

# THE NEW YORK LANDMARKS CONSERVANCY

## SACRED SITES AND CONSULTING GRANT

### Application Guidelines

#### **Sacred Sites Fund**

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 two matching grant programs to congregations of all denominations planning or undertaking the restoration of historic religious properties.

The Sacred Sites Fund provides congregations with grants for exterior restoration projects. Priority will be given to essential repairs to the primary worship building. Highest consideration is given to projects such as roofing and drainage system repairs; masonry repointing and restoration; structural repairs; and stained glass window repair and restoration. The Sacred Sites Fund will consider funding for professional services\* including conditions surveys; plans and specifications; project management; engineering reports; stained glass surveys; and laboratory testing of materials and finishes. Sacred Sites grants may be considered for barrier-free access construction, if it is done in conjunction with a larger preservation project. Grants cannot be used for pipe organ restoration, interior renovation, mechanical upgrades, or routine maintenance.

*\*For professional-services grants for sites within New York City please see Consulting Grant Criteria.*

#### **Consulting Grants**

Consulting Grants allow congregations in New York City only to retain professional services for the preservation of historic houses of worship. Projects that will be considered for funding include conditions surveys; plans and specifications; project management; engineering reports; stained glass surveys; and laboratory testing of materials and finishes.

#### **Eligibility**

Eligible properties include, but are not limited to, churches, synagogues, meetinghouses, mosques, and temples.

To be eligible for a grant, the property must be:

- 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 certified 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**

The maximum grant amount for the Sacred Sites Fund is \$10,000.

In the last three years, Sacred Sites grants have averaged \$2,800 (for soft costs) to \$4,100 (for repair costs). The maximum Consulting Grant amount is \$7,500; the average grant is \$4,500.

No grant shall exceed half the project cost.

#### **Matching Funds**

Both the Sacred Sites and Consulting Grants are matching grant programs. In order to receive funds, congregations must match the full amount of the grant award and start the project within one year from the application deadline.

All applicants are advised to discuss their projects with a representative of the Sacred Sites Program prior to submission by calling 212-995-5260.

#### **Submission**

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**

# THE NEW YORK LANDMARKS CONSERVANCY

## SACRED SITES AND CONSULTING GRANT

### Application Guidelines continued

#### 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](http://nylandmarks.org), and Adobe software can be downloaded free at [www.adobe.com](http://www.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.

#### Funding Considerations

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

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

#### 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 available 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"x14".
- A cost estimate for the project based on either an itemized project estimate from the architect or preservation consultant or a detailed contractor proposal.
- A copy of the religious institution's most recent annual budget.
- 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" x 6", on a CD-ROM or flash drive.
- Copies of any conditions reports prepared for the property in the last five years (if available). If no reports have been prepared, then omit this requirement.
- IRS W-9 completed and signed.

#### Deadlines and Notifications

There are two rounds of funding each year. 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. Consulting Grants applications (for NYC only) are considered as they are submitted. The evaluation takes approximately two months.

#### Site Visit

After the application has been received, Sacred Sites Program staff may contact you **within the month** to arrange a site visit or request any additional materials (if needed.)

#### Funds Distribution

Funds will distributed to grant awardees when the Conservancy receives:

- A signed contract between the Conservancy and the grant recipient.
- A contract between the congregation and architect or contractor.
- Evidence of matching funds.
- Local municipal permits, if required for the project.

#### Applying Again

Religious institutions that have received a grant for professional services may reapply to execute work after the survey or specifications are completed. Other grant recipients must wait three years after the initial application deadline to reapply.

# SACRED SITES AND CONSULTING GRANT

## Application Form

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### Applicant Information

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 (diocese, synod, conference, USCJ etc. ) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Denominational Web site \_\_\_\_\_
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.*

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 each.  
*Attach additional information if necessary.*

Property Information

12. List major alterations or additions to the building, **including dates of completion**:
13. List repair or restoration projects, **including costs and dates of completion**, within the past 10 years. If you do not know the precise costs or dates please estimate:
14. List architectural or engineering studies, reports, or surveys performed in the last 10 years, including consultants' names and dates of completion:  
*Please enclose a copy of the most recent architectural or engineering recent study, report, or survey, if available.*
15. List in order of priority the repair and restoration projects needed by the property, **including estimated costs**:

16. 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.**

17. Amount of funds in reserve, such as capital funds or endowments: \_\_\_\_\_

18. Describe any restrictions on reserve funds:

**Project Information**

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

20. Estimated project budget: \_\_\_\_\_  
*Attach detailed breakdown, if available (scaffolding, materials, labor, etc.)*

21. Amount requested from Sacred Sites Program: \_\_\_\_\_  
*Grant awards range from \$10,000 for the Sacred Sites Fund and \$7,500 for the Consulting Resources Fund.  
No grant shall exceed half the cost of the project.*

22. Funds currently available and pledged for project: \_\_\_\_\_  
*Explain if these funds are included in reserve fund total listed under #17 above.*

23. Describe how the funds were raised, including information on any capital fundraising plan and goal amount:  
*Attach additional information if necessary.*

24. Describe plans to match the grant, including possible sources of funding and planned fund-raising events:  
*Attach fundraising materials if available.*

25. Describe how a grant from the Sacred Sites Program is important to the project:

26. Is a committee supervising this project?

Yes  No

27. 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 \_\_\_\_\_

28. 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.*

29. Has the institution solicited proposals from contractors or specialized consultants?

Yes  No

If so, how many? \_\_\_\_\_

30. 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) or specialized consultant(s).*

31. Project Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

32. Sacred Sites Grants are competitive and evaluated based on technical merit, urgency, and need. If no Sacred Sites Grant is available, how will the congregation move forward with this project?



Additional Information

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

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_ Telephone \_\_\_\_\_

34. 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 \_\_\_\_\_

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

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

\_\_\_ Yes \_\_\_ No

If not, would you like to?

\_\_\_ Yes \_\_\_ No

Subscription Name (institution/committee rather than individual preferred) \_\_\_\_\_

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.

# SACRED SITES AND CONSULTING GRANT

## Application Form

### Summary Page

Applicants are requested to complete this application form and submit all required supporting materials outlined on the Checklist of Enclosures. All information must be typed or printed, in a neat hand using blue or black ink, on this form. 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 #19) \_\_\_\_\_

Project Budget (Same as #20) \_\_\_\_\_

Amount Requested (Same as #21) \_\_\_\_\_

Amount Available and Pledged (Same as #22) \_\_\_\_\_

Municipality \_\_\_\_\_ County \_\_\_\_\_

State Senate District \_\_\_\_\_ Senator \_\_\_\_\_

State Assembly District \_\_\_\_\_ Assemblymember \_\_\_\_\_

New York City Council District \_\_\_\_\_ Councilmember \_\_\_\_\_

# SACRED SITES AND CONSULTING GRANT

## 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 religious institution's most recent annual budget.
- \_\_\_ 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 CD-ROM or flash drive. Please do not add captions to the images.
- \_\_\_ Information on media contacts, elected officials and adjudicatory contacts.
- \_\_\_ Completed 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".

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.