



2021 CONSERVATION LICENSE PLATE “MOOSE PLATE” GRANT APPLICATION INSTRUCTIONS

Please review these instructions AND the grant manual prior to completing this application.
Incomplete applications or those received after the deadline cannot be considered.

Applications must be received on or before 4:00 p.m., Friday, June 25, 2021.

Please submit only one Conservation License Plate Grant Application to the New Hampshire Division of Historical Resources (NHDHR) during a grant cycle.

Do NOT Fax the application.

Email one (1) PDF version of the completed application with attachments to amy.s.dixon@dncr.nh.gov by the application deadline. Please mail one (1) paper copy with original signatures to (paper copies may be received after the application deadline):

Community Preservation Coordinator
NH Division of Historical Resources
Conservation License Plate Grant Program
19 Pillsbury Street, 2nd floor
Concord, NH 03301-3570

Please limit file sizes to less than 10MB. You will receive a confirmation email within one (1) business day of submission. If you do not receive a confirmation that the DHR has received your application, please contact Amy Dixon immediately.

All applications must be either typed or computer generated. Handwritten applications will NOT be accepted.

Because these grants are made through the State of New Hampshire, the grant is subject to approval by the New Hampshire Attorney General's Office. Grants for \$10,000 also require Governor and Executive Council approval.

In any given grant year, an applicant (a town, non-profit in a publicly owned building, county, or state agency) can only apply to ONE Department of Natural and Cultural Resources Division for the same project. **Applicants should apply to the appropriate Division whose eligibility requirements match their project activities.** Multiple applications from the same organization for the same project will not be considered for funding by the Department of Natural and Cultural Resources. Guidelines for each Division's project eligibility can be found at:

- New Hampshire Division of Historic Resources <http://www.nh.gov/nhdhr>
- New Hampshire State Library www.nh.gov/nhsl
- New Hampshire State Council on the Arts <http://www.nh.gov/nharts>

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

All projects funded through the NHDHR's Conservation License Plate grant program must meet the Secretary's Standards for Rehabilitation.

Rehabilitation may be considered as a treatment when repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate. Prior to undertaking work, a documentation plan for rehabilitation should be developed.

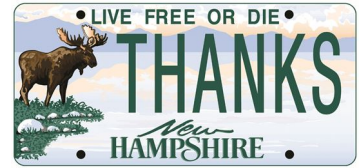
For more information visit this website: <http://www.nps.gov/history/hps/tps/standguide/index.htm> or contact Amy Dixon at amy.s.dixon@dncr.nh.gov

1. A property shall 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 shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.
3. Each property shall 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 buildings, shall not be undertaken.
4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
8. Archaeological resources shall 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 shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing, to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall 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.

These standards were initially developed in 1975 and were revised in 1983 and 1992.

This revision of the Standards was codified as 36 CFR Part 68 in the Federal Register, Vol. 60, No. 133, July 12, 1995; it replaces the Federal Register notice, Vol. 48, N. 190, September, 1983.

NHDHR / SHPO January 2018



**NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES
CONSERVATION LICENSE PLATE (MOOSE PLATE) GRANT APPLICATION**

1. Applicant: _____
(state agency, county agency, local municipality, or non-profit organization)

Non-profit organizations must attach verification of 501(c)3 tax exempt status in good standing.

Mailing Address: _____

Contact: _____

Phone: _____ E-mail: _____

2. Resource Name: _____

Resource Location: _____

3. Grant Request (not to exceed \$10,000): _____

4. Give a brief history of the resource, including specific details of its significance.

5. What specifically will be accomplished with the grant funds? How were these needs identified?

6. If the proposed project involves ground disturbance, how will archaeological concerns be addressed?

7. Has the project been considered at a town meeting or by the City Council? If so, what was the outcome? Have local elected municipal officials discussed or endorsed the project?

8. How are the project proponents engaging the community in this project?

9. Briefly explain the applicant's capacity to implement the project, such as availability of volunteers or staff or previous experience with projects of a scale similar to this one. Explain any previous experience with grant management.

10. How will the public be allowed and encouraged to access and use this property?

11. Project Tasks/Budget/Project Schedule

List Grant Related Objectives	Estimated Cost	Anticipated Completion Date
Additional Tasks (Not covered by grant, if any)	Estimated Cost	Anticipated Completion Date

Total Project Cost: \$ _____

Grant Request (not to exceed \$10,000): \$ _____

If the total project cost is greater than \$10,000; please explain the additional sources of funding available to the applicant to complete the project:

The project schedule assumes a start date no earlier than October 1 the year you apply. This date may change based on the receipt of Governor and Executive Council approval. Grantees have two (2) years to complete the project.

12. Certification: I certify to the best of my knowledge that the information provided in this application is complete and accurate. If awarded a NHDHR Conservation License Plate Grant, I am fully aware that terms and conditions will be stipulated in a Grant Agreement executed with the NHDHR and that a grant informational sign provided by the NHDHR will be displayed throughout the project work funded under this grant.

Printed name and title of the person preparing the grant application

Signature and date

Printed name and title of public official verifying the publicly-owned nature of the resource(s)

Signature and date

ATTACHMENTS:

Required in digital submission:

- A. Photos: One (1) exemplary exterior shot of the resource and immediate surroundings (for context) and no more than three to five (3-5) general interior and exterior shots as necessary to illustrate the resource's needs. **Digital photo submissions must be in jpeg format with file sizes less than 10MB.**
- B. Contractor estimate(s). A good faith effort must be made by the applicant to get quotes or estimates for the proposed work from a qualified contractor. The estimate(s) submitted with the application are not binding and can be modified, amended, or put out to bid after the application/awarding of the grant.
- C. Proof of public ownership. This may be a copy of a deed, tax card, or signed statement by an elected official or their designee.

Required in original hard copy submission (non-profits only):

- D. Non-profit organizations must document their relationship with the public entity that owns the historic resource/artifact(s). **A Certificate of Good Standing, available from the NH Secretary of State, must be included. Please call 271-3244 or visit <http://sos.nh.gov/formslaws.aspx> for more information.**

Optional items to submit electronically or in hard copy:

- E. Copies of any historic building assessments, historic structures reports, or plans and specifications that may assist with the review of this project.
- F. Letters or support from the community.