



## GRANT PRE-APPLICATION INFORMATION

### PURPOSE AND SUMMARY OF GRANT

The Connecticut Main Street *Preservation of Place* Grant Program is a technical assistance granting program, administered by Connecticut Main Street Center (CMSC) and funded through the Connecticut State Historic Preservation Office. Funding for this program is made available through the Community Investment Act.

The purpose of this program is to provide Connecticut communities with targeted resources to increase their capacity to plan for preservation and revitalization of their historic downtowns and neighborhood commercial districts.

Comprehensive preservation and revitalization of a commercial district is a complex, long-term process. However, funding sources for these types of activities are limited. The *Preservation of Place* Grant Program provides a source of funding for new initiatives that can be integrated into, and leverage more, comprehensive preservation and revitalization programs.

CMSC calls for applications from its member network which involve the fundamental actions of assessing, surveying and planning - the first and often most challenging step in preservation and revitalization – and awards grant funds to initiate these activities.

### ELIGIBILITY

In order to apply, organizations must be members-in-good-standing of Connecticut Main Street Center, incorporated in Connecticut. Grantees will be limited to 501 (c) 3 nonprofit revitalization organizations, the municipality, or a partner of the CMSC member who has 501 (c) 3 status.

#### **Examples of projects eligible for grant consideration**

This program will assist CMSC member communities and/or organizations and support their efforts to plan for preservation and revitalization initiatives located in their historic downtowns and neighborhood commercial districts. The following list is a sample of projects which would merit consideration; however, it does not attempt to identify every type of project which may be acceptable:

- Projects or plans that strengthen the organizational structure and direction of an organization whose mission is directed to community preservation and revitalization, including governance, financial management, fundraising, staffing
- Development of Design Guidelines for the district
- Design Audit of Downtown or Neighborhood Commercial District (assessing the strengths and weaknesses of the district using tools of urban analysis; ex: the walkability of the district)
- Façade Improvement Planning (studies, renderings)
- Feasibility Study, Restoration Planning or Adaptive Reuse Study for Historic Municipal Buildings, Historic Mixed-use, Residential or Commercial Buildings
- Development of downtown Master Plan, niche market study or infill conceptual plan
- Planning and Promotion of Heritage Tourism activities and events, including programs, lectures, walking tours, exhibits, brochures, websites.
- Development of an Art in Public Places program: outreach, planning and promotion



- Development a district wayfinding and signage program: includes planning, architectural drawings and signage specifications
- Resource Surveys of Historic Commercial District
- National and/or State Registers of Historic Places Nomination
- Application for Certified Local Government (CLG) Status
- Application for Preserve America Status

**Examples of *ineligible use of grant funds***

This program will not allocate or grant funds to support any of the following:

- General operating expenses
- Construction-related costs (including stabilization, rehabilitation or restoration)
- Acquisition of real property
- Office equipment (for the purpose of general operations)
- Hospitality expenses
- Fundraising activities and related expenses
- Travel
- Scholarships
- Lobbying
- Political contributions
- Interest payments, fines or debts
- Re-granting purposes
- Projects that do not involve historic buildings or resources

**PROJECT CRITERIA**

All grants are programmatic technical assistance or preservation & revitalization planning grants. No awards will be granted for organizational operating support or for capital improvements. The following criteria will be used in the evaluation of the organization’s capacity to successfully implement the proposed project as part of the grant review process:

- Broad-based community support for the proposed project
- A clearly articulated and realistic work plan with measurable objectives
- A strong historic preservation ethic and commitment to urban design and pedestrian orientation for the district in which the project will take place
- An adequate project budget (while no match is required, demonstrating that the grant is leveraging other resources and funds is encouraged)
- Goals and outcomes of the project that will be integrated into, and positively impact, a more comprehensive program of work for the district

**GRANT AWARDS**

Grant awards are generally between \$2,000 and \$10,000. There is no required match. All projects must be located within the municipal historic downtown or neighborhood commercial district.

**Projects for which these grants are made shall be completed, and final reports submitted, no later than September 30, 2013.**



## HOW TO APPLY

### Pre-Applications

Complete this Pre-Application form. Pre-Applications are a requirement to initiate the application process. The Connecticut Main Street *Preservation of Place* review committee will review the Pre-Application and applicants will be notified shortly thereafter whether they have been selected to submit a full grant application. Pre-Application forms may be mailed or emailed to:

**Connecticut Main Street Center**  
c/o CL&P PO Box 270  
Hartford, CT 06141

or via email: [info@ctmainstreet.org](mailto:info@ctmainstreet.org)

All grant applicants MUST work in partnership with CMSC staff in preparing the Grant Proposal Application. Upon notification of grant approval a Letter of Agreement will be required.

## GRANT PROPOSAL APPLICATION DEADLINE

The original Grant Proposal Application and requisite number of copies must be received by Connecticut Main Street Center on or before the close of business on:

**November 20, 2012**

*Following the receipt of Grant Applications, the committee will review the applications and select those projects that will be funded.*

For assistance and further information please contact CMSC at [860-280-2337](tel:860-280-2337) or email [info@ctmainstreet.org](mailto:info@ctmainstreet.org)

**Connecticut Main Street Center and the *Preservation of Place* grant program receive support from The State Historic Preservation Office, with funds from the State of Connecticut through the Community Investment Act.**





## PRE-APPLICATION

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Date

Name of Organization Applying

Date of Incorporation

Address

City, State, Zip

Phone

Email

Fax

CEO / Executive Director

Contact person for this application

Phone

Email

Fax

Please select one of the following:

we are a 501 (c) 3 nonprofit organization

we are a municipality

we will be working with a fiscal agent who is a 501 (c) 3 nonprofit co-sponsoring organization

Please attach a brief description of your organization.

Specific Purpose for which grant funds are requested:

Briefly outline how the proposed project / program will be accomplished:

Project Budget (total)

Amount you are requesting from CMSC

Other funding sources for this project:

Total budget of your organization

Applicant is a member-in-good-standing of Connecticut Main Street Center