Richland County Conservation Commission Historic Preservation Grants Criteria and Guidelines for FY19-20

Purpose of Grants Program:
1) To assist landowners to preserve, restore, or rehabilitate historically significant buildings or sites in Richland County; 2) to develop educational and research programs that promote historic preservation in Richland County. Grants are available up to $50,000.

Eligible applicants:
- Non-profit organizations
- Governmental agencies
- Educational institutions
- Commercial entities

Applicant organizations must have been in existence for at least one (1) year prior to requesting funds. Landowners of private buildings not open to the public are not eligible.

Grant Process and Timeline:
DEADLINE for receipt of applications is February 4, 2019.
Applications must be received by the deadline; late or incomplete submissions will not be considered. The Historic Committee will review and rate each application based on the evaluation measures described below. Short presentations will be scheduled for March. Committee recommendations are presented to the Richland County Conservation Commission (RCCC) for approval and then submitted to Richland County Council for final approval in the County budget. Recipients will be notified of grant awards in June. Project activities may not begin until grant agreements have been signed in July.

Criteria for Project Eligibility:
Grant applications for buildings or sites must **first** be determined historically significant. Any building or site that is on the National Register of Historic Places, has been deemed eligible for the Register, was listed by the Richland County Bicentennial Committee (1981), is a City of Columbia Historic Landmark, or is designated historic by the Town of Blythewood is automatically eligible. For all other properties, the Historic Building Eligibility Application must be submitted to and approved by the RCCC **before** a grant application can be considered.

Eligible activities:
- Preservation/restoration/rehabilitation costs
- Fees for consultant costs (feasibility and adaptive reuse studies, conditions assessment, plans and specifications)

- Educational or research programs that promote the history of Richland County, Richland County's historic resources, or historic preservation in Richland County

Ineligible activities or expenses:
- Routine maintenance
- New construction
- Work that has already been completed
- Overhead or indirect costs
- Food, travel, or event expenses
- Landscaping

For historic buildings, applicant and contractors must adhere to RCCC Historic Preservation Standards and Guidelines.

Funding for the same project is limited to two consecutive years.

Budget:
Historic Preservation Grants are an 80% / 20% matching program. Applicants must demonstrate a 20% match for funds received. In-kind services may count toward matching funds; however, rate of pay (i.e. $/hour) must be specified and reasonable for any in-kind personnel costs. Costs incurred will be reimbursed through invoice to RCCC as work is completed and approved. ***Reimbursements will not be allowed for work completed prior to the signed grant agreement.***

The budget should reflect the actual costs of achieving the objectives of the project proposed in the application narrative. Be specific about expenditures. Budget items should be based on three (3) or more quotes.

Application Evaluation:
Complete, on-time applications will be rated according to these criteria:

- **Historical Significance** – Explain the historical event, person(s), or architectural style represented in the project
- **Level of threat** – What are the immediate or long-term threats to the property?
- **Public benefit** – How will the public benefit from the project? Will there be public access or usage?
- **Budget** – Detail and reasonableness of budget; proof of match; amount (%) of in-kind vs. cash match; other funding organizations
- **Project as catalyst** – How will this project create more preservation and/or economic development activity in the community?
- **Educational component** – How does the project increase public awareness and involvement in historic preservation?
- **Qualifications of personnel** – What are the relevant experiences, knowledge, and skills of the people involved in the tasks cited that ensure the tasks can be completed?

- **Partnerships** – What other entities are involved with and support this project?
- **Quality of Proposal** – Organization, feasibility of project activities, and timeline for implementing and conducting major activities
- **Grant History** – If applicable, previous RCCC grant performance
- **Ongoing effort** – How will the practices/programs be sustained?

Reporting Requirements and Project Deadline:
Quarterly reports are due in October, January, and April. A final report is due upon completion of the project. May 30, 2020 is the deadline for completion of projects. No extensions beyond June 30 will be granted.

Acknowledgment:
Property projects must have a visible sign acknowledging RCCC funding. Educational projects must acknowledge RCCC funding on written materials, websites, videos, etc.

Freedom of Information Act Notice:
Please be advised that all materials submitted for RCCC grant funding are subject to disclosure consistent with the Freedom of Information Act (FOIA).

Applicants who are not a governmental agency, church, or commercial entity must submit a **current Secretary of State Charitable Organization Registration letter**. Call the Secretary of State's Public Charities Division at 734-1790 to determine eligibility. This is **NOT** the IRS 501 (c)(3) letter **NOR** the Secretary of State Certificate of Incorporation. For form go to: http://www.sos.sc.gov/forms/Charities/CharitiesRegistrationForm.pdf

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Application Submission:
Applications must be submitted online. Photos must be sent electronically or on CD in jpg format. **Late, incomplete, paper, or faxed applications will not be accepted.** Materials and photos will not be returned.

Application link: https://www.zoomgrants.com/zgf/RCCC_Grants

Questions? Contact Nancy Stone-Collum at 576-2083 or stonecollumn@rcgov.us