

THE NEW YORK LANDMARKS CONSERVANCY

SACRED SITES CHALLENGE GRANT

Application Guidelines

Project Requirements

The New York Landmarks Conservancy's Sacred Sites Program helps congregations throughout New York State maintain, repair, and restore their buildings. In addition to providing hundreds of thousands of dollars in matching grants each year, the Conservancy offers technical help, workshops, and publications including Common Bond, a journal about the maintenance and preservation of older religious structures.

The Sacred Sites Program is pleased to present the Sacred Sites Challenge Grant, which awards grants to congregations undertaking significant restoration of historic churches.

Eligibility

Eligible projects must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties. Priority will be given to large-scale, comprehensive projects, such as the restoration of steeples, slate, copper, or wood shingle roofs, copper drainage systems, and exterior masonry walls. Grants to restore stained glass windows will only be considered if the windows are highly significant and severely deteriorated.

Funding Considerations

Funds cannot be used for consulting fees, planning documents, pipe organ restoration, routine maintenance, minor repairs, reconfiguration of interior spaces, interior repainting, or routine exterior painting. To be eligible for a grant, the property must be an ecclesiastical structure:

- Located in New York State.
- Owned by a religious institution and actively used for worship.
- Listed on the State or National Register of Historic Places or designated pursuant to a local landmarks ordinance by New York State, either individually, or as a contributing component of a historic district.

Grants will NOT be considered for work that has been initiated or completed at the time of application.

Grant Awards

In making grant awards, the Sacred Sites Program considers the following criteria:

- Architectural, historical, and cultural significance of the building.
- Need for the project and financial resources of the congregation.
- Appropriateness of the scope of the project, methodology, consultants, and budget.
- Congregation's ability to manage and execute the project within the stated schedule.
- Congregation's ability to raise matching funds and leverage new sources of support to complete the project.
- Community outreach and local support for the project.

Sacred Sites Challenge awards grants from \$25,000 to \$75,000. Grants are awarded in \$5,000 increments. No grant shall exceed half the project cost.

Matching Funds

In order to receive funds, congregations must raise matching funds and be ready to initiate construction within one year of grant notification. Grant notification (or pledge) is issued approximately four months from the date of application. For the most part, challenge grant matching funds must be donated from new sources, and be raised subsequent to the application date (see match \$ requirements in detail, next page). Existing reserve funds or endowments cannot contribute to the match (with the few exceptions enumerated on the following page).

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Matching Fund Requirements

Pledge amount:

\$25,000 - must be matched 1:1 by applicant, up to \$15,000 can be matched with funds in hand, at least \$10,000 must be new funds raised subsequent to application date.

Pledge amount:

\$30,000 to \$50,000 - must be matched 1:1 by applicant, up to \$15,000 can be matched with funds in hand, match balance of \$15,000 to \$35,000 must be new funds raised subsequent to application date.

Pledge amount:

\$55,000 to \$75,000 - first \$25,000 must be matched 1:1 by applicant, and can be matched up to \$25,000 with funds on hand; balance of grant above \$50,000, or an additional \$5,000 to \$25,000 must be matched 2:1 by applicant, with new funds raised subsequent to application date; i.e.:

- for \$55,000 grant, eligible expenditure must be at least \$115,000; applicant must match with \$50,000 + \$10,000, or \$60,000, including up to \$25,000 in funds on hand, and at least \$35,000 in funds raised subsequent to application date & within 1 year of award (about 16 months from application date).
- for \$60,000 grant, eligible expenditure must be at least \$130,000; applicant must match with \$50,000 + \$20,000, or \$70,000, including up to \$25,000 in funds on hand, and at least \$45,000 in funds raised subsequent to application date & within 1 year of award (about 16 months from application date).
- for \$65,000 grant, eligible expenditure must be at least \$145,000; applicant must match with \$50,000 + \$30,000, or \$80,000, including up to \$25,000 in funds on hand, and at least \$55,000 in funds raised subsequent to application date & within 1 year of award (about 16 months from application date).
- for \$70,000 grant, eligible expenditure must be at least \$160,000; applicant must match with \$50,000 + \$40,000, or \$90,000, including up to \$25,000 in funds on hand, and at least \$65,000 in funds raised subsequent to application date & within 1 year of award (about 16 months from application date).
- for \$75,000 grant, eligible expenditure must be at least \$185,000; applicant must match with \$50,000 + \$50,000, or \$100,000, including up to \$25,000 in funds on hand, and at least \$75,000 in funds raised subsequent to application date & within 1 year of award (about 16 months from application date).

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Application Guidelines

Application Instructions

Applications must be typed or printed in a neat hand using blue or black ink. An Adobe PDF (portable document format) version of the application is available at nylandmarks.org, and Adobe software can be downloaded free at adobe.com. Applicants with the full-featured Adobe Acrobat program may enter information on-screen and save information between sessions by using the "Export Form Data" command. Applicants with the free Adobe Reader program cannot save alterations to the document, but can print the pages as they are completed.

Supporting Materials

Each application must be accompanied by:

- A copy of the local landmark designation and/or the entire National Register of Historic Places Registration Form. A letter cannot be substituted, because the Registration Form contains information important for the grant review, including a detailed description of the building and its architectural significance. For contributing components of National Register districts, **relevant excerpts are acceptable**. Nominations are available online at <http://nysparks.state.ny.us/shpo/online-tools/>
- A scope of work for the proposed project, including plans and specifications if available. Please limit the size of architectural drawings to 11" x 14".
- A cost estimate for the project based on an itemized project estimate from the architect or preservation consultant.
- A copy of the religious institution's most recent annual budget.
- A letter outlining the religious institution's fundraising plan.
- A minimum of ten digital images, each labeled with the name of the property, showing the overall exterior of the building or site, an overall view of the interior, and details of the areas needing repair. Digital images must be submitted in the form of JPEG files, at least 300 dpi and 4"x6", on a CD-ROM or flash drive.
- Copies of any conditions reports prepared for the property in the last five years.
- IRS W-9 completed with the religious institution's information and signed.

Submission

All applicants are advised to discuss their projects with a representative of the Sacred Sites Program prior to submission by calling 212.995.5260.

The application form must be submitted, along with all the required attachments, to
Manager of Grants & Technical Services
The New York Landmarks Conservancy
One Whitehall Street
New York, NY 10004

Deadlines and Notifications

Applications must be postmarked by **January 15** or **June 1**, or the following business day if those dates fall on Sundays or holidays. Award notification is sent approximately five months later. After the application has been received, Sacred Sites Program staff will contact you within the month to arrange a site visit or request any additional materials (if required.)

Site Visit

Funds Distribution

Funds will be distributed to grant awardees when the Conservancy receives:

- A signed contract between the Conservancy and the grant recipient.
- A signed contract between the congregation and the contractor.
- Evidence of matching funds.

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Application Form page 1

1. Applicant Institution _____
Street Address _____

Mailing Address _____

City _____ State _____ Zip _____
Daytime Telephone _____ Office Email Address _____
Institution's Website _____

2. Religious Leader _____ Title _____
Clergy Email Address _____

3. Denomination _____
Adjudicatory Group _____
Address _____

City _____ State _____ Zip _____
Telephone _____ Denomination Website _____

4. Number of individual members _____

5. Average attendance at all weekly services _____

6. Contact Person _____ Title or Affiliation _____
Address _____

City _____ State _____ Zip _____
Daytime Telephone _____ Email Address _____

The Contact Person will receive all correspondence, including award notification.

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Application Form page 2

Property Information

7. Date of Construction _____

8. Original Architect _____

9. Landmark status of property (check all that apply):
- Individual local landmark
 - Contributing component of a local historic district
 - Individually listed on the State and National Register
 - Contributing component of a State and National Register historic district

Include a copy of the local landmark designation and/or the entire National Register of Historic Places Registration Form. A letter cannot be substituted, because the Registration Form contains information important for the grant review, including a detailed description of the building and its architectural significance. To obtain a copy of your form, contact the New York State Office of Parks, Recreation, and Historic Preservation at 518.237.8643. Nominations are available online at <http://nysparks.state.ny.us/shpo/online-tools/> For contributing components of National Register districts, relevant excerpts are acceptable.

10. Describe the historical, architectural, or cultural significance of the property:
Attach additional sheet if necessary.

11. Describe the non-worship uses of the property, including any social or cultural programs, and the number of people served by these programs. *Attach additional information if necessary.*

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Application Form page 3

12. List major alterations or additions to the building, **including dates of completion:**

13. List recent repair or restoration projects, **including costs and dates of completion:**

14. Summarize the institution's budget:

Last fiscal year budget _____ Current fiscal year budget _____

Total operating budget _____

Repair/ maintenance budget _____

Capital improvement budget _____

Please enclose a copy of your most recent annual budget.

15. Amount of funds in reserve, such as capital funds or endowments: _____

16. Describe restrictions on reserve funds:

17. Describe the specific project for which funding is requested, such as new slate or copper roof, tower masonry restoration, etc.:

18. Estimated project budget: _____
Attach detailed breakdown, if available (scaffolding, materials, labor, etc.)

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Application Form page 4

19. Amount requested from the Sacred Sites Challenge: _____
Grant awards range from \$25,000 to \$75,000. No grant shall exceed half the cost of the project.
20. Funds currently available and pledged for project: _____
Explain if these funds are included in reserve fund total listed under #15 on previous page.
21. Describe how the funds were raised, including information on any capital fundraising plan and goal amount:
Attach additional information if necessary.
22. Describe plans to match the grant, including possible sources of funding and planned fund-raising events:
Attach fundraising materials if available.
23. Is a committee supervising this project?
 Yes No
24. Has the institution selected a consultant for the project, such as an architect, building conservator, or engineer?
 Yes No
If so, Consultant Name _____
Address _____
Telephone _____
25. Has the consultant completed plans and specifications?
 Yes Not at this time None being used
If so, please enclose a set of the completed plans or specifications, on 11"x14" paper.
26. Has the institution solicited proposals from contractors or specialized consultants?
 Yes No
If so, how many? _____

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Application Form page 5

27. Has the institution selected a contractor?

Yes Not at this time

If so, Contractor Name _____

Address _____

Telephone _____

Please enclose copies of project proposals from selected contractor(s).

28. Project start date _____ Completion date _____

Additional Information

29. Please list local media contacts. **Do not omit:**

Name _____ Title _____

Company _____ Telephone Number _____

Name _____ Title _____

Company _____ Telephone Number _____

Name _____ Title _____

Company _____ Telephone Number _____

30. To help us publicize your project, does the religious institution's adjudicatory body (Diocese, Presbytery, Classis, Synod, etc.) have a newsletter or other publication distributed to its membership? For example, "Catholic New York" is the newspaper of the Archdiocese of New York.

Title _____ Contact _____

Telephone _____ Email _____

31. Describe how your institution learned about the Sacred Sites Program:

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Application Form page 6

32. Do you receive *Common Bond*, the journal of the Sacred Sites Program?

Yes No

If not, would you like to?

Yes No

Subscription Name / Religious Institution _____

Address _____

Office Email Address _____

Note: Periodically, issues of *Common Bond* will be online only. Email notification of publication will be sent to religious institution's email /office address.

33. Sacred Sites Challenge Grants are highly competitive and evaluated based on technical merit, urgency and fundraising/match potential. If the church does not qualify for a Challenge grant, it will automatically be considered for a Sacred Sites grant up of to \$10,000. If no Challenge grant is available, how will the church move forward with this project?

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Application Form

Summary Page

Applicants are requested to complete this application form and submit all required supporting materials outlined on the Checklist of Enclosures. Additional pages or attachments may be added, but please do not send the application in bound form or in loose-leaf binders. If additional information is required, applicants will be contacted by Conservancy staff.

Applicants are advised to review the application guidelines and to discuss their projects with a representative of the Sacred Sites Program prior to submission by calling 212.995.5260.

The application form must be submitted, along with all the required attachments, to:
Manager of Grants & Technical Services
The New York Landmarks Conservancy
One Whitehall Street
New York, NY 10004

Applications must be postmarked by **January 15** or **June 1**, or the next following business day if those dates fall on Sundays or holidays, and notification is sent approximately five months later. The evaluation takes approximately two months.

Religious Institution (Same as #1) _____

Project Location (street address) _____

Contact Person (Same as #6) _____

Telephone _____ Email: _____

Grant Project (Same as #17) _____

Project Budget (Same as #18) _____

Amount Requested (Same as #19) _____

Amount Available and Pledged (Same as #20) _____

Municipality _____ County _____

State Senate District _____ Senator _____

State Assembly District _____ Assemblymember _____

New York City Council District _____ NYC Councilmember _____

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Application Form

Checklist of Enclosures

To be considered for funding, the following enclosures must be submitted with this application:

- A copy of the local landmark designation and/or the entire National Register of Historic Places Registration Form. A letter cannot be substituted, because the Registration Form contains information important for the grant review, including a detailed description of the building and its architectural significance. To obtain a copy of your form, contact the New York State Office of Parks, Recreation, and Historic Preservation at 518.237.8643. For contributing components of National Register districts, **relevant excerpts are acceptable**. Nominations are available online at <http://nysparks.state.ny.us/shpo/online-tools/>

- A copy of the church's most recent annual budget.

- A letter outlining the church's fundraising plan.

- One or more copies of consultant or contractor proposals for the project, including scope of work.

- A minimum of ten digital images, each labeled with the name of the property, showing the overall exterior of the building or site, an overall view of the interior, and details of the areas needing repair. Digital images must be submitted in the form of JPEG files, at least 300 dpi and 4"x6", on a flash drive. Please do not add captions or dates to the images.

- Completed and signed IRS W-9.

If available, please submit the following enclosures:

- Copies of fundraising materials, such as brochures or letters.

- A copy of the most recent conditions study, report, or survey prepared for the property.

- A copy of plans and specifications provided by an architect, engineer, or restoration consultant.

Please limit size to 11"x14" or send on CD or flash drive.

All application materials submitted, including plans, proposals, budgets, and cds or flash drives, become the property of The New York Landmarks Conservancy. The Sacred Sites Program cannot return any enclosures.