provide a budget overview including estimates based on verifiable, reasonable, and allowable costs. Explain the basis of estimates listed in the table, how you plan to fund the project combining SHPO funds and other sources. List all other sources and whether they are secured. The value for in-kind services is $30.84 per hour, and up to $100 per hour for professional in-kind services. *Limit: 1000 characters*

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|  | **SHPO Funds** | **Matching Cash** | **Matching In-Kind** | **Total** |
| **Labor** |  |  |  |  |
| **Materials** |  |  |  |  |
| **Reporting/Planning** |  |  |  |  |
| **Other** |  |  |  |  |
| **Total** |  |  |  |  |

**Project timeline:** List the start of work, estimate project milestones, and completion of work. Describe future phases beyond SHPO-funded work. Limit: 2500 characters

**Project Feasibility:** Demonstrate how you will complete the project within the grant’s timeframe and with the given resources, while meeting SHPO Grant requirements. Justify your budget to show costs as necessary, reasonable, and allowable. Indicate whether the project will rely on professional or non-professional labor. *Limit: 3500 characters*

**Project Urgency:** How will the project address needs of and threats to the property and the surrounding community? What would become of the property if the project does not move forward? What preservation challenges exist in the community, and how will the project address those factors? *Limit: 2500 characters including spaces*.

**Project Sustainability:** Explain the project’s long-lasting benefits to the property, and how the property owner intends to maintain the property. How will the project sustain its economic benefit to the community? *Limit: 2500 characters including spaces*.

**Photo Key:** Photos are necessary to show the architectural features described in the **Detailed Project Description** in the next section. Plot each photo location on the relevant floorplan with the photo number and view direction.

**Site plan with exterior photo locations**  
  
  
  
  
  
  
**Photo Key:** Photos are necessary to show the architectural features described in the **Detailed Project Description** in the next section. Plot each photo location on the relevant floorplan with the photo number and view direction.

**Floor level:**

**Photo Key:** Photos are necessary to show the architectural features described in the Detailed Project Description in the next section. Plot each photo location on the relevant floorplan with the photo number and view direction.

**Floor level:**

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**Floor level/Roof:**

**Photo Key:** Photos are necessary to show the architectural features described in the **Detailed Project Description** in the next section. Plot each photo location on the relevant floorplan with the photo number and view direction.

**Floor level/Roof:**

**Detailed Project Description** – Describe all aspects of the project by feature, including items not paid for by SHPO funds. Examples of features are foundation, masonry, siding, roof, windows, entries, finishes, flooring, trim, stairs, mechanical, electrical, plumbing, interior spaces, etc. Copy and renumber tables as needed. Drawings are optional and may be provided as a PDF attachment and referenced in the “drawing number(s).”

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| 1. **Feature:** |  | Date of feature: |  |
| Photo Number(s): |  | Drawing Number(s): |  |

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| **Describe the feature and its condition:** | | | |
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| **Describe proposed work and the impact that work will have on the feature:** | | | |
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