



The New York City Landmarks Preservation Commission

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<http://nyc.gov/landmarks>



HISTORIC PRESERVATION GRANT PROGRAM NOT-FOR-PROFIT GRANT APPLICATION FORM

Applications should be prepared after reading the FACT SHEET FOR NOT-FOR-PROFIT APPLICANTS. Faxed applications will not be considered. Refer to CONDITIONS, GUIDELINES and CHECKLIST on the back page of this application form.

APPLICANT

APPLICANT/ CONTACT

Name

Organization

Address

City

State

Zip

Phone

PROPERTY OWNER

Name

Organization

Address

City

State

Zip

Phone

PROJECT DESCRIPTION

DESIGNATED PROPERTY

Address

Borough

Block

Lot

BUILDING USE

Not-for-Profit related activity

Low/Moderate Income Housing

DESCRIPTION OF PROPOSED WORK

Use back of form if necessary

COST OF PROJECT

CONDITIONS

The following conditions apply to grant awards:

- Grant recipients that are the property owner must occupy their building for a period of at least five (5) years after the grant funded work is completed. Owners who sell their buildings before the five years have elapsed will be required to return the grant on a pro-rated basis. If the Not-for-Profit does not own the property, the Not-for-Profit must have at least five (5) years remaining on its lease to be eligible for a grant. If the Not-For-Profit violates the lease agreement before five (5) years have elapsed since grant work is fully completed, they will be required to return the grant on a pro-rated basis. If the Landlord violates the lease agreement before five (5) years have elapsed since grant work is fully completed, he/she will be required to return the grant on a pro-rated basis.
- The grant pays for specific work items; construction on this work cannot begin until after the Landmarks Preservation Commission (LPC) and the grant recipient sign a contract, insurance clauses of the contract have been satisfied, and the contractor has been notified to start.
- The property owner must receive a permit from LPC approving such work before carrying it out.
- In most cases, at least three (3) competitive bids must be obtained by the applicant for work to be performed. At LPC’s discretion, bids may be solicited by LPC.
- Contractors must be approved by LPC before grant funds are dispersed.
- Depending on the scope of work, a residential property may be inspected for the presence of lead-based paint. **If lead-based paint hazards are found, the grant recipient will be responsible for the remediation of those hazards pursuant to city and/or federal law.**
- Preference is given to owners who use other funds along with the grant to restore the façade of their building.
- Grant recipients must include appropriate acknowledgement of financial support from LPC’s Historic Preservation Grant Program in all publications or other products generated as part of the project.

GUIDELINES and CHECKLIST

Please read the application form carefully and refer to the FACT SHEET FOR NOT-FOR-PROFIT APPLICANTS. All information should be entered in the space provided, if not applicable mark N/A.

The following materials must be submitted for a complete grant application:

- Signed Copy of Completed Application Form
- If the applicant does not own the property, include a letter of consent from the property owner
- Mission statement
- Articles of Incorporation, and letter from IRS confirming (501)(c)(3) status.
- Last annual financial statement
- List of Board Members and Officers
- Description and Estimate Cost of Proposed Restoration Project
- List of Sources of Funding for Restoration Project

CERTIFICATION

Acting as duly authorized representative of the described project and its sponsoring organization, I certify that all information contained herein is accurate and complete.

 PRINTED NAME TITLE

 SIGNATURE DATE

<u>Staff use only:</u>		
Date Rec'd	APPTRACK#	Entry Date