

## Fact Sheet

# Historic Preservation Grant Program: Not-for-Profit Application

The Historic Preservation Grant Program provides grants to eligible not-for-profit organizations that own New York City landmarks, including individual landmarks and buildings or sites in historic districts, and properties listed or eligible for listing on the National Register. The grants, generally ranging from \$10,000 to \$30,000, are intended to restore, repair or rehabilitate exterior features of designated properties and are for non-emergency repairs only. Eligible work includes, but is not limited to, brick repointing, repair or replacement of windows and front doors, paint removal, stoop repair, cornice restoration, areaway repair, and historic paving restoration at sidewalks. Most grants are for work on street facades.

*Funding is provided pursuant to Title I of the federal Housing and Community Development Act of 1974, as amended, through New York City's Community Development Block Grant (CDBG). All grants must meet eligibility criteria and guidelines for historic preservation and federal Block Grant regulations.*

To be eligible for a grant:

1. The building or site must be a designated individual or interior New York City landmark, or located within a designated historic district. Buildings or sites located in New York City that are listed or eligible for listing on the National Register may also be eligible;
2. The organization must own the property for which the application is being submitted;
3. The organization must be a charitable entity under Section 501(c)(3) of the Internal Revenue Code; and
4. The services provided by the organization at the property must primarily benefit low- and moderate-income individuals or areas; or
5. If the organization does not benefit low- and moderate-income individuals, the building must exhibit specific blighting conditions, such as deteriorated stoops, sidewalks, lintels, transoms, doors and windows, roofs, and loose or falling brick, concrete, cornice and parapet; and the organization must provide a matching contribution of at least 50% of the project's cost.

*Note: Federal regulations may restrict the use of CDBG grant funds for buildings used for religious purposes. Restoration, repair or rehabilitation work on buildings used for the general conduct of government is not eligible for grants under CDBG.*

Because funds are limited, the Historic Preservation Grant Program may not award grants to all eligible applicants. The following factors are considered when determining which project gets a grant and for how much: the architectural or historical importance of the structure; the building condition and the significance of the repairs; the applicant's financial resources; and the effect

the grant will have on improving the building and/or the district. Preference is given to properties designated by the Landmarks Preservation Commission.

#### **CONDITIONS**

After a grant is awarded, the following conditions apply:

- The organization must own and maintain not-for-profit related use at their property for a period of at least five (5) years after the grant-funded work is completed. Organizations that sell their building before the five years has elapsed will be required to return grant funds on a pro-rated basis.
- Work covered by the grant cannot begin until after:
  1. The Landmarks Preservation Commission (LPC), the grant recipient and the contractor sign a contract;
  2. The insurance clauses of the contract have been satisfied;
  3. A permit approving the work has been issued by LPC; and
  4. The contractor has been notified to start.
- In most cases, at least three (3) itemized cost estimates must be obtained for the proposed work. Work must be approved by LPC before funds are disbursed to the contractor.
- 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, remediation of those hazards pursuant to city and/or federal law will be required, in addition to the proposed rehabilitation work.
- Grant recipients must include appropriate acknowledgement of financial support from LPC's Historic Preservation Grant Program and the Community Development Block Grant Program in all publications or other products generated as part of the project.



# Not-for-Profit Application Form

## Historic Preservation Grant Program

### Staff use only

AppTrack #:

Date Received:

Entry date:

### Filing Instructions

You **MUST FILE** a complete application for your grant application to be reviewed. Follow the instructions below so that your application is complete upon submission.

1. Fill out **ALL SECTIONS** of this form.
2. Attach **ALL MATERIALS** included in the checklist on page 2 of this form.
3. Submit this form and all corresponding materials **BY EMAIL** to [LPCGrants@lpc.nyc.gov](mailto:LPCGrants@lpc.nyc.gov) or **BY MAIL** to:

**NYC Landmarks Preservation Commission**  
**253 Broadway, 11th Floor**  
**New York, NY 10007**  
**ATTN: Historic Preservation Grant Program**

### Note:

Please read this application form carefully and refer to the Historic Preservation Grant Program: Not-for-Profit Application Fact Sheet for more information.

### For help:

Call LPC at 212-669-7817 or **Email** us at [LPCGrants@lpc.nyc.gov](mailto:LPCGrants@lpc.nyc.gov).

### Property Information

Address \_\_\_\_\_

Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Is the property leased to a separate organization or individual?  Yes  No

If yes, please specify:  Not-for-Profit organization  For-Profit organization  Individual

Provide tenant's name and contact:

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

If no, please specify use:  Not-for-Profit related activity  Low/Moderate Income Housing

Please provide a detailed description of the use and activities that take place at the property, whether or not the property is leased. If the property is owned by a religious organization, include frequency and specific location for each activity.

### Proposed Work

Describe the work that is being proposed

Estimated Cost \_\_\_\_\_

Proposed Match (must be a minimum of 50% of the overall cost of the project) \_\_\_\_\_



# Not-for-Profit Application Form

## Historic Preservation Grant Program

### Checklist

- Completed and signed application form;
- Mission statement;
- Articles of incorporation;
- Letter from IRS confirming 501(c)(3) status;
- Last **audited** annual financial statement;
- Property Deed in name of not-for-profit organization;
- Copy of the lease, if property is leased to a separate organization or individual;
- At least (3) itemized cost estimates for the proposed work;
- Description of additional sources of funding if estimate is higher than \$30,000, including matching component.

*If there are LPC or Department of Building (DOB) violations on an otherwise eligible property, the presence of such violations, the nature of the violations and any plans to address the violations will be considered.*

### Additional Information

Please take a moment to tell us how you heard about the Historic Preservation Grant Program:

- Attended LPC Outreach Event    LPC Website    Friend/Neighbor    Nonprofit/Advocacy Organization    Other, Please Specify \_\_\_\_\_

### Owner's Information

Organization \_\_\_\_\_ EIN \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### 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.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

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