



# Vermont Historic Preservation Grant Program

## 2025 Grant Manual



Vermont Department of Housing  
and Community Development  
Division for Historic Preservation



AGENCY OF COMMERCE & COMMUNITY DEVELOPMENT  
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

# TABLE OF CONTENTS

INTRODUCTION .....	1
ELIGIBILITY REQUIREMENTS .....	1
PROGRAM DEADLINES .....	2
GRANT SELECTION CRITERIA .....	3
INSTRUCTIONS FOR COMPLETING THE GRANT APPLICATION .....	6
SECTION 1. APPLICANT AND CONTACT INFORMATION .....	6
SECTION 2. GRANTEE EXPERIENCE.....	7
SECTION 3. BUILDING INFORMATION .....	7
SECTION 4. HISTORY .....	7
SECTION 5. PRESERVATION OF HISTORIC FEATURES .....	8
SECTION 6. PUBLIC BENEFIT AND LONG-TERM USE.....	8
SECTION 7. BUILDING SIGNIFICANCE.....	9
SECTION 8. LONG TERM PLANNING AND BUDGET .....	9
SECTION 9. ACCESSIBILITY .....	10
SECTION 10. REQUIRED ATTACHMENTS .....	10
CERTIFICATION .....	11
AWARD NOTIFICATION.....	11
CONTINUING OBLIGATIONS .....	12
APPENDICES .....	13
1. ASSOCIATED ARCHAEOLOGICAL RESOURCES.....	13
2. NATIONAL REGISTER OF HISTORIC PLACES CRITERIA FOR EVALUTATION.....	13
3. SECRETARY OF THE INTERIOR'S <i>STANDARDS     FOR REHABILITATION</i> .....	14
4. NATIONAL PARK SERVICE BRIEFS .....	15
5. PHOTOGRAPH GUIDELINES .....	16
6. SUBMISSION INSTRUCTIONS .....	17

*This program is supported by Federal funds from the National Park Service. Regulations of the U. S. Department of the Interior strictly prohibit unlawful discrimination in the departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of Federal Assistance should write to: Director, Equal Opportunity Program, U. S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, DC 20013-7127.*

# Introduction

The Historic Preservation Grant program is for municipalities and non-profit organizations. Established in 1987, it provides funding to preserve historic properties. The Vermont Division for Historic Preservation (VDHP) administers the program. This year \$300,000 in one-to-one matching grants are available. Awards are for capital building projects that promote public use of Vermont's historic resources. The largest grant available for each project in 2025 is \$20,000. Grant requests for smaller amounts are also available.

**This Manual and the 2025 Historic Preservation Grant Application are online.**

<http://accd.vermont.gov/historic-preservation/funding/historic-preservation-grants>.

**Please read this entire manual before completing an application.** This is a very competitive program. Roughly 30% of the applications submitted receive funding. Incomplete applications are not eligible for funding. The Vermont Advisory Council for Historic Preservation (ACHP) makes funding decisions. They will score applications using the *2025 Grant Selection Criteria*. Find the selection criteria on pages 3-6 of this manual.

The Historic Preservation Grant Program is funded by the taxpayers of the State of Vermont, at the direction of the General Assembly, through the annual Capital Appropriations and State Bonding Act.

**Direct all questions about the grant program to Caitlin Corkins.** Email

[caitlin.corkins@vermont.gov](mailto:caitlin.corkins@vermont.gov) or call 802-828-3047.

## Eligibility Requirements

- Eligible applicants are political subdivision of the State of Vermont (municipalities) and tax-exempt non-profit organizations. 501c3 status is preferred.
- Properties must be historic. This means they must be listed or determined eligible for listing in the State Register of Historic Places (SR). To confirm a building is eligible, you may request a Determination of Eligibility from the VDHP. To start the process, please contact Caitlin Corkins at [caitlin.corkins@vermont.gov](mailto:caitlin.corkins@vermont.gov). Provide the historic name of the property (if applicable) and the property address. If funded, properties not already listed may be added to the SR.
- Funding is **not** available for rehabilitation work that is complete or in progress. Starting work on a project before a grant agreement is in place may result in the loss of grant funding.
- This is a reimbursement grant program. Grant recipients are responsible for paying for the full amount of the project. The state will then reimburse grant recipients once work is complete and paid for.
- Ineligible projects include new construction and additions. Electrical, plumbing or heating projects, are also not eligible. The program does not fund accessibility or code improvement work.

- Planning projects are generally not eligible for funding. When a small amount of planning is vital to the success of a project, planning costs may be eligible for funding. They will only be eligible as a part of a larger capital project. The owner must share these costs.
- Applicants may receive more than one grant through this program. However, if you received a 2024 grant you are not eligible to apply for a 2025 grant. Applicants are also not eligible for a grant if they have not yet completed work funded by a previous grant.
- Applicants are not eligible for multiple grants under the [Building Communities Grants Programs](#) within the same fiscal year. The Building Communities Grants consist of five separate programs funded by the State capital bill.
- Churches or other buildings owned by religious organizations are eligible. These applications are considered using the same criteria as all other applications. This includes the historic significance of the structure, the need for repairs, and the public benefit of the project. In no event will grant funds be used for religious worship.

## Program Deadlines

### Completed grant applications must be submitted by October 7, 2024.

Submit application forms through our new submittal portal at <https://gs.anr.vermont.gov/dropoff> by **midnight on October 7, 2024**. See additional instructions on how to use the submittal portal in Appendix 6 on page 17. You may submit additional materials through the same submittal portal or in hard copy by regular mail. This includes the *Required Attachments* detailed on page 11 of this manual. If mailed, these must be postmarked by October 7, 2024.

#### **Mailing address:**

Vermont Division for Historic Preservation  
 Attention: Caitlin Corkins  
 One National Life Drive  
 Davis Building, 6<sup>th</sup> Floor,  
 Montpelier, Vermont 05620-0501

Save the Environment! Please submit all application materials digitally, if possible. If you mail any hard copies, do **NOT** bind your application, or insert pages into binders or plastic sleeves.

***In fairness to all applicants, late or incomplete applications will not be considered.***

The [Vermont Advisory Council on Historic Preservation](#) (ACHP) is a Governor-appointed board with expertise in various areas of historic preservation. They will evaluate all eligible grant applications using the *Selection Criteria* on pages 3-6 of this manual. The ACHP will make final funding decisions in December 2024.

Recipients of the 2025 Vermont Historic Preservation Grants are expected to complete their projects and submit their final reimbursement request during 2025. However, the final deadline to complete a 2025 grant project and request reimbursement is **December 31, 2026**.

# Grant Selection Criteria

All applicants/eligible buildings *must* meet Criteria 1 through 4. The Vermont Advisory Council for Historic Preservation (ACHP) uses Criteria 5 through 11 to rank projects. See the competitive numerical scoring system below.

*Criteria 1-4: Not ranked. All applicants must meet these criteria.*

*Criterion 5: 0-5 Points Possible*

*Criterion 6: 0-5 Points Possible*

*Criterion 7: 0-2 Points Possible*

*Criterion 8: 0-5 Points Possible*

*Criterion 9: 1 Point Possible (completed by staff)*

*Criterion 10: 0-3 Points Possible*

*Maximum Points = 21*

## **Criterion 1: PROPERTY MUST BE OWNED BY A NON-PROFIT ORGANIZATION OR A MUNICIPALITY**

Non-profit organizations must provide proof that they are tax-exempt. Internal Revenue Service 501(c)(3) certification preferred. State agencies are not eligible. Commercial buildings owned by non-profit development corporations are ineligible. Work on income-producing sections of buildings owned by non-profits is also not eligible.

## **Criterion 2: PROPERTY MUST BE LISTED, IN OR ELIGIBLE FOR LISTING IN THE STATE REGISTER OF HISTORIC PLACES**

We recognize the history of many public buildings in the State or National Register of Historic Places. This may be as an individual resource or within a Historic District. Listings are honorific and do not impose restrictions on owners. If you do not know if a building is listed, contact program staff. For buildings not evaluated in advance, the ACHP evaluates eligibility during the scoring process.

## **Criterion 3: APPLICANT MUST MATCH THE GRANT WITH CASH ON NO LESS THAN A ONE-TO-ONE BASIS**

Applicants may apply for no more than 50% of the total project cost, up to \$20,000. The applicant's *matching share* must be available at the time of application. This can include cash on hand, endowment funds, or a bank loan. Federal funds, private foundation grants, or donor pledges are also eligible match. Other State grants or in-kind donations are not eligible match.

## **Criterion 4: PROJECTS MUST DEMONSTRATE COMPLIANCE WITH PRESERVATION STANDARDS**

All work completed as part of a grant-funded project must meet the Secretary of the Interior's *Standards for Rehabilitation*. Proposals for work that does not meet the *Standards* are not eligible. The ACHP may award projects funding with conditions at its discretion. These conditions will require modification of projects to meet preservation standards.

## **Criterion 5: PRESERVATION OF HISTORIC BUILDING FEATURES (0-5 points possible)**

Applications score will in this category when they focus on preserving a building's historic features. For example, an application to repair a historic slate roof will score better than a project to replace a failing asphalt shingle roof. Applicants must show a wholistic approach. Logical prioritization of work ensures long-term preservation of buildings. Grants are available in any of the following three categories of preservation work. This list of project types is not ranked and is not comprehensive.

### **1. Stabilization and Immediate Need**

Projects in this category can involve work on a failed structural component. This includes areas such as the frame, foundation, or roof. Examples include restoring a bell tower, repairs to a leaking slate roof, or replacement of a rotted sill. Work may also address extensive damage or deterioration of a major building feature. For example, a masonry building that requires extensive repointing. Immediate need means that without repair, complete deterioration or failure will occur.

### **2. Necessary Repairs and Corrective Measures**

Projects in this category involve repair of deteriorated features before they need replacement. These projects take place before costly. This can include a single building component or a package of smaller items. Project examples include window restoration or carpentry repairs. Corrective measures, such as drainage work, are also eligible.

### **3. Restoration and Enhancement**

This category consists of work that restores or enhances historic features. Projects should involve features that are architecturally or historically significance. Examples include restoration of decorative plaster, tin, murals, stenciling, tile work or woodwork. Projects may also involve reconstruction of a missing historic feature such as a porch or decorative trim. Documentation such as photographs, architectural drawings, or physical evidence is required.

This grant program is for rehabilitation and restoration work. Funding any improvements even if they are important to the use of the building is not eligible. Improvements include utilities, heating and cooling, or accessibility projects.

Funds are available for capital projects. Proposals to complete routine maintenance are not a priority and will not score well. For example, exterior painting is generally considered to be routine maintenance. Painting as part of a capital project such as window restoration, is not considered to be maintenance.

Applications for temporary repairs are not competitive and are not encouraged. Contact program staff to discuss extraordinary circumstances that may be eligible.

Repair is always preferable to replacement. When replacement of historic materials is necessary, new material should match the original. Only in extreme cases will projects utilizing non-historic materials be considered. Substitute materials must be compatible with the historic materials in appearance. They should also be proven to meet long-term performance expectations.

### **Criterion 6: PUBLIC BENEFIT AND LONG-TERM USE (0-5 points possible)**

This grant promotes Vermont's architectural heritage through public use of historic buildings. Preservation of these buildings is more likely if they are in active use. This can sometimes mean adapting a building for a new use. However, adaptive use of a historic building should not require substantial change to a building's design or historic character.

You can show public benefit if:

- The building is open to and used by the public,
- The property is conserved to protect important historic, archaeological, and natural resources,
- The building is easily visible to the public from public places,
- It is important in the history of the community and is a local landmark,
- The project will expand or improve use of an underutilized building.

### **Criterion 7: ARCHITECTURAL OR HISTORICAL SIGNIFICANCE (0-2 points possible)**

This program recognizes rehabilitation of landmark buildings, exceptional historic resources, and rare building types. Applicants should document significance by referencing professional documentation. For example, this could include a National Register nomination. Proposal to repair or restore an unusual building feature will also score highly. Contact program staff for guidance to find information about special or unique features of a specific building.

### **Criterion 8: LONG TERM PLANNING AND BUDGET (0-5 points possible)**

Applications should show a thoughtful long-term plan for their building, including:

- Clear prioritization of work needed to put the building into good condition,
- Descriptions that demonstrate an understanding of the full scope of the project
- A project budget that is well organized and based on solid cost projections,
- A track record of long-term care of the building,
- Or if a new owner, a solid maintenance plan, including plans for future sources of funding.

Provide a detailed written estimate for the work proposed. The estimate should come from a contractor that has experience with historic buildings. Applications should choose methods for repair that meet preservation standards. Applicants are also encouraged to have a well-defined

plan for routine maintenance. We recommend including these plans with the application.

**Criterion 9: BUILDINGS ACCESSIBLE TO PERSONS WITH DISABILITIES  
(1 point possible – scored by staff)**

A point in this category is available for buildings that are fully compliant with the ADA (Americans with Disabilities Act).

**Criterion 10: CLEAR, CONCISE AND WELL-WRITTEN APPLICATIONS. ATTACHMENTS THAT MEET OR EXCEED THE MINIMUM REQUIREMENTS (0-3 points possible)**

Applications should be clear, well-organized, and proofread. Photograph attachments must be clearly labeled and meet all the documentation requirements. Applicants may include additional reports that are applicable to the project. This includes building assessments, engineering reports or maintenance plans. Avoid extraneous material not pertinent to the application. Contact VDHP staff for more advice on attachments.

**BONUS: GEOGRAPHIC DISTRIBUTION (1 point possible)**

Geographic distribution of applications is used as a tiebreaker. This bonus criterion is only used when applications compete equally in Criteria 1-10.

## Instructions for Completing a Grant Application

The 2025 Historic Preservation [grant application form](#) is available to download online.

Two versions of the application are available, a fillable pdf or a Word document. In both cases, download and save the form to your computer before you begin to enter information. This is NOT an online form. All applicants must complete Sections 1 through 10 as described below. Use a 2025 Application form. *Application forms from a previous year will not be accepted.* Type information into the application form. Handwritten applications are no longer acceptable.

### Section 1. Applicant and Contact Information

**1A. Applicant.** Legal name of non-profit organization or municipality and contact information. This is the entity who will fund the grant project.

**1B. Project Contact/Administrator.** Name, title (if applicable) and contact information. This individual will administer the project and is the primary contact for the project. *Note: This individual should be available by telephone during normal business hours. They should be available for the duration of the project and may be asked to meet on-site as needed. This person should have authority from the owner to make decisions about the project.*

**1C. Person Authorized to Execute Contracts.** Name, title (if applicable) and contact information. This is the individual authorized to execute contracts on behalf of the applicant. This person will sign any legal documents, including the grant agreement.

**1D. Property Owner.** Property owner name, contact information and ownership status. In some cases, the applicant may be different from the legal owner of a building. The applicant must be a non-profit organization or a municipality. Grants are awarded to the Applicant as identified in



Section 1. If the applicant is a non-profit lessee who rents the property or space within the property, please submit additional lease information. This includes the terms of the lease to provide evidence of a level of stability that will show sustained public benefit.

**1E. Historic Name and Location.** The name and address of the property may be different from the applicant. Include the name or names included in the State or National Register listing. Be sure to include the physical (E-911) numbered street address of the building or property.

## **Section 2. Grantee Experience**

The State of Vermont requires granting agencies to conduct a Risk Assessment of all potential grant recipients. The following questions help VDHP staff to complete this assessment. These answers are not part of the competitive Grant Selection Criteria.

**2A.** Check the box, yes or no, if the applicant has received a State Historic Preservation Grant in the last five years. If yes, include a description of the work, the costs, and the completion date.

**2B.** Check the box, yes or no, if the applicant has experience with similar federal or state grant programs. List similar grants received in the last five years. If yes, describe the work completed with these grant funds, the funding organization, and the completion date.

**2C.** Check the box for the type of accounting system used by the organization - manual or automated.

## **Section 3. Building Information**

**3A.** List the date(s) of original construction. List date(s) of any major additions/alterations to the building. Please enter dates only. Save any explanation related to the building's history for section 4, History.

**3B.** Check the box for the original building type from the list given. If not listed, select "other" and add the building type.

**3C-D.** Check the box for the historic status of the building. Is it currently listed or determined eligible for listing? Listing may be in the State Register of Historic Places (SR) or National Register of Historic Places (NR). Buildings may also be listed as a contributing building in a State or National Register listed Historic District. Properties listed in the NR are automatically listed in the SR.

If you do not know if a building is listed, visit VDHP's **Online Resource Center**. <https://orc.vermont.gov/Resource/Show-Resource-Table.aspx>. You can also contact Caitlin Corkins at [caitlin.corkins@vermont.gov](mailto:caitlin.corkins@vermont.gov).

For buildings not evaluated in advance, the ACHP evaluates eligibility during the scoring process. If selected for funding, those buildings/properties not already listed, may be formally listed in the SR by vote of the ACHP.

## **Section 4. History**

Please provide a *brief* history of the building. This should include its architect/builder if known, ownership history, and uses. Include major changes/renovations. List any historic events, people, or organizations connected with the building. You may reference a National Register

nomination. Please do not attach a full nomination to the application as these are already on file at the VDHP.

## **Section 5. Preservation of Historic Features and Conditions Assessment**

When planning a preservation project, it is a good idea to take a wholistic approach. Consider the condition of all features of the building. Think about the current and future users, and programming of the space. Finally, consider available funding sources. In this section applicants should show that they have a clear and complete understanding of their building. This includes the nature of any problem(s) that exist and their cause. It is important that the applicant prioritizes repair projects in a logical manner. Proposed work should address the cause of the problem(s), and not just the symptoms. A common mistake is a proposal to repair water damage that does not address the source of the water and the cause of the damage.

It is critical that the applicant undertake any building project using a preservation approach. They must first identify important character-defining features of the building. Then, they should make efforts to repair and retain these features. The Secretary of the Interior's Standards for Rehabilitation (see Appendix 3 on page 14) should always guide work. Projects where work does not meet the *Standards* are not eligible for funding. Contact VDHP staff to discuss specific projects. Staff can help determine whether a proposed project will meet the *Standards*. If it does not, they can suggest appropriate alternatives.

**5A – 5G.** Fill in the information for *each* building component based on the instructions below.

**Condition:** Use the drop-down menu to rate the current the condition of each building feature. If using the Word version of this application, insert a rating using the following scale: Excellent, Good, Fair, Poor.

**Repairs Needed:** For each building feature listed, describe work needed to repair/restore that feature. Include the planned or preferred methods and materials. Work proposed should meet the Secretary of the Interior's *Standards for Rehabilitation*. If the condition is excellent or good and no work is needed, say so. *Do not leave any section blank.*

## **Section 6. Public Benefit and Long-Term Use**

As a publicly funded program, grant projects must have a clear benefit for the people of Vermont. The ongoing or future use of a building can be very important to its continued preservation. Some uses can be destructive of the historic features of a building while others are not. In general, a building that is being put to good use has a better chance of being preserved over time.

**6A.** Easements protect many historic properties in Vermont from future development or demolition. Indicate whether your property is protected with a preservation easement.

**6B.** Describe how the building is used by the public, who uses it, and how often. If the building is not currently used by the public, describe when it will be open. Describe how the proposed rehabilitation will allow and/or benefit future public use.

**6C.** What is the planned use of the building following this project? Will the project ensure its continued current use? Will it have a new or expanded use? Describe any changes that are necessary to accommodate a new use. Identify whether these changes will impact any historic features.

**6D.** Describe the public benefit of the building itself. Is it easily visible from public places? Does the building represent community values or heritage? Is it recognized as an important piece of community history? Is the building a local landmark or used as a community gathering place? Does the community support the project? Are other organizations supportive of efforts to preserve the building?

## **Section 7. Building Significance**

Describe the architectural and/or historical significance of the building. Is it vulnerable, or a rare survivor? Does it have unusual or unique features that will be preserved as part of this project? Applicants can reference professional documentation that provides evidence of the building's significance. Applicants may also contact VDHP staff for more advice on where to find information.

## **Section 8. Long Term Planning and Budget**

**8A. Long-term Planning.** Provide a description of any large capital projects completed on the building over the last five years. This does not include routine maintenance. The list can include physical work like a new roof or structural repairs. It can also include major and infrastructure upgrades like a new furnace or electrical wiring. Next, describe work needed following completion of the proposed grant project. Explain how these projects will be prioritized and paid for? Is there a plan for routine maintenance and long-term preservation of the building? If applicable, attach building assessments and maintenance plans to show your planning efforts.

**8B. Project Description.** Briefly describe the proposed grant project. Unlike Section 5, focus only on work that will be part of the grant project. If an estimate suggests more than one option for completing the project, describe your preferred option. If an estimate proposes work that is not appropriate, describe how you will modify the scope of work to meet preservation Standards.

**8C. Budget.** List each work item for which funding is sought as part of this grant application. Include the most important work items first. The budget should correspond to your project description in section 8B. Choose priorities based on the building needs and the potential for further damage. For each work item, include the estimated cost of the repairs. Include only those items that are part of the proposed grant project. You must itemize **this list** even if you can only provide a lump sum cost estimate for all proposed work. Finally, include the total estimated project cost in the last line of this section.

**8D. Grant Request.** Enter the grant amount requested. The requested grant cannot exceed 50% of the total project cost or \$20,000, whichever is less. For example, if the total project cost is \$12,000, the maximum grant available is \$6,000.

**8E. Matching Summary.** List all sources of matching funds for the project. This might include operating cash or endowment funds from the applicant. It might also include donor pledges or a line of credit or bank loan. Federal or foundation grants are also considered match. Be sure to include the source of matching grants. List the total amount of matching funds on hand. The dollar amount should equal the Grant Request listed in Section 8C. For example, if the total cost for a grant project is \$45,000, the maximum grant available is \$20,000. The applicant should have access to \$20,000 in matching funds at the time of application. Applicants must be able to handle cash flow needs throughout the course of the project. Costs incurred before the project start date are **not** eligible for reimbursement. These expenses are also not eligible for use as a match for grant-assisted work.

**8F. Sources of Additional Funds.** Often, the total project cost will exceed the sum of the grant request and the matching share. In some instances, a grant recipient may need to use a short-term bank loan or other source of money to cover costs. List any sources of additional funds for the proposed project. These do not need to be in hand. In the example above, the applicant will need \$25,000 in additional funds. This is above the \$20,000 in matching funds needed to pay for the project before requesting reimbursement. Identifying potential additional funding sources will strengthen the application.

**8G. Partial Award.** Due to limited funding, only exceptional projects will be awarded a grant of \$20,000. Grant requests for smaller amounts are also available. In this section describe how your organization could use a partial award to complete a phase of your project. Identify discrete phases and which work would be undertaken in each phase. Include how much funding is required for each phase of the project. If you cannot break your project up into phases or reduce the scope, explain why.

### **Section 9. Accessibility**

It is state law to provide access in buildings rehabilitated with state funds. A point is available for applicants whose building is in full compliance with the Americans with Disabilities Act. We encourage applicants to complete the ADA checklist for Existing Facilities. It is available online at: <http://www.adachecklist.org/doc/fullchecklist/ada-checklist.pdf>. If the building is not currently accessible, describe plans to make it accessible.

### **Section 10. Required Attachments**

*Applications are not eligible for consideration if they do not have the following attachments.*

**1. Project Estimate(s).** Include a copy of at least one detailed, written estimate. It should be from a contractor with experience working on historic buildings. The estimate should be recent (dated within the last calendar year). It must also include an itemized scope of work, describing the project materials and methods. If a proposed grant project involves different types of work, more than one estimate may be necessary. For example, a contractor who replaces roofs will not also re-point a foundation. Work on historic buildings demands great care. To qualify for a grant, work must follow the Secretary of the Interior's *Standards for Rehabilitation* (see Appendix 3). Estimates submitted to the VDHP are confidential until the completion of a funded grant project. Please note, as a funder, VDHP is not able to provide contractor recommendations.

**2. Photographs.** Submit labeled photographs with your application. Include photos of the building, its setting, and the specific issues you plan to address with a grant. This is the best way for the ACHP to understand your building and your project. Images must be in the .jpeg format. Submit historic images of the building may if available. Digital images are preferred.

Upon submission, grant applicants relinquish rights to ownership or control over photographs and digital images and agree that the photographs and digital images shall become the property of the State.

See Appendix 5 on page 16 for more photograph guidelines and tips. This includes directions for labeling photographs. Refer to this appendix to ensure your photographs meet the application requirements and support a competitive application.

**3. Non-Profit Status Certification:** For tax-exempt non-profit organizations, provide documentation of tax-exempt status. IRS 501(c)(3) certification is preferred. Municipal applicants are not required to provide proof of non-profit status.

**4. Preservation Plans, Reports & Evaluations (optional).** Professional reports are valuable in planning for preservation. This might include a conditions assessment, needs assessment, or maintenance plan. Architectural plans, historic structure reports and project specifications are also valuable. Include copies of any applicable reports prepared within the last five years. This is not the same as a written estimate for the specific work you plan to undertake. This is an optional attachment.

**5. Letters of Support (optional).** If your building is currently vacant or underutilized, you may provide 1-2 letters of support with your application. These letters should provide evidence of a commitment for future use/expanded use of the building. Letters could be from your town, an organizational partner, or a future renter/user of the space. Do NOT provide more than two letters of support. Do NOT provide letters of support if the use of your building is not changing or expanding.

### **Certification:**

Each applicant must complete either section A or section B.

**A. Submitting your application digitally:** When you submit your application to the VDHP you **MUST** check the box in Section 11 to Certify your application. By checking the box, you certify the following:

*“I am submitting this Application digitally. I am applying for a 2025 Vermont Historic Preservation Grant and am authorized to submit this application on behalf of the Applicant. I certify that the information presented in this Application is complete and accurate and I am authorizing the Vermont Division for Historic Preservation to accept the submittal for review and potential award. I understand that upon submission to the State, I relinquish sole rights to ownership or control over the photographs and digital images I am submitting and that the photographs shall become the property of the State upon receipt by the State.”*

**B. Submitting your application by mail or delivering in person:** If you need to submit a paper copy of the application (see page 2, *Program Deadlines*) you **MUST** sign the application to certify that all information is correct to the best of your knowledge. Digital submissions are preferred. Handwritten applications are no longer accepted.

## **Award Notification**

The ACHP will make funding decisions in December 2024. Along with a slate of awards, the ACHP will name 3-4 alternates. These projects may be notified should more funding become available in FY2025. All applicants will receive written notification of the results following this meeting. Please do not call or email to check on the status of the selection process. After all applicants are notified of the results, the VDHP will post the list of grant awards online. In fairness to all applicants, funding is not awarded outside the normal application cycle.

## Continuing Obligations

All recipients of a State Historic Preservation Grant are subject to the following continuing obligations.

- A. Grantees are responsible for the cost of continued maintenance and repair of the property to preserve the architectural and historical integrity of the features, materials, appearance, workmanship, and environment for a period of five years from the date of execution of their grant agreement to protect and enhance those qualities that made the property eligible for listing in the National Register of Historic Places. Nothing shall prohibit Grantees from seeking future financial assistance from any source available to the Grantee.
- B. The Grantee will consult in writing with the State and receive prior approval of any exterior or interior alterations, additions, or major rehabilitation projects relating to the project building for a period of five years from the date of execution of their grant agreement. The State's approval will not be unreasonably withheld. Ordinary and necessary repairs and maintenance not materially affecting the project shall not be considered as alterations. For purposes of this provision, "project" means the building(s) improved with the grant funds provided under the grant agreement.
- C. If a Grantee sells or otherwise transfers ownership of the property on which the grant funds were used before these above continuing obligations have expired, the Grantee shall include these continuing obligations as a condition of the sale or transfer.

**If you have questions about the application process or the grant program in general, contact Caitlin Corkins at [caitlin.corkins@vermont.gov](mailto:caitlin.corkins@vermont.gov) or 802-828-3047.**

# Appendices

## Appendix 1. Associated Archeological Resources

The archaeological resources that lie in the ground surrounding a historic building may yield important information about the history of the building or about the pre-contact use of the land. For example, an old well will often contain items that indicate the use of the building or the economic status of the occupants. A pre-contact Native American site indicating how past people lived in the area may lie adjacent to a town hall. Any ground-disturbing project has the potential for disturbing or destroying archaeological resources.

Foundation repair or replacement, replacement or reconstruction of a porch and the addition of drainage are examples of the kinds of projects that may impact archaeological resources. VDHP Staff will review all grant applications to determine if a proposal in a particular project location has the potential for impacting historic or pre-contact archaeological resources. In many cases, the existence of an archaeological site is not known but it can be reasonably predicted to exist.

If archaeological concerns are found in VDHP's review, Standard 8 of the *Secretary of the Interior's Standards for Rehabilitation* will apply, and VDHP will work with the Grantee to find a solution that both preserves the archaeological resource and allows the project to proceed. VDHP may test a site to determine existence of archaeological resources. VDHP will provide this service at no cost to the Grantee.

## Appendix 2. National Register of Historic Places Criteria for Evaluation

The quality of significance in American history, architecture, archaeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling and association and:

- A. that are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. that are associated with the lives of persons significant in our past; or
- C. that embody the distinctive characteristics of a type, period or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. that has yielded, or may be likely to yield, information important in prehistory or history.

## **Appendix 3: The Secretary of the Interior's *Standards for Rehabilitation***

The Secretary of the Interior's *Standards for Rehabilitation* are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable changes to meet new needs.

The Standards (36 CFR Part 67) apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The *Standards* also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

The *Standards* are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The Secretary of the Interior's *Standards for Rehabilitation* are also available online at <http://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm>.



## Appendix 4. National Park Service Preservation Briefs

The following "Preservation Briefs" are published by the National Park Service and are available at <http://www.nps.gov/tps/how-to-preserve/briefs.htm>.

1. The Cleaning and Waterproof Coating of Masonry Buildings
2. Repointing Mortar Joints in Historic Brick Buildings
3. Conserving Energy in Historic Buildings
4. Roofing for Historic Buildings
5. Preservation of Historic Adobe Buildings
6. Dangers of Abrasive Cleaning to Historic Buildings
7. The Preservation of Historic Glazed Architectural Terra-cotta
8. Aluminum and Vinyl Siding on Historic Buildings
9. The Repair of Historic Wooden Windows
10. Exterior Paint Problems on Historic Woodwork
11. Rehabilitating Historic Storefronts
12. The Preservation of Historic Pigmented Structural Glass
13. The Repair and Thermal Upgrading of Historic Steel Windows
14. New Exterior Additions to Historic Buildings
15. Preservation of Historic Concrete: Problems and General Approaches
16. The Use of Substitute Materials on Exteriors
17. Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
18. Rehabilitating Interiors in Historic Houses
19. The Repair and Replacement of Historic Wooden Shingle Roofs
20. The Preservation of Historic Barns
21. Repairing Historic Flat Plaster - Walls and Ceilings
22. The Preservation and Repair of Historic Stucco
23. Preserving Historic Ornamental Plaster
24. Heating, Ventilating and Cooling Historic Buildings: Problems and Recommended Approaches
25. The Preservation of Historic Signs
26. The Preservation and Repair of Historic Log Buildings
27. The Maintenance and Repair of Architectural Cast Iron
28. Painting Historic Interiors
29. The Repair, Replacement, and Maintenance of Historic Slate Roofs
30. The Preservation and Repair of Historic Clay Tile Roofs
31. Mothballing Historic Buildings
32. Making Historic Properties Accessible
33. The Preservation and Repair of Historic Stained and Leaded Glass
34. Applied Decoration for Historic Interiors
35. Understanding Old Buildings: The Process of Architectural Investigation
36. Protecting Cultural Landscapes: Planning Treatment and Management of Historic Landscapes
37. Appropriate Methods for Reducing Lead-paint Hazards in Historic Housing
38. Removing Graffiti from Historic Masonry
39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings
40. Preserving Historic Ceramic Tile Floors
41. The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront
42. The Maintenance, Repair and Replacement of Historic Cast Stone
43. The Preparation and Use of Historic Structure Reports
44. The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
45. Preserving Historic Wooden Porches
46. The Preservation and Reuse of Historic Gas Stations
47. Maintaining the Exterior of Small and Medium Size Historic Buildings

*Compiled and reproduced by the Vermont Division for Historic Preservation by permission of the National Park Service, United States Department of the Interior.*

## Appendix 5. Photograph Guidelines

Photographs are a very important part of your application! Remember that your application will be one of many under consideration. A well-illustrated application makes a favorable and lasting impression on the ACHP. It helps Council members better understand the importance of your building, the urgency of needed repairs, and why your project is worthy of grant support. Please submit no more than 20 photographs per application.

1. Include views that show the building in its setting. If there are neighboring buildings, show them. If it stands by itself, show the area around the building. If you are taking photos of a barn, be sure to include the house and other associated outbuildings.
2. Submit pictures showing the building from public places. This may be from a village green or a public road. Each application should include one "pretty" photograph of the whole building. Public visibility is an important part of evaluating the benefit of investing public funds.
3. Take pictures of the building that show all four sides. If you take a picture at a corner, it can cover two sides. Do not cut off the roof. Stand back far enough so you see the whole building.
4. Include images of specific issues be addressed by a grant clearly, and at close range. It is important to show the problems, such as a leaking roof, broken beams, rotted wood, failing windows or caved-in foundation. If your roof is failing, do not submit an image with snow covering the roof. If a wall needs to be re-built, do not submit an image with brush and overgrowth concealing the wall.
5. Label your photographs. Be sure to name each digital picture file with a short description of the image. You may also annotate photographs with descriptions. Numbering photographs and using a separate document with descriptions is also acceptable. The ACHP may not be familiar with your building, and this will help them to understand your project. This is especially true of details. For example, where is the hole in the foundation or the rotted beam located? Applications with photographs that are not labeled will be considered incomplete.

### More Tips:

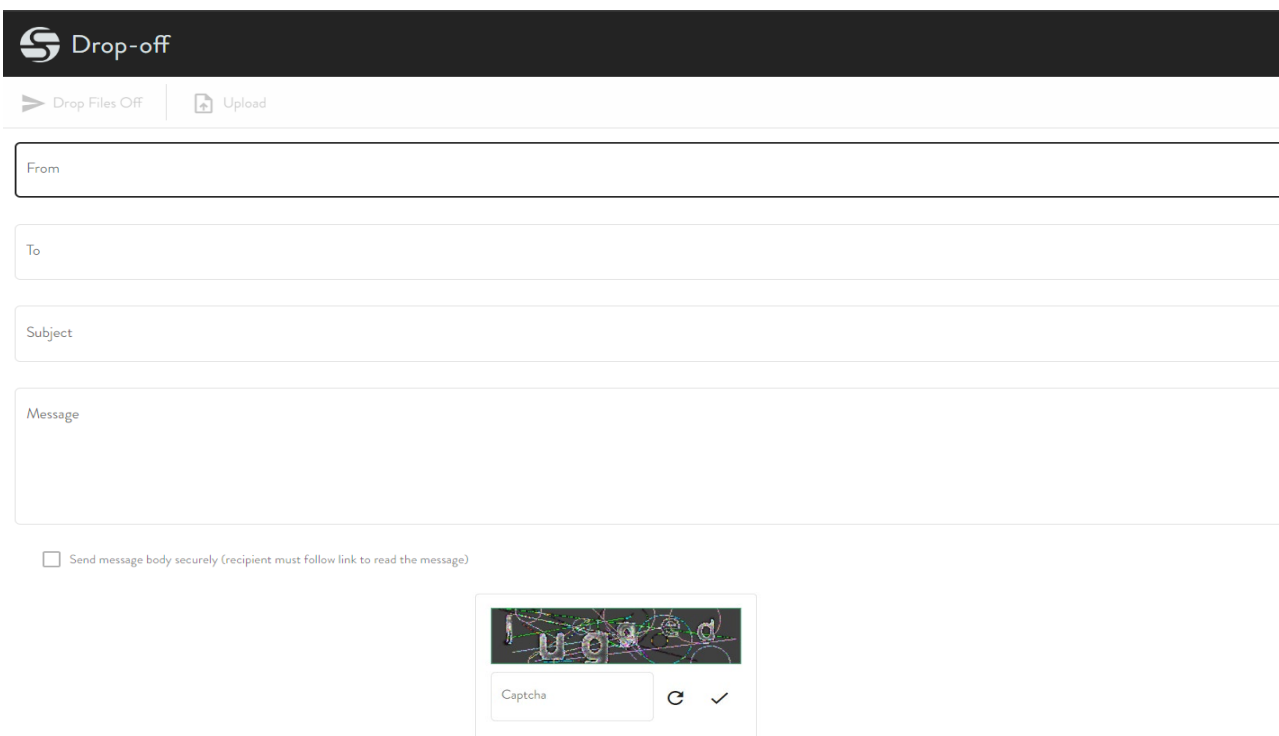
- Include photos of interesting or unusual building features, or photographs of public events at your building to demonstrate public benefit.
- If you can, take pictures with the sun at your back. Shadows may hide important details. Often overcast days with even light are better than bright sunny days.
- Interior photos in attics and basements are often difficult. Use flash or bright artificial lights. Remember most flashes are only effective for a short distance. Similarly, access to a failing roof, tower or chimney may be challenging. Plan to get photographs that cover these details if applicable to your grant request. For example, if a contractor accesses the roof to inspect it, have them take a few pictures.
- Submit photographs in the .jpg format. We will not accept photographs in other file formats or photographs imbedded in pdf files or Word documents.

## Appendix 6. Submission Instructions

Applicants should submit their completed application form and attachments via the new digital DropOff portal.

Applicants should submit their completed application form and attachments via the new digital DropOff portal.

- 1) In your web browser, go to <https://gs.anr.vermont.gov/dropoff>
- 2) Fill out the fields within the form, which includes the following:
  - From
  - To
  - Subject
  - Message



Drop-off

Drop Files Off Upload

From

To

Subject

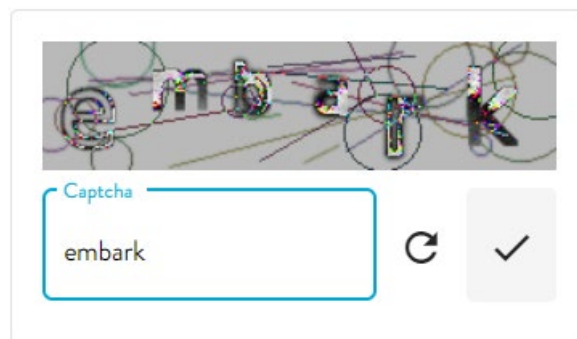
Message

Send message body securely (recipient must follow link to read the message)

uod

Captcha

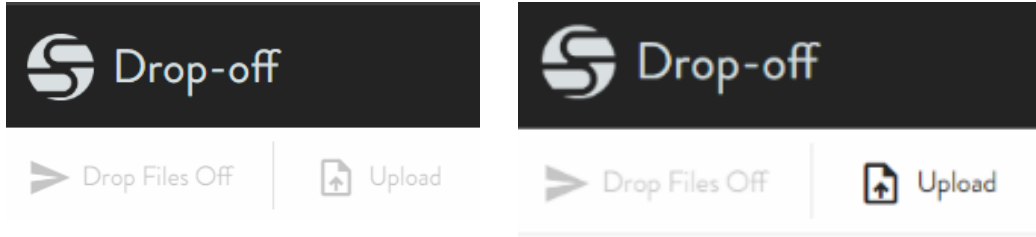
- 3) Next, you must solve the Captcha located at the bottom of the form before uploading any files. Type the letters as shown in the image, and then click the Check Mark.



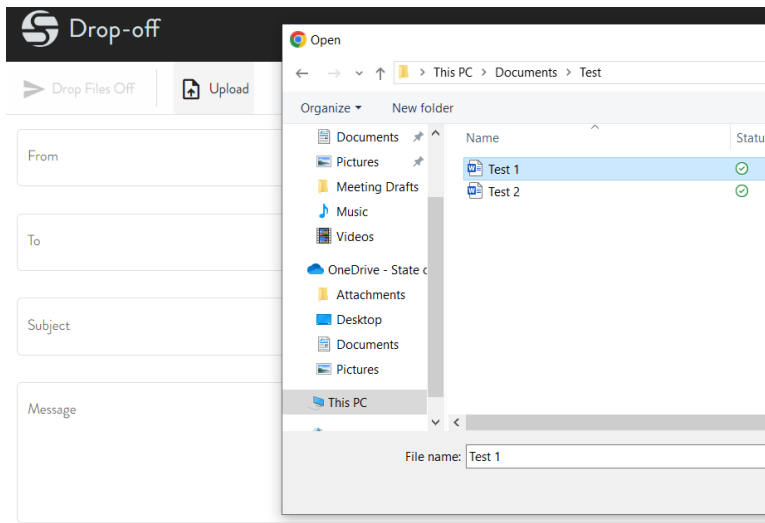
embark

Captcha

When the Captcha has been correctly solved, the Captcha box will disappear, and the “Upload” button will change from gray to black:

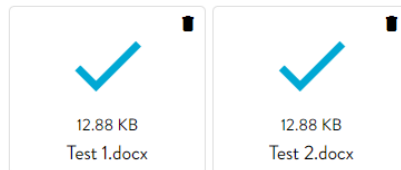


- 4) You can now upload documents to the DropOff portal. To do this, you will select the “Upload” button, which will automatically cause your File Folder to pop up. From here, select the files and/or folders you would like to upload. **YOU MAY RUN INTO ISSUES UPLOADING FOLDERS. PLEASE COMPRESS FOLDERS FIRST INTO A .ZIP FORMAT**



- 5) Once all documents are selected, they will appear at the bottom of the page (where the Captcha box originally was) with a blue check mark on them. You may press the black trash icon to remove items as needed.

Send message body securely (recipient must follow link to read the message)



- 6) From this point, if all the above information has been filled out and files are attached, you will have the option to submit. The “Drop Files Off” will change from grey to black.

The screenshot shows the 'Drop-off' interface. At the top, there is a dark header with a white 'S' logo and the text 'Drop-off'. Below the header, there are two buttons: 'Drop Files Off' (with a right-pointing arrow) and 'Upload' (with a document icon). The form fields are as follows: 'From' is 'Test@vermont.gov'; 'To' is 'Test@vermont.gov' with a close button (X); 'Subject' is 'Test'; and 'Message' is 'Test'.

This screenshot is identical to the one on the left, showing the 'Drop-off' interface. The 'Drop Files Off' button now has a blue checkmark across it, indicating that the action has been completed. The other elements, including the 'Upload' button and the form fields, remain the same.

- 7) After you have clicked “Drop Files Off,” the screen will show a blue checkmark across it. All your attached files will automatically be sent to the email address entered in “To.” You will not receive a confirmation email after submitting. We receive notification immediately, so if you would like to confirm that everything has been received you may reach out to us directly.

The screenshot shows the 'Results' page. At the top, there is a dark header with a white 'S' logo and the text 'Results'. On the right side of the header, there is a 'Profile' button with a person icon. Below the header, there is a 'Do it Again' button with a circular arrow icon.

