Interstate Historic Preservation Trust Fund Grant Program

A Revolving Loan & Grant Program for Historic Districts Impacted by Interstate Construction

GRANT APPLICATION INSTRUCTIONS & CHECKLIST

Application to the Interstate Historic Preservation Trust Fund Grant Program should be completed after reading these instructions. All responses must be typed or printed in ink. Each application submitted must be complete (including required attachments) and received by 3:00 P.M. local time on the deadline date. Applications received after the deadline will not be considered.

MAIL OR DELIVER COMPLETED APPLICATIONS TO:

City of Tampa
Architectural Review and Historic Preservation
2555 E. Hanna Avenue
Tampa, FL 33610

SUBMISSION FORMAT

- Submit an original copy that bears original authorized signatures.
- Owner/agent shall maintain a copy for future reference.
- Submit a copy of construction estimates.
- Staple application in the upper left-hand corner.

For Application Assistance Contact:
Heather Bonds
813-274-3100, Option 3
heather.bonds@tampagov.net

For additional information, please refer to the Architectural Review & Historic Preservation web site: http://www.tampa.gov.

The following is provided to assist the applicant in completing an Application for a grant from the Interstate Historic Preservation Trust Fund (Exhibit A). Part I & Part II must be completed for an application to be accepted. Do not leave a request for information unanswered. If an item does not apply, insert or answer “Not Applicable (N/A).”

Si usted necesita ayuda en español, llame a 813-274-3100, Opción 3

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PART I

1. Answer each item as requested.
2. Consult real estate records and current tax bill as needed.

Designation of an authorized agent requires completion of Exhibit B.

In order to be eligible for the Interstate Historic Preservation Trust Fund Grant Program, the property for which an award is being requested must be the legal Homestead of the applicant as recognized by the Hillsborough County Property Appraiser at the time of the application deadline. The applicant may be required to provide proof of legal homestead and residence if determined necessary by City staff.

PART II

1. Contact the Historic Preservation Office to verify if the subject property is in an eligible **National Register Historic District**.

2. Indicate a **Project Type** from the following project scopes (Note: A minimum of 70% of the project scope must involve the exterior restoration, rehabilitation, or reconstruction of architectural details of the subject property).

   - **Structural Stabilization** – Includes rehabilitation to the foundation, walls, joists and planks, roof, or building frame.
   - **Exterior Restoration/Reconstruction of Exterior Architectural Details** - Includes windows and doors, chimneys, porches, and historically correct decorative details.

3. **Grant Amount Requested** – Provide the amount of grant being sought. The Grant amount can range from a **minimum amount of $5,000.00 to a maximum amount of $25,000.00** per application cycle.

4. **Project Description** - Describe the Project for which the grant is requested. Provide as many details as necessary to thoroughly describe the Project and how the Project satisfies the evaluation criteria, as applicable. If available, submit architectural drawings with application (approval of project drawings by Historic Preservation staff is required prior to initiation of the approved Project).

5. **Means to Maintain** - Provide evidence of the applicant's ability to maintain the Project for which the grant is being requested following its completion. Indicate the applicant's personal history of owning and maintaining historic properties.

6. **Applicant's Funding History** – Indicate whether or not the subject property has received prior loan or grant assistance from the City of Tampa's Interstate Historic Trust Fund Grant Program or any other City of Tampa funding source. If yes, provide the year, source of the grant, description of the Project and amount of the award. Attach an additional sheet if necessary. PLEASE NOTE: A HOMEOWNER WHO IS AWARDED A GRANT IS INELIGIBLE FOR ADDITIONAL FUNDING THROUGH THE TRUST FUND GRANT PROGRAM FOR A PERIOD OF TEN (10) YEARS FROM THE DATE THAT THE PRIOR GRANT AWARD WAS DISBURSED.

7. **Project Budget Information –** Complete the information as requested. Attach a copy of an estimate for the Project for which the grant award is sought. **The Project work must be completed by licensed contractors.**

8. **Photograph** – This must be a photo taken within the last three weeks.

9. **Signatures** – Please ensure that all the submitted information is correct, that the applicant understands all items, and that the correct signatures are included and notarized.

Please complete the **Authorization to Verify Employment, Income, Asset Balance, Credit History, Rental & Mortgage History**, the **Financial Disclosure and Grant Eligibility Form, and the Identity Verification Form**. Answer each item as requested and provide any required attachments.

ENCLOSURE CHECKLIST

Necessary Enclosures:

The following documents must be submitted with the Trust Fund grant application in order for the application to be considered complete. Additional project & financial information may be requested upon review:

- ☐ Application Forms **Part I and II,** including the **Authorization to Verify Employment, Income, Asset Balance, Credit History, Rental & Mortgage History**, the **Financial Disclosure and Grant Eligibility Form**, the **Identity Verification Form**, and attachments **(Exhibit A).**
- ☐ Complete the **AFFIDAVIT TO AUTHORIZED AGENT (Exhibit B)** if anyone will be representing the property owner(s).
- ☐ Attach a copy of a construction estimate for the Project.