



**City of Tampa
Interstate Historic Preservation Trust Fund
Matching Grant Program**

A Revolving Loan & Grant Program for Historic Districts Impacted by Interstate Construction

APPLICATION INSTRUCTIONS & CHECKLIST

Application to the Interstate Historic Preservation Trust Fund Matching Grant Program should be completed after reading these instructions. All responses must be typed or printed in ink and confined to the spaces provided, unless otherwise indicated. Each application submitted must be complete (including required attachments) and received by 3:00 P.M. local time on April 4, 2012. Applications received after the deadline will not be considered.

MAIL or DELIVER COMPLETED APPLICATIONS TO:

**Purchasing Department
City of Tampa
306 E. Jackson St., 2E
Tampa, Fl 33602**

For Application assistance contact:

Dennis Fernandez, Manager
Historic Preservation & Urban Design
813-274-8920
Dennis.Fernandez@tampagov.net

For program information, please refer to the Historic Preservation & Urban Design web site:
<http://www.tampagov.net>

Note: In order to be eligible for the Interstate Historic Preservation Trust Fund Matching Grant Program, the property for which an award is being requested must be a historic structure that was relocated under the parameters of the Memorandum of Agreement between the City of Tampa and the Florida Department of Transportation District Seven relating to the mitigation of the Interstate highway expansion project to Ybor City National Historic Landmark District, the West Tampa National Register Historic District and the Tampa Heights National Register Historic District, pursuant to Resolution No. 2002-0155, passed and adopted on February 7, 2002, by the City Council of the City of Tampa and owned by a not-for-profit organization.

Si usted necesita ayuda en español, llame a 813-274-8920.



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SUBMISSION FORMAT

- **Submit an original copy that bears original authorized signatures and three additional copies. Owner/agent shall maintain a copy for future reference.**
- **Submit copy of construction estimates.**
- **Staple application in the upper left-hand corner.**
- **No binders or folders, please.**

The following is provided to assist the applicant in completing an Application for the Matching Grant Program from the Interstate Historic Preservation Trust Fund (Exhibit A). Part I & Part II must be completed for an application to be accepted. Do not leave a request for information unanswered. If an item does not apply, insert or answer “Not Applicable (N/A)”.

PART I

1. Answer each item as requested.
2. Consult real estate records and current tax bill as needed.

Note: The organization’s Articles of Incorporation, letter from IRS confirming (501)c(3) status and a list of Board Members and Officers must be submitted with the matching grant application.

PART II

1. Contact the Historic Preservation & Urban Design Office to verify if the subject property is in an eligible district.
2. Indicate a **Project Type** from the following project scopes:
 - **Structural Stabilization** – Includes rehabilitation to the foundation, walls, joists and planks, roof, or building frame.
 - **Exterior Restoration/Reconstruction of Exterior Architectural Details** - Includes windows and doors, chimneys, porches, and historically correct decorative details.
3. **Matching Grant Amount Requested** – Provide the amount of grant being sought. The matching grant amount can range from a **minimum amount of \$1,500.00 to a maximum amount of \$15,000.00**, per application cycle.
4. **Project Description** - Describe the Project for which the matching grant is requested. Provide as many details as necessary to thoroughly describe the Project and how the Project satisfies the evaluation criteria, as applicable. If available, submit architectural drawings with application.

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5. **Means to Maintain** - Provide evidence of the applicant's ability to maintain the Project for which the grant is being requested following its completion. Indicate the applicant's personal history of owning and maintaining historic properties.
6. **Applicant's Funding History** – Indicate whether or not the subject property has received prior loan or grant assistance from the City of Tampa. If yes, provide the year, source of the grant, description of the Project and amount of the award.
7. **Project Budget Information** – Complete the information as requested. **Attach** a copy of an estimate for the Project for which the grant award is sought. The Project work must be completed by licensed contractors. When including matching in-kind services and materials into the Project Budget Information Worksheet, **attach** itemization on letterhead or invoicing documents from the company or supply source providing in-kind professional services, materials donations and labor donations.
8. **Photograph** – This must be a photo taken within the last three weeks. The photo can be color or black & white.

Signatures – Please ensure that all the submitted information is correct, that the applicant understands all items and that the correct signatures are included and notarized.

Designation of an authorized agent requires completion of Exhibit B.

Submission Checklist

Necessary Enclosures: The following documents must be submitted with the Trust Fund matching grant application in order for the application to be considered complete:

- Application Forms **Part I and II**.
- Complete the **AFFIDAVIT TO AUTHORIZED AGENT (Exhibit B)** as applicable.
- Attach a copy of a construction estimate for the Project
- If committing funds as a match, the property owner must submit a written and signed statement committing the funds match to the grant requested.
- Attach itemization on letterhead or invoicing documents from the company or supply source providing in-kind professional services, materials donations and labor donations (when including matching in-kind services and materials into the Project Budget Information Worksheet).
- The organization's Articles of Incorporation, letter from IRS confirming (501)c(3) status and a list of Board Members and Officers must be submitted with the matching grant application.
- Complete the **Agreement and Declaration of Covenants and Restrictions (Exhibit C)**

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