

PIERCE COUNTY HISTORIC PRESERVATION GRANT PROGRAM

PIERCE COUNTY
LANDMARKS AND HISTORIC PRESERVATION
COMMISSION

2008 Historic Preservation Grant
Application Guidelines
&
Application Form

Deadline for Submission: 4:30 p.m., July 7, 2008



Historic Preservation Program
Pierce County Planning and Land Services Department
Advance Planning Division
2401 South 35th Street, Room 228
Tacoma, WA 98409-7490
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Historic Preservation is an endeavor to preserve buildings, structures, and sites significant in American history, architecture, archaeology, engineering, and culture. The Historic Preservation Program in its current form was created after the passage of the National Historic Preservation Act by the U.S. Congress in 1966.

Pierce County is a Certified Local Government in Historic Preservation pursuant to Section 101(c) of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470). Pierce County became a Certified Local Government (CLG) in Historic Preservation in 1986 by meeting the CLG requirement and administering the County’s Historic Preservation Program. The Pierce County Landmarks and Historic Preservation Commission is an advisory board appointed by the County Executive and confirmed by the County Council. The Commission is comprised of eleven members, one from each of the seven Council districts and four at-large members, including citizens with knowledge and interest in historic preservation, or professional credentials in architecture, history, archaeology, or archival library science. Pierce County Landmarks and Historic Preservation Commission supported by the Historic Preservation Officer carries out the County’s Historic Preservation Program.

Historic Preservation Grant Program

The Pierce County Council funded the Pierce County Historic Preservation Grant Program through the 2008 annual budget appropriation of \$200,000. The County Council directed the County Landmarks and Historic Preservation Commission to make recommendations on funding and monitoring projects and programs that receive funding from the County's one dollar portion of the five dollar per instrument surcharge charged by the Auditor for each document recorded under provisions of RCW 36.22.170 (1)(a): "...one dollar of the surcharge shall be deposited in the county general fund to be used at the discretion of the county commissioners to promote historical preservation or historic programs, which may include preservation of historic documents."

Through Ordinance No. 2007-103s (Pierce County Code 2.88.020C), the County Council included the following five priorities for projects and programs that may utilize the fund collected from the one dollar recording surcharge provided by the state legislature:

- a. Promote public awareness and education of the historical and cultural heritage of the people and area of Pierce County and its communities;
- b. Identify, preserve, and store documents and public records of historic significance, including conversion to electronic and other media;
- c. Collect, acquire, catalog, interpret and exhibit historically significant artifacts and documents, including manuscripts, photographs, illustrations, maps, engineering and architectural drawings, art works, music, book reports, pamphlets, newspapers, periodicals, oral histories, and electronic media in all areas (social and cultural, artistic, scientific and technical, political, commercial and industrial, and natural history);
- d. Identify, protect, rehabilitate, restore, excavate, and reconstruct districts, sites, buildings, and other structures, gardens, landscapes and other objects of significance to heritage, history, architecture, archeology, or culture;
- e. Provide capital funds for capacity building projects to nonprofit historic and historic preservation groups that encourage cultural and historical studies and interpretive efforts.

Beyond the grant program, other programs such as the Historic Property Survey and Countywide Historic Document Survey were also funded utilizing the one dollar recording surcharge.

This packet provides grant application guidelines and instructions, and other general information on grant program and administration.

The County Landmarks and Historic Preservation Commission shall evaluate Historic Preservation Grant applications and make selections for grant funding.

Historic Preservation Grant Guidelines

The Historic Preservation Grant Program is intended to provide the limited available grant funds to historic preservation or historical projects through a competitive application process. Currently, many historically significant buildings and structures are in deteriorated conditions. Historic buildings and structures help define important aspects of community character, provide sense of place, and strengthen community spirit. Examples include homes, buildings, stores, community halls, granges, school buildings, and farm structures that are of historical significance to a community or Pierce County at large. Rehabilitation of these places can help strengthen the social and cultural fabric of our communities. Compiling history associated with historic places can increase our awareness of the uniqueness of our communities. Placement of markers and interpretive boards at historic places to celebrate history can help the local economy through enriching the experience of visitors to our communities. Historical artifacts, photographs, and documents made available at libraries and museums can provide valuable resources for the public and promote cultural development. Public educational programs on local heritage and culture may enhance the citizens' sense of connection to the communities where they live, work and play.

The state constitution and the Pierce County Code prohibit public agencies from giving gifts to individuals, organizations, or agencies. Therefore, Historic Preservation Grants may be used only to fund specific projects that serve public purposes and provide public benefits such as the following to the citizens of Pierce County:

1. If the project is funded, it would help stabilize the building or structure. Many historic buildings are endangered due to deteriorated conditions caused by age, lack of maintenance, exposure to elements and weather damage, making them vulnerable to demolition and loss.
2. If the project is funded, it would preserve critical built elements defining the local community character, with a potential for serving as a pilot to inspire similar restoration or rehabilitation activities in the surrounding area.
3. If the project is funded, it may encourage private and public investment to allow conversion of historic buildings to adaptive contemporary re-use, or it may contribute to neighborhood stability.
4. If the project is funded, it would enhance the local community's sense of place, instill civic pride, and strengthen community spirit.
5. If the project is funded, it would help strengthen the link to the past by increasing knowledge of the local heritage.
6. If the project is funded, it would likely help stimulate the local economy and contribute to the economic vitality of Pierce County at large by relating the physical heritage to a variety of cultural and other community assets.
7. If the project is funded, it would likely help increase economic opportunities in rural and agricultural communities in Pierce County through the promotion of rural and agricultural heritage.
8. If the project is funded, it would contribute to the vitality of cultural development.

9. If the project is funded, it would provide greater opportunities for the general public to participate in the programs involving local heritage and culture.
10. If the project is funded, it would provide Pierce County citizens educational opportunities on local heritage and culture.

Who May Apply

1. Individuals or entities that own a building or structure located in Pierce County that is listed or eligible for listing in the national, state, or local register of historic places, or that is widely recognized by a community as historically significant.
 2. Nonprofit organizations (tax-exempt status under IRS 501(c)(3)) including museums, historical societies, and other community-based organizations engaged in a variety of educational, civic, and cultural activities.
 3. Public agencies including governmental units such as a Housing Agency, Community Development Agency, or Parks Department.
- Pierce County is committed to a policy of equal opportunity regardless of race, religion, color, national origin, age, sex, physical, mental or sensory disability, or veteran status.

Historic Preservation Grant Application Guidelines

Grant Eligibility

The following projects are eligible for a grant funding application:

1. Stabilization, restoration or rehabilitation of buildings or structures of historic and/or historic significance that are listed or eligible for listing in the national, state, or local register of historic places, or that are widely recognized by a community as historically significant through their contribution to unique and historic community character. For properties that are not yet listed in a historic register, documentation is required to confirm their historic significance: An existing local historic survey that includes such information on the property; a history professional's determination in writing; a local historical society's letter of confirmation; or a city/town's letter of confirmation would provide necessary documentation for historic significance. (Examples of buildings include a house, building, city or town hall, courthouse, school, stable, theater, train station and carriage house. Examples of structures include a bandstand, boat and ship. See www.nps.gov/nr/publications/bulletins/nrb15 for the National Register Bulletin No.15: *How to Apply the National Register Criteria for Evaluation*, U.S. Department of the Interior, National Park Service, Interagency Resources Division)

All work must comply with the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties. (For more information about the standards, see www.cr.nps.gov/standards.htm.)

2. Design, manufacture, and/or creation of historic markers, interpretive boards, and plaques in a unifying or other design appropriate to the project, or other works such as murals to be installed at or near historic places within logical community boundaries to promote local heritage. All markers, boards, plaques, or other works funded by this grant must bear the Pierce County logo at appropriate locations on or near the installation in order to recognize the County as a grant funder. The Pierce County logo shall be supplied to the grant recipient after the grant contract is signed.
3. Systematic compilation of history important to a community or Pierce County at large, including oral history compiled under supervision of a history scholar or history professional. History compilation associated with historic sites, buildings, structures, or objects important to a community is encouraged. A thematic study of historic resources is an eligible project. This history compilation may include a variety of supporting documentation including photographs, recordings, maps, and other materials accompanying the narrative history. Upon completion, the compiled history must be housed in a local public library, museum, or city/town hall open to the general public, and shall be made accessible to the public on a regular basis for viewing, research, and other related purposes.
4. Public events and public programs that promote public awareness and education of history and cultural heritage of a community or Pierce County at large.
5. Preservation or enhancement of collections on history, including photographs, documents, and other materials of museums, historical societies, and public libraries to which the general public has regular access for viewing, research, and other related purposes.
6. Other projects that have a well-documented funding need and are of historical or cultural importance to Pierce County citizens and are within the five priority areas for funding listed in a. through e. in the description of the Grant Program on Page 2 of these guidelines.

Grant Fund Amount and Grant Application Form

The grant funding request per application must be a minimum of \$2,000 and a maximum of \$25,000. The grant application form is included in this packet and starts on Page 10 following these grant guidelines.

Grant Award and Fund Disbursement

All grant applicants shall be notified in writing of the evaluation results of the grant application. After grant selections are finalized, Pierce County and the grantees enter into grant contract agreements enabling the grant projects to proceed. The grant fund will be disbursed after the project is satisfactorily completed and all required documentation

and paperwork for **reimbursement** are submitted to Pierce County within the time frame specified in the grant contract.

What the Historic Preservation Grant Does Not Fund:

- Performing arts.
- Purchase of equipment: This can be counted as a matching fund if purchased by the Applicant for the grant project.
- Preservation Planning such as Condition Assessments and Structural Investigations. These can be provided as part of matching fund if developed specifically for the grant project.
- Attendance at seminars or conferences.
- Lobbying events.

Eligibility Criteria:

- The project activities for which the grant funding is requested must take place in Pierce County, including incorporated areas. Exception is granted to those activities a part of which require out-of-county work or expertise to successfully complete the project.
- The grant project must be completed by September 15, 2009.
- The grant funding cannot be used to pay for a project activity that falls outside of the time frame the grant project covers.
- The grant cannot fund expenses incurred prior to the effective date of the contract between the County and grantee for the project. The matching fund portion can include those expenses incurred up to six months prior to the beginning of the grant funded portion of the project activities.
- If the core of the grant project is historic preservation, it shall be carried out in compliance with the U.S. Secretary of the Interior standards for such projects and other applicable codes and regulations at the federal, state, and local levels.
- If the grant funded construction project is not visible from the public right-of-way, public access must be provided to the general public upon completion of the project at least one day per year (during daylight hours, approximately from 9 a.m. to 5 p.m.) to the exterior of the project through a tour, public workshop, or other means.
- Public events or programs funded by the grant must be open to the public.
- The collection materials funded by the grant must be regularly accessible to the public for viewing, research, and other related purposes.
- A grant applicant cannot submit more than one grant application per grant cycle.
- If the grant award is more than \$5,000, the grantee shall be required to provide proof of general liability insurance when signing the grant contract, comprehensive automobile liability insurance and other coverage as may be appropriate, and in such amounts as determined by Pierce County. Grantees

who are awarded more than \$5,000 grant fund must name Pierce County as an “Additional Insured” when signing the grant contract.

Extra Bonus Points

The grant proposal will be given extra consideration through bonus points if it provides any of the following:

- Provides opportunities to the citizens of communities underserved by public programs related to local heritage, history, or culture to participate in or contribute to the project.
- Provides public workshops, public tours, or open houses to stimulate interest in historic preservation among property owners, business communities, historic societies, civic organizations, and the general public in those communities currently without a Certified Local Government (CLG) in Historic Preservation program.
- Provides assurance for long-term maintenance and preservation of the historic properties including willingness to grant protective easements or enter into covenants for a limited time in order to preserve historic character.

Match Requirement

Individuals, entities, organizations, or public agencies applying for the Historic Preservation Grant must provide at a minimum matching resources, equal in dollar amount to the grant fund request dollar amount, comprised of cash or in-kind contributions of expertise, labor, or materials. Matching resources can include those expenses incurred on the project up to six months prior to the beginning of the grant funded project activities. The Pierce County Historic Preservation Grant is intended to provide only a partial financing of projects, not serve as a sole financial revenue source for projects.

Letters of Support

At least two Letters of Support from a city, town, or a community-based organization (co-sponsors included) must accompany the grant application. Multiple Letters of Support from the same organization shall be counted as one Letter of Support. The organizations writing the letters of support must have a track record of providing programs, services, or advocacy of value to the community and may include local historic preservation commissions. The Letters of Support must be on the city, town, or organization’s letterhead and shall contain telephone, email, and other contact information for the authorizing official signing the letter of support.

Acknowledgement

The grant recipient must acknowledge Pierce County Historic Preservation Grant Funding in 2008 in all publications, media materials, and press releases related to the grant project. The Pierce County logo and wording for acknowledgement purposes shall be supplied by Pierce County to the applicant after the grant contract is signed. If the project involves a public event, the County Executive, County Council members, local city or town elected officials, Pierce County Landmarks and Historic Preservation Commission, and Historic Preservation Officer shall be notified of the event at least two weeks in advance and invited to attend.

Evaluation Criteria

The evaluation of the grant applications will be based on the following criteria:

1. Quality of the project.
2. Level of importance to the community or Pierce County at large or strength of community support.
3. Capabilities of the applicant and project personnel for successful execution of the project.
4. Time urgency.
5. Level of need for this grant funding.
6. Size of the area and population to be served by the project.
7. Level of projected public benefit to Pierce County citizens, including economic and long-term.
8. Contribution to distribution of the grant funds throughout Pierce County.

How to Apply

The application form must be completed, typed or word-processed in 12 point font, single-spaced. One signed original and 12 copies of the application form must be submitted. The grant guidelines and blank application forms in an electronic format can be downloaded by going to the Pierce County Planning and Land Services Department website: Go to *PALS News* at www.piercecountywa.org/pals. The application form must be one-sided, three-hole punched, and clipped together. Supplemental materials required to complete the application packet should accompany the application form. Applications submitted electronically will not be accepted. Incomplete applications or applications filled out in a manner inconsistent with the guidelines will not be considered for grants; the applicants who submitted such applications shall be notified in writing the reasons for rejection.

Answer all the questions on the application. If a particular question is not applicable to you or your organization, enter N/A for “Not Applicable.”

Attach additional pages as necessary to answer questions on the application form.

Staff may contact the individual or representative of the organization applying for the grant to ascertain or verify information contained in the application.

The grant application packet must **arrive (not postmarked) by the deadline** of July 7, 2008, by 4:30 p.m., as noted on the application cover page.

Certification

The individuals signing the grant application assume all responsibilities as grantee and certify that the applicant will:

- monitor the work progress and ensure the project proceeds in reasonable compliance with the estimated work schedule;
- ensure all work will be conducted consistent with all pertinent historic preservation standards and applicable codes and other regulations;
- when the project is completed, submit photographs and other materials to document that the work was completed according to standards and per contract terms, and make the project accessible for such verification by Pierce County;
- if awarded more than \$5,000 grant fund, carry an insurance policy that provides coverage against liabilities associated with the grant project activities; Pierce County shall be named an “Additional Insured” on such policy;
- ensure that all required paperwork for reimbursement is prepared accurately and submitted on time.

For questions, contact:

Julia Airyang Park
Historic Preservation Officer and Senior Planner
Historic Preservation Program
Advance Planning Division
Pierce County Planning and Land Services Department
Phone: (253) 798-2783
Email: jpark@co.pierce.wa.us

PIERCE COUNTY HISTORIC PRESERVATION GRANT PROGRAM

PIERCE COUNTY
LANDMARKS AND HISTORIC PRESERVATION
COMMISSION

2008 Historic Preservation Grant Application Form

Deadline for Submission: 4:30 p.m., July 7, 2008



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PIERCE COUNTY

2008 HISTORIC PRESERVATION GRANT APPLICATION

(A blank application form can be downloaded from the Pierce County Planning and Land Services Department website: Go to *PALS News* at www.piercecountywa.org/pals)

PROJECT TITLE: _____

PROJECT LOCATION: _____

I. APPLICANT INFORMATION

Applicant Type: Private Owner of Historic Building or Structure
 Nonprofit Organization
 Public Agency

Applicant Name: _____

Fee Owner's Name (if different from above): _____

Mailing Address: _____

Phone: () _____ Fax: () _____ Email: () _____

Website: _____

- When answering the following items, enter N/A when inapplicable.

Date of Incorporation: _____ Fiscal Year End Date: _____

If the applicant is a nonprofit organization, is the organization currently registered with the Washington Secretary of State as a nonprofit organization? (y/n) _____

If the answer is yes to the above question, attach the Washington Secretary of State nonprofit certificate and IRS 501 (c) (3) letter of determination as Supporting Materials.

Employer Identification Number (EIN) (businesses with employees): _____

Unified Business Identifier (UBI) Number (sole proprietor without employees):

- *Please respond to one of the following three items applicable to the Applicant in a narrative form with additional pages, typed or word-processed in 12 point font,*

single spaced. Additional submittals required to respond to a following item should be included in the Supporting Materials to the application:

If the applicant is a nonprofit organization, provide articles of incorporation, bylaws, brief description of the mission, programs, personnel, annual operating budget, and funding sources of the organization, and list past projects successfully completed that relate to the proposed project.

If the applicant is a public agency, provide a brief description of the mission, programs, personnel, annual operating budget, and funding sources of the public agency, and list past projects successfully completed that relate to the proposed project.

If the applicant is a property owner, provide a brief summary of the past work, educational or other experiences and activities that relate to the proposed project.

AUTHORIZING OFFICIAL/ADMINISTRATOR

Name: _____ Title: _____

(For Authorizing Official of a nonprofit organization, attach the articles of incorporation, bylaws, and contact information of all board members, and meeting minutes or other documentation as evidence of authorization as part of Supporting Materials. See Supporting Materials list on Pages 8-9 of the application form.)

Mailing Address: _____

Daytime Phone: () _____ Email: () _____

PROJECT MANAGER

Name: _____ Title: _____

Mailing Address: _____

Daytime Phone: () _____ Email: () _____

CO-SPONSORING ORGANIZATION(S), IF ANY:

Co-Sponsoring Organization(s):

Contact Information:

Provide a brief description of the mission, programs, and activities of the co-sponsoring organization(s).

II. PROJECT INFORMATION

Project Summary: (Maximum 30 words. For construction projects, applicant may supplement the project summary by attaching historic and/or contemporary photos of historic property if helpful in describing the project. Digital photos are preferred.)

Project Objectives:

- ---
- ---
- ---

Amount of Grant Request: \$ _____

(Applicant understands the grant fund will be disbursed after the project is satisfactorily completed per grant contract and all required paperwork for reimbursement, including completion report, is submitted per grant contract.)

Dates of Grant Project Activities (Month/Year) (**Grant Project must be completed by September 15, 2009**):

From: _____

To: _____

Geographical community/area in which the Project will be accomplished: _____

County Council District in which the Project will be accomplished (for Council Districts, please refer to the website <http://www.co.pierce.wa.us/pc/abtus/ourorg/council/>):

District 1 District 2 District 3 District 4 District 5 District 6 District 7

PUBLIC BENEFIT:

What public benefit will the project provide to the surrounding area and/or Pierce County at large?

PROJECT NARRATIVE:

Please respond to the following items in **five** typed pages or less (single spaced, 12 point font), supplemented by drawings, plans, photographs, or other materials, if needed, as part of Supporting Materials. All items must be answered.

1. Project Mission: Describe the mission, goals, and objectives of the project and any past projects accomplished by the applicant that are similar in the mission, goals and objectives.
2. Project Location, Description and Plan: Provide detailed information on the project location or the areas in which project will be accomplished. Describe the project in detail, including a description of all components of the project.
3. Eligibility for Extra Bonus Points: Describe if and how the project may be eligible for extra bonus points by meeting one or more criteria on Page 7 of the grant guidelines.
4. Community Importance: Describe why this particular project is important to a community or Pierce County at large and how this project is expected to benefit the citizens of the same community.
5. Grant Funding: Identify portions, aspects, or components of the project for which grant funding is requested.
6. Need for Grant Funding and Time Urgency: Describe why this grant funding is needed. Identify time urgency for the project, if any.
7. Project Work Schedule: Provide project schedule and timelines, including the estimated beginning and completion dates for each of the significant work

components or milestones that must be reached to successfully complete the project. Project activities start approximately _____ 2008 and end approximately _____ 2009. Identify the project components for which grant funds are requested within the project work schedule.

8. Volunteers: Estimate the number of volunteers that will be contributing resources (including expertise, labor, materials, or cash) to the project.
9. Public Workshops, Tours, or Open Houses: If any public workshops, tours, or open houses are planned for the project with the general public, describe when, where, and how they will be provided.
10. Evaluation Plan: Describe methods that will be utilized to evaluate and measure the success of the project.

QUALIFICATIONS OF PERSONNEL:

Briefly describe the education, work experiences, and professional credentials/ backgrounds/qualifications of the Authorizing Official or Owner. For Project Personnel already employed or to be retained in the future, describe minimum work experiences or professional credentials and educational backgrounds required of the Project Manager, Project Staff, Contractors, Consultants and others who will be directly involved in the project.

Please provide a response to the question on personnel in **five** typed pages or less, single-spaced in 12 point font. (Applicant may opt to attach a detailed resume for each project personnel, if available. See Supporting Materials list on Pages 8-9 of the application form.)

III. PROJECT BUDGET

Please estimate the budget for the project, including project cost and revenue. Be sure to identify which and how much of the project expenses are requested to be funded by the Pierce County Historic Preservation Grant (HPG). The applicant must provide at a minimum a matching fund in an equal dollar amount to the grant funding request. The applicant match may be comprised solely of cash or in-kind (expertise, labor, or materials) contribution or a combination of the two types of contribution. Although not eligible for the grant fund request, equipment purchase or preservation planning work such as Condition Assessments can be included as part of matching funds if expended specifically for the grant project. Please use the blank tables in the following pages and attach supplemental pages, if needed, to describe the budget in more detail.

ITEM (Please Itemize)	PIERCE COUNTY HPG FUNDING	APPLICANT MATCH		OTHER INCOME (Other Grants or Funds)	TOTAL PROJECT COST (Total Expense)
		Cash Contribution	In Kind Contribution		
<u>Personnel:</u>					
• Salaries/Wages/Benefits:	\$	\$	\$	\$	\$
• Project Staff	\$	\$	\$	\$	\$
• Administration	\$	\$	\$	\$	\$
• Other	\$	\$	\$	\$	\$
<u>Construction Costs:</u>					
• Materials & Supplies	\$	\$	\$	\$	\$
• Labor	\$	\$	\$	\$	\$
• Subcontractor	\$	\$	\$	\$	\$
• Permits/Fees	\$	\$	\$	\$	\$
• Equipment	\$	\$	\$	\$	\$
• Purchase or Rental	\$	\$	\$	\$	\$
• Other	\$	\$	\$	\$	\$
<u>Services:</u>					
• Consultant	\$	\$	\$	\$	\$
• Designer	\$	\$	\$	\$	\$
• Other	\$	\$	\$	\$	\$
<u>Space Use:</u>					
• Space Rental for Events or Programs	\$	\$	\$	\$	\$
• Other	\$	\$	\$	\$	\$
<u>Collection Materials:</u>					
• Collection Materials	\$	\$	\$	\$	\$
• Supplies for Preservation	\$	\$	\$	\$	\$
• Other	\$	\$	\$	\$	\$

ITEM (Please Itemize)	PIERCE COUNTY HPG FUNDING	APPLICANT MATCH		OTHER INCOME (Other Grants or Funds)	TOTAL PROJECT COST (Total Expense)
		Cash Contribution	In Kind Contribution		
<u>Promotion & Publicity</u>					
• Publications	\$	\$	\$	\$	\$
• Other	\$	\$	\$	\$	\$
<u>Miscellaneous:</u>					
• Office Supplies	\$	\$	\$	\$	\$
• Photographs or Scanning	\$	\$	\$	\$	\$
• Other	\$	\$	\$	\$	\$
<u>Other Categories:</u>					
•	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$
Percentages (%)	%	%	%	%	100%

List and briefly describe sources of match (cash and/or in-kind contribution in goods and services) for the project:

- _____
- _____
- _____
- _____
- _____

List and briefly describe any other sources of income (including other grants, admission fees, etc.) for the project:

- _____
- _____
- _____
- _____

Grant Fund Request for the Project: \$ _____

BUDGET SUMMARY INFORMATION

Grant Amount Requested: \$ _____ Match: \$ _____

Total Estimated Project Cost: \$ _____

IV. SUPPORTING MATERIALS (Submit as part of the Application Packet):

- Notarized affidavit stating that the grant project work shall be accomplished consistent with applicable codes, regulations, and standards, and that all financial information submitted is truthful. Cities, towns, or other public agencies are not required to submit this item.
- A minimum of two Letters of Support from a city, town, or community-based organization.
- Documentation of non-profit status (for nonprofit organizations).
- Documentation of eligibility of the project for the Pierce County Historic Preservation Grant Fund, if needed.
- Other materials that provide documentation or information on the Applicant under *Section I. Applicant Information* of the Application Form.
- Other materials that provide documentation or information on the Project under *Section II. Project Information* of the Application Form.
- Other materials that provide documentation or information on the Project under *Section III. Project Budget* of the Application Form.

- Sample Work (video, CD, photos, publications, brochures, etc.) (*optional*).
- Detailed resumes of project personnel including contractors, consultants, and other professionals, if available (*optional*).

V. SIGNATURES

Name and Title of Authorizing Individual for the Project

Signature

Date

Name and title of Project Manager

Signature

Date

MAIL APPLICATION PACKET TO:

Historic Preservation Grant Program Administrator
Pierce County Planning and Land Services Department
Advance Planning Division
2401 South 35th Street, Room 228
Tacoma, WA 98409-7490